

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

April 15, 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
Linda McKay
Dave Simpson
Candace Cowan
Claire Hilscher

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Bob Leggett Vote: Carried

Petitions and Delegations:

Chris Pogson, McElhanney Consulting Services

Chris reviewed information provided in his April 15, 2020 email regarding the road work proposed by MOTI on Thompson Clarke Dr. West and the impact on the district's watermain.

Chris was asked if there is a standard as to how these situations are handled and stated that this is not a usual situation. Current MOTI permits that are issued for construction do include a clause that allows MOTI to request a utility to move their infrastructure at the utility's expense.

Options for how the district could proceed were discussed and further discussion will take place later in the current meeting.

Chris left the meeting at this point.

Minutes of the Regular Board Meeting held on March 18, 2020

Motion: to approve the minutes of Regular Board Meeting of March 18, 2020

Tom Plensky Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for Mar 11 – Apr 9, 2020

Water Delivery: Mar 11 – Apr 9, 2020: 1,761,980 Imp. Gal.

Average daily use/connection (615 connections): 99 Imp. Gal. Previous Month – 83

Observation Well #310 Levels (meters): Apr. 9, 2020: not available Previous Month – 7.472

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Don provided his input with regards to the Thompson Clarke Dr. West road work as it impacts the district's watermain. If the watermain is moved to the proposed offset location, it will be important to maintain a pathway over the main – the area currently has a great deal of scrub trees etc.

Motion: to proceed with Option 3 as outlined by McElhanney in April 15, 2020 email

Tom Plensky Seconded: Dave Simpson Vote: Carried

Administrator will contact MOTI regarding this decision and to determine DBID's responsibilities.

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of March: 2 (2 MVI, 0 First Responder, 0 Fire, 0 Misc.)

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

Bob Leggett Seconded: Tom Plensky Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

A written progress report was provided by Christo Kuun. Bob confirmed that Stuart McLean is following up with senior planning staff to ensure the permit process moves smoothly.

Motion: to email Stuart McLean to formalized request from DBID for assistance with dealing with Planning Department and permit process

Dave Simpson Seconded: Tom Plensky Vote: Carried

Motion: to accept progress report from Christo Kuun as presented

Bob Leggett Seconded: Dave Simpson Vote: Carried

Motion: to amend Fire Hall Purchasing Policy 20-01-01 to increase Owner Representative authority for change orders from \$3,000 to \$10,000 and that notice of all change orders are to be provided to DBID.

Claire Hilscher Seconded: Candace Cowan Vote: Carried

Motion: to approve the following Contemplated Change Notices (CCN) from Ferro: CCN#340 for \$13,890, CCN#341 for \$1,413 and CCN#342 for \$3,735 as previously agreed to via email

Bob Leggett Seconded: Dave Simpson Vote: Carried

Finance Committee: no meeting

Total payments issued for March 2020 Water: **\$17,289.23**

Total payments issued for March 2020 Fire: **\$1,534.31**

Motion: to accept the Finance Committee report as presented

Tom Plensky Seconded: Bob Leggett 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:

March 30, 2020 – Ministry of Municipal Affairs and Housing, Improvement Districts to postpone AGMs, reporting requirements extended, close board meetings to public

Correspondence Out: none

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Old Business:

Motion: to defer disconnect resolutions to regular June 2020 board meeting

Claire Hilscher Seconded: Tom Plensky Vote: Carried

New Business:

Discussion of late payment policy in relation to impacts as a result of COVID-19 Pandemic: rate payers that are experiencing financial hardships due to the current situation will be dealt with on a case-by-case basis and will be reviewed at next regular board meeting

Discussion regarding DBID opening Zoom account. – further discussion deferred to May 2020 board meeting.

Administrator is working on an amendment to the Meeting Procedures Bylaw to address electronic meetings.

Question Period: none

There being no further business the meeting was adjourned to go in-camera at 8:21 pm.

The above minutes were approved by the Board of Trustees on May 20, 2020.

By: _____
Chair of the Trustees

Officer