

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

**January 20, 2021**

*In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.*

**Trustees:** Claire Hilscher, Chair  
Tom Plensky  
Linda McKay  
Colin Thompson  
Tony Botica  
Robert Hale  
Suzanne LaRoy

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

**Call to Order:** 7:07 pm

**Introduction of late items:**

Introduction of meeting attendees

Old business: Watermain on DL 27

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

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

**Petitions and Delegations:**

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the January 20, 2021 Project Update.

1. Project status: no change
2. Status of Building: Building exterior is substantially complete, plumbing, electrical, HVAC ongoing, drywall has started, steel stud wall is complete
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required.
4. Division 2 – Civil Works
  - a. First & Second Stage: completed.
  - b. Third stage: exterior trade support of pipe in ongoing, 95% complete.
  - c. Exterior stage (fourth): completed

Division 3 – Concrete – concrete slab enlarged to accommodate new deck & generator container.

5. Division 4 – Masonry: Masonry block wall is complete.
6. Division 5 – Metals – Structure completed, Ferro has minor deficiencies to complete.
7. Division 6 – Woods & Plastics
  - a. Exterior deck to be enlarged.

- b. Final costs are estimates only.
  - c. Cedar logs saved during construction are being milled for the deck.
  - d. Lumber costs are up 50% in some instances since budget was forecast
  - e. Interior framing is within original budget.
8. Division 7 – Thermal Protection: Rigid insulation is installed in slab between earth/concrete. Upon review, exterior flashing & insulation was added that were not on the plans, Insulation is 90% complete.
9. Division 8 – Doors: Final adjustments on electric doors to be completed. Upper floor will require 3 doors that are not in original budget. Lower doors are on order as per the original budget.
10. Division 9 – Finishes
- a. Drywall boarding is in progress.
  - b. RDN is requiring that all upstairs dry walling must be complete for occupancy.
  - c. Upstairs floor requires a floor treatment (options & cost to be provided).
  - d. Cabinetry – downstairs budget in place, upstairs: MPM has donated some used cabinets.
11. Division 15 – Mechanical & Plumbing – Interior rough in plumbing & HVAC is completed, exterior rough is completed.
12. Division 16 – Electrical
- a. McCormack is onsite installing as required.
  - b. BC Building Code & RDN requires extensive conditions must be met for fire protection.
  - c. Wall penetrations/transitions must all be treated with fire blocking.
  - d. BC hydro is scheduled to connect soon.
13. Overall – Balance of building pricing: either out for pricing or pending out for pricing. Very little is not accounted for. Fire hall is estimated 80%+ completed by end of January.
14. Quick Summary
- a. Electrical building is complete; BC Hydro work order to connect is in place, connection coming soon.
  - b. Insulation is 90% completed
  - c. Drywall in progress
  - d. Grading, compacting, forming & rebar for exterior slab completed
  - e. Slab concrete poured.
  - f. Exterior deck cedar getting milled, exterior deck starts soon.
  - g. We remain on target with budget, no major concerns
  - h. We remain ahead of schedule currently based on our start dates.

Ryan reviewed upper floor budget information. RDN requirements for the second floor have increased. The referendum was put forward with an unfinished second floor as the architect indicated that this area could be closed off but this was not the case.

DBID Board to hold special board meeting after month end to further discuss second floor finishing. MPM to provide a further breakdown of costs for what is required by the RDN and optional finishes.

Randy & Ryan left the meeting at this point.

Christo will be reviewing budget/costs to date prior to special board meeting.

Christo left the meeting at this point.

**Motion: to accept Fire Hall update report**

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

**Minutes of the Regular Board Meeting held on December 16, 2020**

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

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

**Minutes of the Special Board Meeting held on January 12, 2021**

**Motion: to approve the minutes of Special Board Meeting of January 12, 2021**

**Suzanne LaRoy                      Seconded: Tom Plensky                      Vote: Carried**

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for December 9, 2020 – January 13, 2021**

Water Delivery: December 9, 2020 – January 13, 2021: 2,037,420 Imp. Gal.

Average daily use/connection (615 connections):95 Imp. Gal.                      Previous Month – 98

Observation Well #310 Levels (meters): Jan 13, 2021: 9.7                      Previous Month – 9.6

Discussion regarding new trustee orientation: system tour to be delayed due to COVID. Administrator can go over system map at the office with new trustees as requested.

Administrator to follow up on well 310 readings (online site not getting updates).

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

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

Don Buchner left the meeting at this point.

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:**

Call outs for month of December: 9 (5 MVI, 3 First Responder, 0 Fire, 1 Misc.)

Fire department has resumed modified practice nights. Email received from Dashwood Fire indicating that the RDN is going to provide DBID an option to participate in a preferred supplier agreement for fire apparatus. The DBID cannot participate at this point and still adhere to purchasing policies & legislation since DBID was not involved in the issue of the "Request for Qualifications". No formal correspondence has been received from the RDN regarding this item.

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

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

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for December 2020 Water: **\$22,210.40**

Total payments issued for December 2020 Fire: **\$123,382.96**

Cheque logs and quarterly financials were reviewed with new trustees.

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

**Tom Plensky            Seconded: Colin Thompson            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:**

January 5, 2021 – Royal Bank of Canada, Amending Credit Agreement

January 11, 2021 – McElhanney, Watermain crossing 4891 Thompson Clarke Dr. West

**Correspondence Out:**

December 22, 2020 – Ratepayers, reply re: request for water tolls adjustment

December 22, 2020 – Ratepayers, reply re: concerns regarding recent work completed

**Motion: to agree to and accept the Amending Credit Agreement from the Royal Bank of Canada for the fire hall construction financing**

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

**Motion as amended: to accept technical report from McElhanney, provide a copy to the homeowner, to ask McElhanney to provide a timeline for their recommendations and to add further discussion to anticipated special board meeting**

**Tony Botica            Seconded: Robert Hale            Vote: Carried**

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

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

Administrator reviewed correspondence sent to rate payers.

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

**Colin Thompson        Seconded: Linda McKay            Vote: Carried**

**Old Business:**

Water main running on DL 27 from Well 2 to Hembrough that is not currently covered by a Right of Way. Property owner has verbally stated that he does not have concerns with DBID accessing water main as needed for maintenance or in the case of an emergency.

**Motion: to leave line as is and carry on as DBID has historically**

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

Administrator will speak to auditors regarding registering this as a liability.

**New Business**

Review of Committees and Committee membership:

Bylaw Committee: Suzanne, Robert, Tony

Environment & Emergency: Claire, Linda, Tony

Facilities: Suzanne, Tom

Finance: Claire, Linda

Fire Hall Replacement: Colin, Tom

Fire Protection: Colin, Suzanne, Robert

Human Resources: Suzanne, Robert, Linda

Operations & Maintenance: Claire, Linda, Tom

Planning: all trustees

Administrator will update contact sheet.

**Question Period:** none

There being no further business the meeting was adjourned at 9:50 pm.

The above minutes were approved by the Board of Trustees on February 17, 2021.

By: \_\_\_\_\_

Chair of the Trustees

\_\_\_\_\_

Officer