

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

July 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
Dave Simpson
Candace Cowan
Linda McKay

Regrets: Claire Hilscher

Staff: Leslie Carter, Administrator
Don Buchner, Operator

Call to Order: 7:00 pm

Introduction of late items:

Minutes of the July 14, 2020 special board meeting for approval

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Dave Simpson Vote: Carried

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Rep, Fire Hall Project

Randy reviewed the July 15, 2020 Project Update.

1. Project status: all permits are now issued and "Issued for Construction" plans have been received and are being reviewed.
2. Status of Building: site work is in progress, building is expected early August. MPM is preparing area for unloading.
3. Division 1 – General Conditions: moving services for gen set and septic are complete. Site off is in place with comprehensive COVID-19 plan.
4. Division 2 – Civil Works: foundation prep is complete, soil conditions did not meet geotechnical standards. Excavation to 7 feet and imported gravel required. Close to budget, about \$25,000
Rear of building graded to steel building can be unloaded
5. Division 3 – Concrete: 4 bids received, awarded to Mayco. Rebar contract awarded to Impact. Forming awarded to Simcott. Work is in progress and first concrete expected within 1 week.
6. Division 4 – Masonry: 2 bids received from 3 requests. Both under budget and about \$3,000 apart. Recommendation is to have board approve awarding to either bidder with decision to be based on Christo's recommendation as well as bidder availability.

7. Division 5 – Metals – Steel Building: with extended storage and change orders, still under budget.

MPM is in regular contact with Ferro and scheduling for Ferro's crew looks to be later in August. All concrete backfill, masonry wall etc. must be complete before they can start.

8. Overall – Balance of building pricing: either out for pricing or pending out for pricing. Electrical has required a change in service and costs will be updated.
9. Magnum Contract Status – Unresolved. MPM is seeking an additional \$18,500 (plus GST) to match contract value and extension of contract.

Q: How firm is MPM being with restricting access to site?

A: MPM has spoken to Fire Chief confirming there is no access to FD members as it is an active construction site. In addition, COVID-19 procedures require a written record of all persons accessing site, including the purpose of the visit.

Work area is expected to be fully fenced by next week once materials are all moved. Security cameras are being installed and can be used to monitor unauthorized access.

Q: A rate payer has expressed concern about construction activity affecting the waterway on the back corner of the property. Is there any issue with the grading being done is the rear?

A: MPM is aware of the waterway and the work area is well away from the water course and will not affect flows.

Randy and Ryan left the meeting at this point.

Discussion regarding awarding of the masonry contract: Christo will be speaking to MPM regarding some details on the bids and availability of the two bidders will affect the decision. They should have this information in the next couple of day.

Motion: to approve either of the two bids received for masonry work based on Christo's recommendation

Tom Plensky Seconded: Linda McKay Vote: Carried

Christo left the meeting at this point.

Minutes of the Regular Board Meeting held on June 17, 2020

Motion: to approve the minutes of Regular Board Meeting of June 17, 2020

Bob Leggett Seconded: Tom Plensky Vote: Carried

Minutes of the Special Board Meeting held on July 14, 2020

Motion: to approve the minutes of Special Board Meeting of July 14, 2020

Dave Simpson Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for June 10 – July 8, 2020

Water Delivery: June 10 – July 8, 2020: 3,239,200 Imp. Gal.

Average daily use/connection (615 connections): 190 Imp. Gal. Previous Month – 193

Observation Well #310 Levels (meters): Jul. 8, 2020: not available Previous Month – n/a

Motion: to accept the Operator's report as presented

Bob Leggett Seconded: Tom Plensky Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of June: 3 (2 MVI, 0 First Responder, 1 Fire, 0 Misc.)

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

Linda McKay Seconded: Candace Cowan Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Finance Committee: no meeting

Total payments issued for June 2020 Water: **\$30,070.27**

Total payments issued for June 2020 Fire: **\$19,926.37**

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:

June 24, 2020 – Ministry of Municipal Affairs and Housing, re: COVID-19 Financial measures for Improvement Districts

June 24, 2020 – 1154255 BC Ltd, Application for Water Service to Proposed Subdivision

Correspondence Out: none

Motion: to approve Application for Water Service to Proposed Subdivision of 85 Henry Morgan

Dave Simpson Seconded: Lind McKay Vote: Carried

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Bob Leggett Vote: Carried

Old Business:

Magnum Project Management contract status: decision to be tabled to a special meeting pending feedback from Carsten Jensen and Christo Kuun

New Business:

Review and discussion regarding submitted business plan for retention of truck 8-1

Motion: to accept report and table decision regarding retention of truck 8-1 to future meeting

Candace Cowan Seconded: Tom Plensky Vote: Carried

Administrator will follow up with Claire regarding information on recent fire truck purchases.

Question Period: none

There being no further business the meeting was adjourned at 8:20 pm.

The above minutes were approved by the Board of Trustees on August 19, 2020.

By: _____
Chair of the Trustees

Officer