

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

September 19, 2018

Trustees: Claire Hilscher, Chair
Tom Plensky
Dave Simpson
Bob Leggett
Candace Cowan

Regrets: Don Milburn, Linda McKay

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Guests: 1

Claire Hilscher was elected to serve as chair for the current meeting

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: none

Minutes of the Regular Board Meeting held on August 15, 2018

Motion: to approve the minutes as amended of Regular Board Meeting of August 15, 2018

Dave Simpson Seconded: Tom Plensky Vote: Carried

Business arising from the minutes: still waiting on reply from Scott Fraser

Operator Monthly Report:

Operations & Maintenance Report for August 9 – September 12, 2018

Water Delivery: August 9 – September 12, 2018: 4,695,240 Imp. Gal.

Average daily use/connection (605 connections): 228 Imp. Gal. Previous Month – 292

Observation Well #310 Levels (meters): Sep. 12, 2018: 8.5 Previous Month – 8.2

Don is getting a quote for cleaning of the reservoir to take place this fall. This will also involve a chlorination that ratepayers will need to be notified of.

Operator to request a formal quote for new SCADA software that will allow remote monitoring and provide better historical data. Quote will also include any hardware requirements (computer).

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: presented by Leslie Carter

Call outs for August 2018: 5 (0 MVI, 3 First Responder, 2 Fire, 0 Misc.)

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

Bob Leggett Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: September 12, 2018 meeting

Committee report and budget recommendations reviewed

Motion: to approve the purchase of a replacement radio for 8-1 in 2018

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to accept and approve budget recommendations of the Fire Protection Committee September 12, 2018 report as presented

Dave Simpson Seconded: Candace Cowan Vote: Carried

Fire Hall Replacement Committee:

Committee members met with Carsten Jensen, Architect, to discuss obtaining working drawings. Carsten mentioned that private financing could be an option for construction financing. Carsten can also provide a list of qualified candidates for Project Manager if required (this would be an alternative to a single bid).

Carsten has offered to meet with the trustees in October to discuss production of working drawings and options to move project forward. This meeting to be set up either in conjunction with the next planning committee meeting or as a separate meeting prior to the October board meeting.

Committee members also met with Brad West (Structural Engineer). He will be providing a proposal/contract for project engineer ("engineer of record"). This will be brought forward to the board once received.

Motion: to get at least 3 quotes for design and installation of new septic system.

Tom Plensky Seconded: Bob Leggett Vote: Carried

Motion: to accept Fire Hall Replacement Committee report as presented

Tom Plensky Seconded: Candace Cowan Vote: Carried

Finance Committee: no meeting

Total payments issued for August 2018 Water: **\$8070.28**

Total payments issued for August 2018 Fire: **\$477.71**

Transferred funds due from Waterworks to Fire Protection: \$150,000

Motion: to accept Finance Committee report as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: no meeting

Planning Committee: September 4, 2018 meeting

Committee report and budget recommendations reviewed

Line 40 #3 Truck Insurance: amend to \$1000 based on renewal documents received.

Motion: to accept and approve budget recommendations of the September 4, 2018 Planning Committee report as amended, excluding recommendation for expenditures for obtaining working drawings.

Dave Simpson Seconded: Tom Plensky Vote: Carried

Expenditures for working drawings to be put off until meeting has been held with Carsten Jensen, Architect.

Additional report to be presented in-camera.

Correspondence In:

August 20, 2018 – Deep Bay Fire/Rescue Society, request to use DBID property for bottle drive on Saturday, Nov. 24/18.

August 29, 2018 – Fire Underwriters Survey, request for information to review and update fire insurance grades

September 10, 2018 – RDN, information regarding Community Work Funds

September 11, 2018 – Deep Bay Fire/Rescue Society, request for access to fire hall for meetings.

Correspondence Out:

August 23, 2018 - RDN, request to access Gas Tax Funds

Motion: to approve use of DBID property by the Deep Bay Fire/Rescue Society for a bottle drive on November 24, 2018.

Bob Leggett Seconded: Tom Plensky Vote: Carried

Administrator will speak to DBFRS regarding accessing hall for meetings.

Motion: to deal with and file correspondence in and out

Bob Leggett Seconded: Tom Plensky Vote: Carried

Old Business: none

New Business:

Review of October Pipeline

Postal delivery disruption - to be addressed if and when any job action is announced.

Resolution No. 131: 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.

Dave Simpson Seconded: Tom Plensky Vote: Carried

Question Period: none

There being no further business the meeting was adjourned to go in-camera at 8:30 pm.

The above minutes were approved by the Board of Trustees on October 17, 2018.

By: _____
Chair of the Trustees

Officer