

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

May 16, 2018

Trustees: Don Milburn, Chair
Tom Plensky
Bob Leggett
Claire Hilscher
Candace Cowan
Linda McKay

Regrets: Dave Simpson

Staff: Leslie Carter, Administrator
Janine Sibley, Administrative Assistant
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Correspondence in:

May 14, 2018 – Scott Fraser, MLA – reply regarding Improvement District Access to Funding

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on April 18, 2018

Motion: to approve the minutes of Regular Board Meeting of April 18, 2018

Bob Leggett Seconded: Linda McKay Vote: Carried

Minutes of the Special Board Meeting held on May 2, 2018

Motion: to approve the minutes of Special Board Meeting of May 2, 2018

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for April 10 – May 8, 2018

Water Delivery: April 10 – May 8, 2018: 1,836,780 Imp. Gal.

Average daily use/connection (605 connections): 108 Imp. Gal. Previous Month – 87

Observation Well #310 Levels (meters): May 8, 2018: 7.38 Previous Month – 7.1

Operator noted that consumption has increased significantly after this report period and is now approximately double what it was in March.

Meeting with VIHA is scheduled for 10:30 am on May 17/18. This will also include the DBID system inspection.

Well inspector from Min. of Environment toured the wells today and a report is expected in a few days.

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by Leslie Carter

Call outs for April 2018: 9 (1 MVI, 6 First Responder, 1 Fire, 1 Misc.)

Motion: to approve the fire department member's expense that was submitted late for first responder certification due to a delay in receiving the certificate

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to accept the Fire Chief's report as presented

Claire Hilscher Seconded: Linda McKay Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Bob provided a verbal report on progress to date. The geo-tech completed the test digs and report has been received and forward to the structural engineer and architect. Indications are that the top approximately 48" under the footings will need to be replaced with engineered fill (e.g. 1" crush, packed).

Structural engineer will be coming out to take a closer look at the back corner of the new building site (north-east corner) and this will require that the brush is cleared from this area. Operator will have this looked after this week.

Committee is still trying to obtain additional quotes for framing and building.

Motion: to accept Fire Hall Replacement Committee report as presented

Candace Cowan Seconded: Linda McKay Vote: Carried

Finance Committee: no meeting

Total payments issued for April 2018 Water: **\$13,102.57**

Total payments issued for April 2018 Fire: **\$6,142.68**

Motion: to accept Finance Committee report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

HR Committee: no meeting, report in-camera

Planning Committee: no meeting

Correspondence In:

May 8, 2018 – McElhanney Consulting, Construction Services Proposal (Seaview & Longview)

May 14, 2018 – Scott Fraser, MLA – reply regarding Improvement District Access to Funding

Administrator to arrange meeting for some time in June with Scott Fraser and invitation will be extended to both Bowser Waterworks District and Qualicum Bay Waterworks.

Discussion regarding McElhanney proposal – planning meeting to be held once further information is received about potential 3rd party project management.

Motion to deal with and file correspondence in

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Correspondence Out:

April 23, 2018 – Ratepayer, re: online banking response

April 25, 2018 – Island Health, re: Wells #1, #2 & #3 GARP review

Motion: to deal with and file correspondence out

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Old Business: none

New Business:

Establishment of a Facilities Committee:

Board would like to form a standing committee for facilities related issues such as collection of materials in the outside yard, dealing with neighbouring properties during and after construction, future use/alterations of current building once new fire hall is completed etc.

Tom Plensky and Bob Leggett will sit as trustees and administrator to contact the fire department to have 2 members also sit as committee members. There may be times when the operator is asked to attend depending on the issues to be discussed.

Question Period:

There being no further business the meeting was adjourned to go in-camera for an HR. issue at 8:42 pm.

The above minutes were approved by the Board of Trustees on June 20, 2018.

By: _____
Chair of the Trustees

Officer