

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

March 18, 2020

In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.

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

Staff: Leslie Carter, Administrator

Call to Order: 7:00 pm

Introduction of late items:

New Business: Postponement of AGM and Office Closure

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 February 19, 2020

Motion: to approve the minutes of Regular Board Meeting of February 19, 2020

Dave Simpson Seconded: Tom Plensky Vote: Carried

Business arising from the minutes: Magnum has met with Ferro for a site meeting. Christo was not present but has contacted Magnum regarding visit.

Presentation of 2019 Audited Financial Statements for board approval

MNP - Cory Vanderhorst, CA

Consolidated Financial Statements and Audit Findings Report to December 31, 2019 were presented and reviewed. The audit report was clean with no concerns noted. Audit procedure went very smoothly.

Motion: to accept the 2019 Audit Findings Report and 2019 Consolidated Financial Statements as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Cory left the meeting at this point.

Operator Monthly Report:

Operations & Maintenance Report for Feb 12 – Mar 11, 2020

Water Delivery: Feb 12 – Mar 11, 2020: 1,423,400 Imp. Gal.

Average daily use/connection (610 connections): 83 Imp. Gal. Previous Month – 85

Observation Well #310 Levels (meters): Mar. 11, 2020: 7.472 Previous Month – 8.2

Motion: to accept the Operator's report as presented

Dave Simpson Seconded: Tom Plensky Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of February: 4 (1 MVI, 2 First Responder, 0 Fire, 1 Misc.)

Fire Hall has essentially been locked down. Practices are cancelled and the hall is closed to the public. Members will only attend for call outs or to deal with department business.

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

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Development permit is almost ready to go, just waiting on drawings from the architect.

Impact of COVID-19 Pandemic with respect to this project is currently unknown.

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

Bob Leggett Seconded: Dave Simpson Vote: Carried

Finance Committee: no meeting

Total payments issued for February 2020 Water: **\$9,007.54**

Total payments issued for February 2020 Fire: **\$37,401.82**

Motion: to accept the finance committee report as presented

Linda McKay 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 19, 2020 – Deep Bay Fire/Rescue Society, \$17,000 equipment donation to be presented at AGM

March 9, 2020 – Coast Water Suppliers Association, Administrative workshop, April 8, 2020
(this workshop has subsequently been postponed)

Correspondence Out: none

Discussion of transfer of money between funds as a result of any equipment donations will be discussed towards the end of the year.

Motion: to authorize registration for 2 staff members to attend CWSA workshop

Candace Cowan Seconded: Bob Leggett Vote: Carried

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Linda McKay Vote: Carried

Old Business: none

New Business:

Motion: to postpone the AGM scheduled for April 7, 2020 to a future date, still to be determined

Linda McKay Seconded: Candace Cowan Vote: Carried

Motion: to authorize closing of the office to the public until further notice

Dave Simpson Seconded: Bob Leggett Vote: Carried

Office hours will still be maintained by staff and assistance will be available to rate payers by telephone and email. Updates will be posted at office and website.

AGM agenda to be brought back for review once a new date is set.

Motion: to approve the 2019 Annual Report as presented

Bob Leggett Seconded: Candace Cowan Vote: Carried

Motion: to approve the 2019 Annual Water System Report as presented

Dave Simpson Seconded: Tom Plensky Vote: Carried

Pipeline for April will need to be altered based on recent events. Draft will be sent out by email for review by trustees.

Motion: to table Resolution No. 136 – Disconnect until the next board meeting

Candace Cowan Seconded: Claire Hilscher Vote: Carried

New business for next meeting: discussion of late payment policy in relation to impacts as a result of COVID-19 Pandemic.

Question Period: none

There being no further business the meeting was adjourned at 7:46 pm.

The above minutes were approved by the Board of Trustees on April 15, 2020.

By: _____
Chair of the Trustees

Officer