

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

September 18, 2019

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator
George Lenz, Fire Chief

Guests: 1

Call to Order: 6:58 pm

Introduction of late items:

Correspondence In

September 16, 2019 – Ministry of Municipal Affairs & Housing, Scanned copy of approved and registered copy of Bylaw No. 239, (original copies are in the mail)

New Business:

Resolution Regarding Banking: to appoint Royal Bank of Canada as a banker for DBID and to authorize any two of chair, administrator or trustee to sign on behalf of the DBID

Motion to approve and authorize Don Milburn and Leslie Carter to sign Royal Bank of Canada Master Client Agreement and Credit Agreement

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 August 21, 2019

Motion: to approve the minutes of Regular Board Meeting of August 21, 2019

Dave Simpson Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for Aug. 13 – Sep. 10, 2019

Water Delivery: Aug 13 – Sep. 10, 2019: 3,766,620 Imp. Gal.

Average daily use/connection (610 connections): 221 Imp. Gal. Previous Month – 224

Observation Well #310 Levels (meters): Sep. 10, 2019: 8-8 Previous Month – 8.6

A tree has come down on the wires at well #4, hydro has attended to disconnect power and HPS Power will be performing repairs on mast. Repair work should be completed by the weekend.

Ditch scraping along highway to start next week. Services have been marked.

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of August: 12 (3 MVI, 5 First Responder, 3 Fire, 1 Misc.)

Fires were 2 structure fires and on motor vehicle fire.

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

Bob Leggett Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: September 10, 2019 meeting

Motion: that Deep Bay Improvement District support the submission of a Community Emergency Preparedness Fund – Volunteer & Composite Fire Departments Equipment and Training Program grant application through the Union of BC Municipalities for the purchase of 2 air packs and 6 bottles for an amount up to \$25,000, and that DBID trustees support the proposed activities included in the grant application and commit to provide overall grant management

Candace Cowan Seconded: Tom Plensky Vote: Carried

Motion: to approve and budget for the transfer of up to \$12,000 from the Fire Protection Operating Fund to fund the RIT training course in 2020

Tom Plensky Seconded: Candace Cowan Vote: Carried

Motion: to accept and approve budget recommendations of the Fire Protection Committee September 10, 2019 report as presented

Linda McKay Seconded: Dave Simpson Vote: Carried

Fire Hall Replacement Committee: no meeting

Drawings have just been received from McGill for the renovation work to the current building. Committee will be meeting to review drawings and to draft information in order to obtain quotes for this work.

There is potential for money from cedar boughs from trees that will require removal prior to construction. Don Milburn is following up with a contact.

Finance Committee: no meeting

Total payments issued for August 2019 Water: **\$8,063.79**

Total payments issued for August 2019 Fire: **\$1,026.18**

Motion: to accept the 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: September 5, 2019 meeting

Motion: to approve the installation of new LED light fixtures for the office at an estimated cost of \$800.

Linda McKay Seconded: Dave Simpson Vote: Carried

Motion: to proceed, to a maximum cost of \$10,000, with the installation and alarming of a new gate for accessing the reservoir.

Candace Cowan Seconded: Tom Plensky Vote: Carried

Motion: to accept and approve budget recommendations of the Planning Committee September 5, 2019 report as presented

Linda McKay Seconded: Candace Cowan Vote: Carried

Correspondence In:

September 5, 2019 – Deep Bay Fire/Rescue Society, request to use DBID property for bottle drive on Saturday, October 19 from 10 am – 2 pm

September 16, 2019 – Ministry of Municipal Affairs & Housing, Scanned copy of approved and registered copy of Bylaw No. 239, (original copies are in the mail)

Correspondence Out:

August 29, 2019 – Mainroad Contracting, concerns regarding ditch scraping (Cc'd MOTI)

Motion: to allow Deep Bay Fire/Rescue Society use of DBID property for bottle drive on Saturday, October 19 from 10 am – 2 pm

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to deal with and file correspondence in and out

Dave Simpson Seconded: Candace Cowan Vote: Carried

Old Business: none

New Business

Resolution Regarding Banking: to appoint Royal Bank of Canada as a banker for DBID and to authorize any two of chair, administrator or trustee to sign on behalf of the DBID

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to approve and authorize Don Milburn and Leslie Carter to sign Royal Bank of Canada Master Client Agreement and Credit Agreement

Tom Plensky Seconded: Bob Leggett Vote: Carried

Administrator will follow up with RBC and request a meeting/conference call to go over procedures for draw downs.

Motion: to approve draft of October Pipeline

Dave Simpson Seconded: Linda McKay Vote: Carried

Administrator will email updated/revised version

Resolution No. 135: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.

Linda McKay Seconded: Candace Cowan Vote: Carried

Question Period:

Administrator reviewed Meeting Procedures Bylaw requirements with regards to calling special board meetings. The requirement for notice of 7 days can be waived by the board. Special meetings cannot be booked in advance as an agenda is required to call a special meeting.

Trustee asked if there will be tolls and/or tax increases for 2020 – this will be determined once all 2020 expenses have been finalized. Finance Committee will be meeting prior to October board meeting to review budgets and determine any necessary increases.

There being no further business the meeting was adjourned at 7:45 pm.

The above minutes were approved by the Board of Trustees on October 16, 2019.

By: _____
Chair of the Trustees

Officer