

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

September 16, 2020

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

Trustees: Don Milburn, Chair
Tom Plensky
Bob Leggett
Claire Hilscher

Dave Simpson
Candace Cowan
Linda McKay

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:02 pm

Introduction of late items:

Correspondence in: Ministry of Municipal Affairs & Housing, Improvement District COVID-19 update

Motion: to approve agenda as amended for current meeting

Tom Plensky **Seconded: Bob Leggett** **Vote: Carried**

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Randy reviewed the September 15, 2020 Project Update.

1. Project status: no change.
2. Status of Building: construction started Sept 4/20
3. Division 1 – MPM work continues within original budget, site security enhanced with cameras now installed
4. Division 2 – interior backfill has had additional material added since August, lay down area for Ferro worked well and recently more gravel was added and graded.
5. Division 3 – concrete is complete except for slabs
6. Division 4 – Masonry: Masonry block wall is complete
7. Division 5 – Metals – Ferro was onsite September 4/20 about 2 months to complete
8. Division 7 – Thermal Protection: Rigid insulation has been installed per plans to date.
9. Division 8 – Doors: The four large overhead roll up truck bay doors have been priced and are within budget. Currently in the process of choosing a supplier.
10. Division 15 – West Bay is onsite installing as required
11. Division 16 – Electrical: McCormack is onsite installing as required. Magnum has provided two cost saving options for the electrical, recommendation is for CID001 with a cost savings of \$11,490 by reducing upstairs electrical and removing motion controlled lighting downstairs.

Decision from board requested by end of next week.

12. Overall – Balance of building pricing: either out for pricing or pending out for pricing.
13. Magnum Contract Status – resolved

Building should be closed up by end of November, concrete slab will be poured and building brought to “lock-up” stage.

Level of finishing upstairs will be dependent on RDN permit requirements. Carsten is in discussion with RDN. Fire separations will be needed but finished drywall should not be required.

Randy and Ryan left the meeting at this point

Minutes of the Regular Board Meeting held on August 19, 2020

Motion: to approve the minutes of Regular Board Meeting of August 19, 2020

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Minutes of the Special Board Meeting held on September 4, 2020

Motion: to approve the minutes of Regular Board Meeting of September 4, 2020

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for August 13 – September 9, 2020

Water Delivery: August 13 – September 9, 2020: 3,704,360 Imp. Gal.

Average daily use/connection (615 connections): 223 Imp. Gal. Previous Month – 266

Observation Well #310 Levels (meters): Sep. 9, 2020: 8.53 Previous Month – 8.55

Well #310 do not appear accurate, administrator will follow up with Ministry contact.

Flushing will be performed in October, note to be added to Pipeline.

Discussion regarding reservoir cleaning & maintenance requirements.

Motion: to accept the Operator’s report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief’s Report:

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

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

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: September 2, 2020 meeting

Motion: to accept the Fire Protection Committee report and budget recommendations with line 92 amended for purchase of final two air packs in 2021.

Bob Leggett Seconded: Tom Plensky Vote: Carried

Discussion regarding request from Fire Committee to sell two generators.

Motion: to have bylaw committee develop a policy and process for selling used equipment and materials

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Fire Hall Replacement Committee: no meeting

Finance Committee: no meeting

Total payments issued for August 2020 Water: **\$8,043.11**

Total payments issued for August 2020 Fire: **\$61,748.33**

Motion: to accept the 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 14, 2020 meeting

Motion: to accept the Planning Committee report and budget recommendations as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Correspondence In

August 27, 2020 – Ministry of Transportation & Infrastructure, Proposed Conventional (Lot Line Adjustment) Subdivision Application for Lot 34, District Lot 28, Newcastle District, Plan 22249, Lot D, District Lot 28, Newcastle District, Plan 29862

September 2, 2020 – Price's Alarms, Customer Service Agreement for new fire hall security

September 15, 2020 - Ministry of Municipal Affairs & Housing, Improvement District COVID-19 update

Correspondence Out: none

Motion: to send reply to MOTI re: subdivision application for Lot 34, District Lot 28, Newcastle District, Plan 22249, Lot D, District Lot 28, Newcastle District, Plan 29862 noting water line placement on the respective lots

Bob Leggett Seconded: Candace Cowan Vote: Carried

Motion: to accept and authorize execution of the Price's Alarms Customer Service Agreement for new fire hall security

Dave Simpson Seconded: Tom Plensky Vote: Carried

Discussion regarding information provided by the Ministry regarding improvement district elections and AGM's. Elections for 2020 trustee positions (remainder of term) could be held next year in conjunction with positions that are up for re-election in 2021. Holding of AGM still restricted due to COVID-19 and lack of available spaces (local community hall is not open).

2019 Annual report to be posted on DBID website, audited financials have already been posted.

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Bob Leggett Vote: Carried

Old Business: none

New Business

October pipeline review: notes to be added regarding flushing, availability of annual report & audited financials.

Motion: to approve the October Pipeline as amended

Dave Simpson Seconded: Linda McKay Vote: Carried

Resolution No. 137: 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.

Tom Plensky Seconded: Linda McKay Vote: Carried

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 8:03 pm.

The above minutes were approved by the Board of Trustees on October 21, 2020.

By: _____
Chair of the Trustees

Officer