

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

**January 16, 2019**

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

**Regrets:** Don Milburn, Dave Simpson

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

Guests: 2

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

**Claire Hilscher was elected to serve as chair for the current meeting**

**Introduction of late items:**

Correspondence in:

January 15, 2019 – McElhanney Consulting Services Ltd. – draft tender documents for Seaview/Longview main replacement

January 16, 2019 – Carsten Jensen Architect – draft contract for construction management services

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

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

**Petitions and Delegations:**

Q: the Fire Underwrites Survey has extended certification of truck 8-1 for 5 years – will this affect the timing of the fire hall construction?

A: No, the board is moving ahead with the fire hall project as planned and is engaging a construction manager to assist with obtaining a preliminary budget. The extension does give the DBID flexibility with regards to timing of the replacement truck purchase.

**Minutes of the Regular Board Meeting held on December 19, 2018**

**Motion: to approve the minutes of Regular Board Meeting of December 19, 2018**

**Tom Plensky            Seconded: Bob Leggett            Vote: Carried**

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for Dec. 12, 2018 – Jan. 9, 2019**

Water Delivery: December 12, 2018 – January 9, 2019: 2,461,800 Imp. Gal.

Average daily use/connection (605 connections): 145 Imp. Gal.      Previous Month – 129

Observation Well #310 Levels (meters): Jan. 5, 2019: 7.85              Previous Month – 8.9

**Motion: to add removal of stand pipe at end of Thompson Clarke Dr. West to the McElhanney tender documents and to authorize administrator to follow up regarding amending right-of-way document as it pertains to this stand pipe.**

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

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

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

**Operations & Maintenance Committee:** no meeting

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

Call outs for December 2018: 11 (6 MVI, 3 First Responder, 0 Fire, 2 Misc.)

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

**Bob Leggett                      Seconded: Tom Plensky                      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Bob provided an update – Architect has provided drawings (65% complete) to Magnum and McGill Engineering. Working agreement for McGill needs to be formalized. Administrator will contact Carsten Jensen for assistance with this. Discussion regarding draft contract for construction management services – this can be reviewed by the committee this week.

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

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

**Finance Committee:** no meeting

Total payments issued for December 2018 Water: **\$26,621.11**

Total payments issued for December 2018 Fire: **\$28,769.52**

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

**Bob Leggett                      Seconded: Candace Cowan                      Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

Discussion regarding the need for some gravel in the vehicle extrication practice area - the committee will meet in the near future to look at what is needed for this.

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

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

**HR Committee:** no meeting

**Planning Committee:** no meeting

**Correspondence In**

December 21, 2018 – Fire Underwriters Survey, Fire Insurance Grade Update

January 15, 2019 – McElhanney Consulting Services Ltd. – draft tender documents for Seaview/Longview main replacement

January 16, 2019 – Carsten Jensen Architect – draft contract for construction management services

**Correspondence Out - none**

**Motion: to refer draft contract for construction management services to the Building Committee for comments and to hold a Special Board Meeting for approval with both meetings to be scheduled as soon as possible**

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

**Motion: to approve the tender documents for the Seaview/Longview main replacement amended to remove landscaping items from the contract and drawings and to add the capping and removal of the stand pipe at the end of Thompson Clarke Dr. West.**

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

**Old Business**

**Motion: to amend Policy Number 14-02-01 “Confidential Information – Privacy Rights of Personal Information Policy” as presented**

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

**New Business: none**

**Question Period: none**

There being no further business the meeting was adjourned at 7:55 pm.

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

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

\_\_\_\_\_  
Officer