

**DEEP BAY IMPROVEMENT DISTRICT**  
**MINUTES OF THE SPECIAL BOARD MEETING**

**December 5, 2019**

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

**Staff:** Leslie Carter, Administrator

**Guests:** Christo Kuun, Owner Representative

**Call to Order:** 10:00 am

**Motion: to approve agenda for current meeting**

**Dave Simpson      Seconded: Candace Cowan      Vote: Carried**

**Correspondence In:**

December 2, 2019 – Magnum Project Management review and comparison of tenders for steel building

Christo reviewed bid comparison provided by Magnum Project Management.

**Motion: to accept bid from Ferro Building Systems in the amount of \$474,790.00 for supply and install of steel building**

**Dave Simpson      Seconded: Bob Leggett      Vote: Carried**

Administrator will notify Magnum and they will notify all bidders.

Christo will suggest site visit by Ferro to determine access/site requirements.

Carsten has set up a preliminary meeting with RDN building officials for Dec. 6.

Bids are being solicited from electricians for moving the generator.

**New Business**

Discussion of the bidding process for the fire hall specifically.

**Motion: to delegate joint authority to Magnum Project Management and Christo Kuun to award contracts related to the new fire hall to a maximum of \$50,000 (assuming no conflict of interest).**

**Linda McKay      Seconded: Tom Plensky      Vote: Carried**

Regular reports will be required to the board outlining contracts awarded for the board to accept and authorize payments. If any issues or concerns are noted, Christo will consult with the board prior to awarding a contract.

**Motion: to develop a purchasing policy specific to the Fire Hall Project**

**Bob Leggett      Seconded: Dave Simpson      Vote: Carried**

**Motion: to open an account with Bowser Builders, specifically for the fire hall project, authorizing Christo Kuun and Leslie Carter as signers.**

**Claire Hilscher      Seconded: Bob Leggett      Vote: Carried**

There being no further business, the meeting was adjourned to go in-camera at 10:47 am

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

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer