

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING

January 29, 2019

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

Regrets: Tom Plensky

Staff: Leslie Carter, Administrator

Call to Order: 7:00 pm

Motion: to approve agenda for current meeting

Dave Simpson Seconded: Bob Leggett Vote: Carried

Correspondence In:

Jan 22, 2019 – Carsten Jensen Architect, Muir Engineering proposal for electrical engineering services

Jan 29, 2019 - Carsten Jensen Architect, Avalon Mechanical Consultants Ltd proposal for mechanical engineering services (Revised)

Jan 29, 2019 - Carsten Jensen Architect, McGill & Assoc. Engineering Ltd. proposal for structural engineering services

Motion: to accept the proposal from Muir Engineering, dated January 16, 2019, for the amount of \$8250, with the following amendment:

Under "Fees", a \$ cost breakdown (rather than percentage) for design (\$5363), tender (\$412) and contract administration (\$2475) and confirmation that only the design phase can be charged if the project does not proceed past referendum.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Motion: to accept the proposal from Avalon Mechanical, dated January 28, 2019, for the amount of \$12,750, with the following amendment:

Under "Expenses", clarification of "local driving kilometers" as up to 60 km and employee hourly rate for the first 60 km. will not be charged.

Claire Hilscher Seconded: Dave Simpson Vote: Carried

Motion: to accept the proposal from McGill & Associates Engineering, dated January 28, 2019, for the amount of \$13,000, with the following amendments:

Under "Fee", amended to state that mileage up to 60 km. will not be expensed and

Inclusion of "Conditions of Assignment" and hourly rates for additional work

Dave Simpson Seconded: Linda McKay Vote: Carried

Motion: to authorize two signatories (two trustees or trustee and Administrator) to execute the proposals for Muir Engineering, Avalon Mechanical and McGill & Assoc. Engineering, pending updates as per requested amendments

Dave Simpson Seconded: Linda McKay Vote: Carried

Administrator will provide updated proposals via email for review prior to signing.

New Business:

Review of updated working budget and pre-construction cost breakdown.

There being no further business, the meeting was adjourned at 8:05 pm

The above minutes were approved by the Board of Trustees on February 20, 2019.

By: _____
Chair of the Trustees

Officer