

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

**February 20, 2019**

**Trustees:** Don Milburn, Chair  
Tom Plensky  
Linda McKay  
Dave Simpson

Bob Leggett  
Candace Cowan  
Claire Hilscher

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator

**Call to Order:** 7:00 pm

**Introduction of late items:** none

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

**Tom Plensky            Seconded: Candace Cowan            Vote: Carried**

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on January 16, 2019**

**Motion: to approve the minutes of Regular Board Meeting of January 16, 2019**

**Bob Leggett            Seconded: Linda McKay            Vote: Carried**

**Minutes of the Special Board Meeting held on January 21, 2019**

**Motion: to approve the minutes of Special Board Meeting of January 21, 2019**

**Dave Simpson            Seconded: Tom Plensky            Vote: Carried**

**Minutes of the Special Board Meeting held on January 29, 2019**

**Motion: to approve the minutes of Special Board Meeting of January 29, 2019**

**Linda McKay            Seconded: Dave Simpson            Vote: Carried**

**Business arising from the minutes:** All contracts have now been signed.

**Operator Monthly Report:**

**Operations & Maintenance Report for Jan. 9 – Feb. 13, 2019**

Water Delivery: January 9 – February 13, 2019: 2,959,880 Imp. Gal.

Average daily use/connection (610 connections): 139 Imp. Gal.      Previous Month – 145

Observation Well #310 Levels (meters): Feb. 13, 2019: 6.9            Previous Month – 7.85

**Motion: to accept the Operator's report as presented**

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for January 2019: 8 (6 MVI, 1 First Responder, 1 Fire, 0 Misc.)

Fire Chief is working to have Deep Bay Volunteer Fire Department included in the next renewal of the Automatic Response Agreement (2022). Deep Bay would have an automatic response agreement with Bow Horn Bay Fire Dept. allowing quicker call outs on fire calls. The current Mutual Aid Agreement would remain in force for all other departments.

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

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** February 15, 2019 meeting

Dave provided a verbal report of the February 15, 2019 committee meeting and subsequent meeting with the architect, project manager and consulting engineers to go over details of in-progress drawings. The committee will be meeting again shortly to make any final adjustments prior to finalization of working drawings. Building package is expected to be completed by March 15, 2019 and then Magnum will work on developing a budget for presentation to the board.

**Motion: to accept Fire Hall Replacement Committee report as presented**

**Claire Hilscher                      Seconded: Tom Plensky                      Vote: Carried**

**Finance Committee:** no meeting

Total payments issued for January 2019 Water: **\$20,934.27**

Total payments issued for January 2019 Fire: **\$3,110.73**

**Motion: to accept Finance Committee report as presented**

**Tom Plensky                      Seconded: Bob Leggett                      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**

February 1, 2019 – Aon Reed Stenhouse/Capri CMW Insurance, notice of change of insurance brokers for current policies effective April 1, 2019

February 13, 2019 - Carsten Jensen Architect, McGill & Assoc. Engineering Ltd. revised proposal for structural engineering services

February 14, 2019 – MLA Scott Fraser, re: Improvement District access to funding

**Correspondence Out:** none

**Motion: to accept the revised proposal from McGill & Associates Engineering Ltd. date January 28, 2019, for the amount of \$14,000**

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

Administrator to forward a copy of information from MLA Scott Fraser to Bowser Waterworks and Qualicum Bay Waterworks Districts.

**Motion: to deal with and file correspondence in and out**

**Dave Simpson**

**Seconded: Tom Plensky**

**Vote: Carried**

**Old Business**

Seaview/Longview main replacement is anticipated to commence this spring. Administrator to send letters to all property owners that may have landscaping extending onto road right of way providing notice that they should remove any plantings they wish to retain.

Administrator to follow up with Fire Chief regarding radio replacement for 8-1.

**New Business** - none

**Question Period** - none

There being no further business the meeting was adjourned at 7:40 pm.

The above minutes were approved by the Board of Trustees on March 20, 2019.

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

\_\_\_\_\_  
Officer