

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

**November 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  
Claire Hilscher  
Dave Simpson  
Candace Cowan  
Linda McKay

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

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

**Introduction of late items:**

Correspondence In

November 13, 2020 – Ministry of Municipal Affairs and Housing, suggested changes to Bylaw 241 “Meeting Procedures Amendment Bylaw” regarding electronic participation at regular meetings, outside of an emergency.

November 17, 2020 – Deep Bay Fire/Rescue Society, \$20,000 donation directed towards costs to finish the second floor of the new fire hall

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

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

**Petitions and Delegations:**

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Randy reviewed the October 20, 2020 Project Update.

1. Project status: no change
2. Status of Building: Ferro steel building is completed, vents and piping are in progress
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required. COVID-19 plan in place and will be reviewed given current circumstances.
4. Division 2 – Civil Works
  - a. First Stage: completed.
  - b. Second stage: completed
  - c. Third stage: Interior trade support completed with equipment, exterior trade support of pipe in ongoing, 75% complete.
  - d. Exterior stage (fourth): the septic system is in place and existing building is on the new system.
5. Division 3 – Concrete – complete except for misc. exterior footings.
6. Division 4 – Masonry: Masonry block wall is complete.
7. Division 5 – Metals – Ferro is completed and inspected.

8. Division 6 – Woods & Plastics
  - a. Concrete slab c/w plumbing and electrical installed below grade.
  - b. Framing in the “office area” started, 2<sup>nd</sup> floor system arrived Nov. 18/20
9. Division 7 – Thermal Protection
  - a. Rigid insulation is installed in slab per the plans.
  - b. Upon review, exterior flashing and insulation was added
10. Division 8 – Doors:
  - a. Doors installed. They are factory white painted, final electrical remains. The door could be painted, board to discuss this meeting.
11. Division 15 – Mechanical & Plumbing: the interior rough in plumbing is completed and has been signed off.
12. Division 16 – Electrical
  - a. McCormack is onsite installing as required.
  - b. Electrical building is proceeding, was able to be clad with leftover materials from the steel building.
13. Overall – Balance of building pricing: either out for pricing or pending out for pricing.
14. Quick Summary
  - a. Interior concrete completed
  - b. Septic tank & system installed
  - c. Interior framing contractor starting framing
  - d. Floor truss system onsite & being installed
  - e. We remain on target with budget, no major concerns
  - f. We remain ahead of schedule currently based on our start dates.

Discussion of RDN requirements for finishing of the second floor, budget estimate is about \$36,000 and there is money in the current budget for this. Rough budget provided for finishing of second floor if funds were available. Finishing of plumbing and electrical would require a building permit if this is done at a later date. Trustees would be interested in seeing costs to finish to a level that a further building permit would not be required.

Randy & Ryan left the meeting at this point

**Minutes of the Regular Board Meeting held on October 21, 2020**

**Motion: to approve the minutes of Regular Board Meeting of October 21, 2020**

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

**Minutes of the Special Board Meeting held on November 5, 2020**

**Motion: to approve the minutes of Special Board Meeting of November 5, 2020**

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

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for October 16 – November 11, 2020**

Water Delivery: October 16 – November 11, 2020: 1,571,020 Imp. Gal.

Average daily use/connection (615 connections): 98 Imp. Gal. Previous Month – 129

Observation Well #310 Levels (meters): Nov. 11, 2020: n/a Previous Month – 9.2

VIHA Inspection report received – no concerns noted. Process has been started to allow Well #1 to be brought back into production now that septic has been relocated.

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

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

Don Buchner left the meeting at this point.

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:**

Call outs for month of October: 8 (3 MVI, 4 First Responder, 0 Fire, 1 Misc.)

Truck 8-2 has been towed to a diesel mechanic in Port Alberni for repairs and should be back in service next week.

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

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

**Fire Protection Committee:** no meeting

Committee meeting is scheduled for November 19, 2020. Trustees will reiterate the budget constraints for truck 8-1 replacement. Trustees would like to gain a better understanding of the requirements for a new truck (priorities, need to have, nice to have).

**Fire Hall Replacement Committee:** no meeting

Discussion of finishing of second floor: Administrator will request MPM provide a budget figure to finish the second floor to a level that any further work would not require a building permit. Donation of \$20,000 from the Deep Bay Fire/Rescue Society could be put towards these items once firm costs are determined.

**Motion: to authorize the purchase and installation of two new toilets for the administrative offices from the Waterworks Building Maintenance budget**

**Claire Hilscher Seconded: Candace Cowan Vote: Carried**

**Motion: to send letter of thanks to the Deep Bay Fire/Rescue Society for their recent donation.**

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

Rolling overhead doors to be left with factory white finish, administrator will tell MPM.

**Finance Committee:** no meeting

Total payments issued for October 2020 Water: **\$16,129.16**

Total payments issued for October 2020 Fire: **\$140,076.77**

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

**Tom Plensky Seconded: Linda McKay 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:**

November 9, 2020 – VIHA, Drinking Water Inspection Report

November 13, 2020 – Ministry of Municipal Affairs and Housing, suggested changes to Bylaw 241 “Meeting Procedures Amendment Bylaw” regarding electronic participation at regular meetings, outside of an emergency.

November 17, 2020 – Deep Bay Fire/Rescue Society, \$20,000 donation directed towards costs to finish the second floor of the new fire hall

November 18, 2020 – Lighthouse Country Living, request for info

**Correspondence Out:** none

**Motion: to direct administrator to amend Bylaw 241 to incorporate Ministry suggestions regarding electronic participation at regular meetings, outside of an emergency.**

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

Administrator will provide a fire hall update and recent photos to Lighthouse Country Living publication.

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

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

**Old Business:** none

**New Business**

Committees to be discussed at January board meeting (after elections)

**Question Period:** none

There being no further business the meeting was adjourned to move in-camera at 8:17 pm.

The above minutes were approved by the Board of Trustees on December 16, 2020.

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

\_\_\_\_\_  
Officer