

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

**November 21, 2018**

**Trustees:** Don Milburn, Chair  
Claire Hilscher  
Linda McKay  
Bob Leggett  
Candace Cowan

**Regrets:** Dave Simpson, Tom Plensky

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

Guests: 1

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

**Introduction of late items:**

Correspondence In: Carsten Jensen, Architect, Construction Management Services Bidder Information

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

**Bob Leggett                      Seconded: Claire Hilscher                      Vote: Carried**

**Petitions and Delegations:**

Deep Bay Fire/Rescue Society: Barb Nixon and Robert Hale presented a cheque in the amount of \$10,000 directed to the hall fund. This brings the total donations from the society to \$60,000.

The board thanked the society members for their ongoing fundraising efforts.

**Minutes of the Regular Board Meeting held on October 17, 2018**

**Motion: to approve the minutes of Regular Board Meeting of October 17, 2018**

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

**Minutes of the Special Board Meeting held on October 23, 2018**

**Motion: to approve the minutes of Special Board Meeting of October 23, 2018**

**Linda McKay                      Seconded: Claire Hilscher                      Vote: Carried**

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for October 11 – November 14, 2018**

Water Delivery: October 11 – November 14, 2018: 2,522,300 Imp. Gal.

Average daily use/connection (605 connections): 123 Imp. Gal.      Previous Month – 114

Observation Well #310 Levels (meters): Nov 14, 2018: 8.9              Previous Month – 8.7

Discussion regarding recent theft from the reservoir and recommendations to improve security

**Motion: to authorize to a maximum of \$5,000 for security upgrades to the reservoir**

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

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

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

**Operations & Maintenance Committee:** no meeting

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

Call outs for October 2018: 4 (3 MVI, 1 First Responder, 0 Fire, 0 Misc.)

**Motion: to authorize the Fire Chief to sign off on the Deep Bay Harbour Fire Safety Plan**

**Claire Hilscher      Seconded: Bob Leggett      Vote: Carried**

Administrator will ask Fire Chief if he is aware of the proposed bon fire at the harbour

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

**Claire Hilscher      Seconded: Linda McKay      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** October 30, 2018 meeting

Bob reviewed the October 30, 2018 report and provided an update on meetings with potential construction management firms. Three firms have had site tours and a fourth will be in on Nov. 22/18.

Review of bidder information provided by Carsten: time line will need to be adjusted as DBID will need more time between completion of the preliminary budget and final funding approval for the referendum process. The board also requires a scoring criteria included in the information to ensure the decision making process is transparent to both the public and the bidders. Once bids have been received, Interviews may be conducted with short-listed firms.

Instruction to Bidder document to be reviewed by trustees via email once it has been updated.

**Motion: to instruct building committee to provide a cost estimate for the reinforcement work required on the current building.**

**Claire Hilscher      Seconded: Linda McKay      Vote: Carried**

Several trustees attended a recent fire practice to provide an update on finances and progress of the proposed fire hall project.

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

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

**Finance Committee:** no meeting

Total payments issued for October 2018 Water: **\$11,288.80**

Total payments issued for October 2018 Fire: **\$8,048.46**

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

**Candace Cowan      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 6, 2018 – Deep Bay Fire/Rescue Society, request to use DBID property for a bottle drive Saturday, March 16, 2019

November 2, 2108 - Office of the Information and Privacy Commissioner of BC, re: Breach Notification

**Correspondence Out:**

October 24, 2018 – Office of the Information and Privacy Commissioner of BC, self-report of privacy breach.

November 1, 2018 – RDN, request for Community Works Funds for water infrastructure project

**Motion: to authorize use of DBID property by Deep Bay Fire/Rescue Society for a bottle drive on Saturday, March 16, 2019**

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

Administrator to set up meeting with Stuart McLean and trustees to discuss request for Community Works Funds. A copy of the letter sent to Scott Fraser to be forwarded to Stuart.

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

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

**Old Business:**

Accounting Software update: Due to an unexpected increase in proposed costs for a hosted solution, all options, including looking at a server set-up, need to be reconsidered. Administrator will bring forward options at a later date.

**New Business:**

Privacy policy – to be reviewed at December board meeting

**Question Period:** none

There being no further business the meeting was adjourned at 8:50 pm.

The above minutes were approved by the Board of Trustees on December 19, 2018.

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

\_\_\_\_\_  
Officer