

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

October 21, 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
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: none

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Bob Leggett Vote: Carried

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative

Randy reviewed the October 20, 2020 Project Update.

1. Project status: no change
2. Status of Building: Ferro steel building is completed
3. Division 1 – MPM work continues within original budget. Level 3 first aid in place as required.
4. Division 2 –
 - a. First Stage: completed.
 - b. Second stage: interior backfill completed as of October 20.
 - c. Third stage: Interior trade support completed with equipment, exterior trade support of pipe in ongoing, 50% complete.
 - d. Exterior stage (fourth): the building site is holding up well with all the traffic and equipment.
5. Division 3 – Interior slab is scheduled to be poured October 23.
6. Division 4 – Masonry: Masonry block wall is complete.
7. Division 5 – Metals – Ferro is completed and inspected as of September 29.
8. Overhead photos of worksite provided.
9. Division 7 – Thermal Protection: Rigid insulation is installed in slab per the plans.

10. Division 8 – Doors: The four large overhead roll up truck bay doors have been ordered with a delivery of 3-6 weeks should arrive in November. Doors are white and may be painted.
11. Division 15 – Mechanical & Plumbing: the interior rough in plumbing is completed and has been signed off.
12. Division 16 – Electrical: McCormack is onsite installing as required, the budget has been trimmed for some savings.
13. Overall – Balance of building pricing: either out for pricing or pending out for pricing.
14. Quick Summary
 - a. Interior slab scheduled pour Friday, estimated
 - b. Interior framing contractor bid went to Simcott Construction
 - c. Lumber package went to Bowser Builders
 - d. We are on target with budget, no major concerns
 - e. We are ahead of schedule currently based on our start date
 - f. We are on target & schedule for our original proposed starting date of late April.

Q: What are the fire requirements for upstairs space?

A: Drywall will be required on all exterior walls upstairs and interior steel girders will need to be painted. Products are being sourced for paint and should be within budget

Christo: confirmed that the rest of the costing needs to be completed before the full budget picture is known, there have been items come up that were not budgeted for such as the electrical shed and installation of a new water line.

Randy, Ryan & Christo left the meeting at this point

Minutes of the Regular Board Meeting held on September 16, 2020

Motion: to approve the minutes of Regular Board Meeting of September 16, 2020

Linda McKay Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for September 9 – October 16, 2020

Water Delivery: September 9 – October 16, 2020: 2,936,560 Imp. Gal.

Average daily use/connection (615 connections): 129 Imp. Gal. Previous Month – 223

Observation Well #310 Levels (meters): Oct 16, 2020: 9.2 Previous Month – 8.53

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

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

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Finance Committee: October 8, 2020 meeting

Total payments issued for September 2020 Water: **\$39,146.38**

Total payments issued for September 2020 Fire: **\$55,104.18**

Motion: to accept the Finance Committee report as presented

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to accept the October 8, 2020 Finance Committee 2021 budget recommendations as presented

Bob Leggett 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:

October 2, 2020 – MNP, Audit Service Plan 2020

October 5, 2020 – Coastal Water Supplies Association, Virtual administration workshop Nov. 19

Correspondence Out:

September 22, 2020 – Ministry of Transportation & Infrastructure, Proposed Conventional (Lot Line Adjustment) Subdivision Application for Lot 34, District Lot 28, Newcastle District, Plan 22249, Lot D, District Lot 28, Newcastle District, Plan 29862

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Old Business:

Discussion of fire truck information from Cariboo RD

Motion: to have Administrator forward information to fire department to review and have Fire Protection Committee meet to discuss and report back to board.

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Administrator to see if specs can be acquired for the truck purchased by Cumberland in 2019.

New Business

Discussion regarding funding the completion of fire hall 2nd floor: DBID has stated that funds borrowed for the fire hall project will not include finishing the second floor. Line item can be added to the Fire Protection Capital Plan with a note that it is to be funded by donations. This will allow directed donations to this specific item (Deep Bay Fire/Rescue Society donations can only be directed to a budgeted project).

Fire Hall Replacement Committee will be asked to gather costs required to finish second floor. Fire Protection Capital Budget can be amended by the board once a budget amount has been determined.

Motion: to approve the 2021 Operating Budgets and Capital Plans for both Waterworks and Fire Protection as presented

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 242 "Taxation Bylaw 2021" to set parcel, fire protection and fire hall building renewal tax rates for 2021

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 242 "Taxation Bylaw 2021" to set parcel, fire protection and fire hall building renewal tax rates for 2021

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to approve the November Pipeline as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Motion: to issue an honorarium payment of \$5,000 to Christo Kuun in recognition of services provided as Owner Representative for the Fire Hall Project

Bob Leggett Seconded: Candace Cowan Vote: Carried

Motion: to reimburse Christo Kuun in the amount of \$310.80 for fire hall related expenses incurred in 2019

Tom Plensky Seconded: Candace Cowan Vote: Carried

Court of Revision date to be set for Wednesday, Dec. 9, 2020 from 8:00 am to 8:00 pm.

Tom, Candace and Claire can be available if required.

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 7:56 pm.

The above minutes were approved by the Board of Trustees on November 18, 2020.

By: _____
Chair of the Trustees

Officer