

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

**December 18, 2019**

**Trustees:** Don Milburn, Chair  
Tom Plensky  
Bob Leggett  
Linda McKay  
Dave Simpson  
Candace Cowan  
Claire Hilscher

**Staff:** Leslie Carter, Administrator  
Don Buchner, Operator  
George Lenz, Fire Chief

**Guests:** 1

**Call to Order:** 7:00 pm

**Introduction of late items:** none

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

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

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on November 20, 2019**

**Motion: to approve the minutes of Regular Board Meeting of November 20, 2019**

**Tom Plensky            Seconded: Claire Hilscher            Vote: Carried**

**Minutes of the Special Board Meeting held on November 29, 2019**

**Motion: to approve the minutes of Special Board Meeting of November 29, 2019**

**Bob Leggett            Seconded: Dave Simpson            Vote: Carried**

**Minutes of the Special Board Meeting held on December 5, 2019**

**Motion: to approve the minutes of Special Board Meeting of December 5, 2019**

**Linda McKay            Seconded: Bob Leggett            Vote: Carried**

**Business arising from the minutes:** Administrator will email draft copy of Fire Hall Purchasing Policy, will be on January 2020 agenda.

**Operator Monthly Report:**

**Operations & Maintenance Report for Nov 14 – Dec 11, 2019**

Water Delivery: Nov 14 – Dec 11, 2019: 1,466,740 Imp. Gal.

Average daily use/connection (610 connections): 89 Imp. Gal.            Previous Month – 88

Observation Well #310 Levels (meters): Dec 11, 2019: 9.35            Previous Month – 9.25

Battery in generator at Well #8 was replaced today – operator will ensure that it is charging properly.

**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:**

Call outs for month of November: 8 (4 MVI, 4 First Responder, 0 Fire, 0 Misc.)

Successful food drive raised \$2580 and 2500 lbs. of food. Deck the dock raised \$864.66 in hotdog sales, funds go to Deep Bay Fire/Rescue Society. Elections were held in December and there is no change to the officer positions.

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

**Dave Simpson            Seconded: Bob Leggett            Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

Bob provided an update on work done to date (tree removal, site preparation etc.)

RDN has stated a DPA may be required – Christo is meeting with planning staff to discuss.

Bids have been received for the electrical work required for relocating the generator. Work will be scheduled in the New Year.

**Motion: to accept the Fire Hall Replacement Committee report as presented**

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

**Finance Committee:** no meeting

Total payments issued for November 2019 Water: **\$32,510.39**

Total payments issued for November 2019 Fire: **\$7,315.36**

Administrator provided a report format for the fire hall project expenditures – loan drawdowns from RBC will be added to report.

**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:** no meeting

**Correspondence In:**

December 6, 2019 – Wrightway Onsite Wastewater Ltd, VIHA stamped filing for new septic

**Correspondence Out:** none

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

**Tom Plensky            Seconded: Claire Hilscher            Vote: Carried**

**Old Business:** none

**New Business**

Review of January Pipeline – info will be updated on fire hall project prior to printing in the new year.

**Motion: to approve the January 2020 Pipeline as presented**

**Bob Leggett                      Seconded: Dave Simpson                      Vote: Carried**

**Motion: to authorize signing of the CCDC 2 stipulated price contract for Supply and Install of Steel Building**

**Bob Leggett                      Seconded: Dave Simpson                      Vote: Carried**

**Question Period:** none

There being no further business the meeting was adjourned to go in camera at 7:32 pm.

The above minutes were approved by the Board of Trustees on January 22, 2020.

By: \_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer