

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

August 21, 2019

Trustees: Don Milburn, Chair
Tom Plensky
Bob Leggett
Dave Simpson
Candace Cowan
Claire Hilscher

Regrets: Linda McKay

Staff: Janine Sibley, Administrative Assistant
Don Buchner, Operator

Guests: 14

Call to Order: 7:00 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Dave Simpson Vote: Carried

Petitions and Delegations:

Special Presentation from Deep Bay Fire/Rescue Society

Barb Nixon and Robert Hale of the Deep Bay Fire/Rescue Society (DBFRS) presented a cheque to the DBID in the amount of \$8,000. These funds are in support of the fire hall renewal project and for fire hall equipment. \$7,000 is to be used for the fire hall renewal project and \$1,000 to be used for fire hall equipment. This cheque brings the total amount provided by the society, towards the fire hall, to \$80,000.

Don Milburn thanked the DBFRS for all of their hard work they put into fundraising efforts.

Minutes of the Regular Board Meeting held on July 17, 2019

Motion: to approve the minutes of Regular Board Meeting of July 17, 2019

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Motion: to approve the minutes of Special Board Meeting of August 7, 2019

Tom Plensky Seconded: Dave Simpson Vote: Carried

Business arising from the minutes:

Discussion regarding the short notice of the Special Board Meeting, more lead time is to be given to the public to attend any Special Board meetings.

Operator Monthly Report:

Operations & Maintenance Report for Jul. 10 – Aug. 13, 2019

Water Delivery: Jul. 10 – Aug. 13, 2019: 4,645,080 Imp. Gal.

Average daily use/connection (610 connections): 224 Imp. Gal. Previous Month – 247

Observation Well #310 Levels (meters): Aug. 13, 2019: 8.6 Previous Month – 8.2

On August 13, Operator discovered that there had been an attempted break-in at the lower gate to the reservoir. Need to schedule a Bylaw Committee meeting to update the alarm policy to ensure the safety of our operator and staff when checking on the reservoir.

Mainroad Contracting advised that they will be working on the roads, this brings up concerns on the safety and integrity of the water due to potential damage to the pipes while they are digging up the roads. Operator will watch and flag any areas that may be a problem.

Motion: to send a letter to Mainroad Contracting and Ministry of Transportation advising them of our concerns

Dave Simpson Seconded: Tom Plensky Vote: Carried

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Candace Cowan Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report: presented by George Lenz

Call outs for the month of July 2019: 2 (1 MVI, 1 First Responder)

Call outs to date, as of August 21: 11 (3 MVI, 4 First Responder, 3 Fire, 1 Misc.)

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

Bob Leggett Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: August 17, 2019 meeting

Bob reviewed the draft minutes of the August 17, 2019 committee meeting and provided a copy of the duties for the DBID Owner Representative and the minutes of the December 7, 2018 Special Board Meeting that included discussion regarding developing these duties.

Christo Kuun verbally submitted his resignation as DBID Owner Representative for the Fire Hall Building Project.

Motion: to include the reference notes regarding the Owner Representative position, as stated in the December 7, 2018 Special Board Meeting minutes, in the contract for DBID Owner Representative and ask Christo to reconsider his resignation

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Motion: to accept the Fire Hall Replacement report as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Finance Committee: no meeting

Total payments issued for July 2019 Water: **\$57,536.67**

Total payments issued for July 2019 Fire: **\$17,611.50**

Motion: to review and update the terms of reference for all committees prior to finalizing the 2020 budget

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Motion: to accept the Finance Committee report as presented

Dave Simpson Seconded: Tom Plensky Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

August 15, 2019 – Regional District of Nanaimo, Contribution of Community Works Funds to Deep Bay Improvement District, Contribution Agreement for Signing.

Motion: to authorize Chair and Administrator to sign Community Works Funds agreement and authorize administrator to proceed with application process.

Dave Simpson Seconded: Bob Leggett Vote: Carried

Funds of \$150,000 to be used towards Seaview/Longview watermain replacement project.

Correspondence Out:

July 18, 2019 – Ministry of Municipal Affairs and Housing, Bylaw No. 239 for approval, registration and filing.

Motion: to deal with and file correspondence in and out

Bob Leggett Seconded: Dave Simpson Vote: Carried

Old Business: none

New Business

Septic Design, request for quotes

Motion: to award the offer to Dave Anderson to proceed with septic design

Bob Leggett Seconded: Dave Simpson Vote: Carried

Related party declaration requirement for bidders

Motion: to accept the Related Party Declaration as presented

Dave Simpson Seconded: Candace Cowan Vote: Carried

Community Emergency Preparedness Fund

Administrator to set up a meeting with the Fire Protection Committee, DBFRS, George Lenz and Rita Levitz. The next steps will be to identify the project and costs and proceed with pursuing the grant funding.

Question Period:

- Q. One ratepayer has heard a rumor that the Fire Hall project could be postponed.
A. The Board assured her that this rumor is not true, the only variable is interest rate.
Q. Can the Board give the public more advance notice for any Special Board Meetings?
A. It was suggested that the board set up regularly scheduled Special Meetings and then cancel any meetings that are not necessary.

There being no further business the meeting was adjourned to go in-camera at 8:35 pm.

The above minutes were approved by the Board of Trustees on September 18, 2019.

By: _____
Chair of the Trustees

Officer