

**DEEP BAY IMPROVEMENT DISTRICT**  
**ADDENDUM FOR THE REGULAR BOARD MEETING**

**September 15, 2022**

**9. Committee recommendations**

9.4.1. Revised request for optional pricing for new pumper truck

**10. Correspondence in**

10.7. September 12, 2022 – C. Kerstens, request for special board meeting

10.8. September 13, 2022 – MNP, quote for 2022 audit

10.9. September 13, 2022, McElhanney, comments regarding current projects

**11. Old Business**

11.2. Approval of repair Invoice for truck 8-2: Repair invoice is \$2323.65 more than estimate (\$2074.69 before tax). Difference is due to labour: \$465, parts & supplies: \$274.12, sublet (machine shop costs): 1335.57.

Invoice total with tax: \$16,559.25, quote with tax: \$14,235.60

## Deep Bay Fire Department

### Re New Engine

After reviewing the specifications on the new engine for the fire department it was noted that a few changes needed to be made.

Additions totaling \$3228.00

- Pump house walkway storage bins for wheel chocks and chains which are required on commercial vehicles.
- Upper marker lights to make vehicle more visible from the side when running routine calls or returning from call outs.
- Thermostat controlled block heater so it only runs when the temperature gets down to a certain level.
- External 6 inch to 4 inch Storz piston intake relief valve to enable continuous pumping while switching from tank suction to hydrant water supply.

Items removed totaling \$2848.00

- Removal of 2 adjustable compartment shelves
- Remove stream light LED flashlight
- Remove 5 Zico helmet holders

Price difference between the added items and deleted items would increase the cost of the new engine by \$380.00 pre-taxes.

I would like to request the board approval so as to instruct Fort Gary Fire Trucks of the changes to get everything rolling on our new engine.

Thank You

George Lenz

Deep Bay Fire Chief

## Deep Bay Improvement District

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**From:** Deep Bay Improvement District <email@dbid.ca>  
**Sent:** Monday, September 12, 2022 3:20 PM  
**To:** admin@dbid.ca  
**Subject:** New message from "Deep Bay Improvement District"

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Your Name\*: Craig Kerstens

E-mail\*:

Phone:

Your Message\*: RE: the Deep Bay water system; I request the DBID board hold an open house to the public with a complete disclosure of the condition of the near 50 yo water system. Use of proper maps showing areas of concern, areas under maintenance/remediation and proposed costs. DBID disclosure to the public that the future costs for repairs/upgrades will be funded through present rate revenues or if there is a monetary headache in the future.

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Date: September 12, 2022

Time: 3:19 pm

Page URL: <http://dbid.ca/contact/>

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Chrome/103.0.0.0 Safari/537.36

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September 12, 2022

Board of Trustees  
Deep Bay Improvement District  
5031 Mountain View Road  
Bowser, BC V0R 1G0

Dear Sirs/Mesdames:

As per your request, we are providing this fee quote for the audit of the Deep Bay Improvement District beginning with the year ending December 31, 2022:

Base audit fee	\$14,750
Tax return	\$ 250
<u>Total</u>	<u>\$15,000</u>

The fees noted above are all before disbursements and applicable taxes. Please note that we have estimated the additional audit work related to the construction project, and actual fees for audit of the capital costs may be different than quoted.

As on every audit we perform, our audit fees are driven by the time taken to complete such an engagement. This time includes:

- Initial planning and preparation for the engagement;
- Audit of financial statement account balances;
- Preparation of all required independence disclosure documents, engagement letters, representation letters, audit service plans, audit findings reports, etc.;
- Preparation of your financial statements, and required note disclosure in accordance with Public Sector Accounting Standards;
- Two levels of quality review in accordance with firm and professional quality standards;
- Meeting with the Board of Trustees.

In accordance with auditor/client independence requirements, you review and approve any adjusting journal entries annually. Time spent on bookkeeping or other client service matters, such as preparing adjusting journal entries or schedules, will be invoiced separately.

We have appreciated your business over the past several years and look forward to continuing working with you in the future. If you have any questions or concerns, please do not hesitate to contact me directly at 250-753-8251.

Sincerely,

MNP LLP

Cory Vanderhorst, CA  
Assurance Services

MNP LLP

400 MNP Place, 345 Wallace Street, Nanaimo B.C., V9R 5B6

T: 250.753.8251 F: 250.754.3999

## Deep Bay Improvement District

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**From:** Chris Pogson <cpogson@mcelhanney.com>  
**Sent:** Tuesday, September 13, 2022 11:09 AM  
**To:** 'admin@dbid.ca'  
**Subject:** Trustees Meeting Comments.

Hi Leslie, as discussed please find attached some comments for the Trustees Meeting:

1. 4891 Thompson Clark West Geotechnical Investigation – The Geotechnical Investigation for the slope remediation has been tentatively scheduled for the week of September 26, 2022. The exact day and time will be confirmed the week of September 19, 2022. The homeowner has been contacted and is aware of the pending field work.
2. 4891 Thompson Clark West Watermain Risk – The proposed construction of the slope remediation has been post phoned to the 2023 calendar year. I have reviewed with the geotechnical engineer the proposed risk of slope failure for another year. We can not provide a any detailed comments until after our geotechnical investigation has been completed. However, we both agreed that like having a plan in place over the winter time would likely negate the need for any overland piping to be installed now. The plan would generally consist of the following:
  - a. Review the slope periodically over the winter time and specially after significant rainfall events.
  - b. Review with Don, options for looping the system with existing piping, should the section of piping failure or need to be taken out of service.
3. Update System Evaluation Report – We are currently reviewing the previous reporting and development a scope of work to address District questions of capital costs, CEC and capital works project. We will have a proposal for District review for the October Trustees meeting.

Let me know if you need anything else in the interim.

Regards,

Chris

**Chris Pogson**, B.Eng., P.Eng.  
Branch Manager, Nanaimo  
**McElhanney**  
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