

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

June 17, 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: 7:00 pm

Introduction of late items:

Special meeting minutes for approval from June 15, 2020.

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, MPM

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the June 17, 2020 DBID Project Update including:

1. Project Status: in principle, building permit is on track. It is estimated we could have the permit in about 7 days' time. Permit has received verbal approval.
2. Permit Delays: Last minute changes to the plan are why MPM is waiting on "Issued for Construction" plans before proceeding.
3. Ferro Steel Building: Original delivery window was based on best assumption on when permitting would be in place. Delays included limited staff and COVID-19.

Storage at USA plant ensures no liability for DBID and conforms with Ferro warranty expectations.

4. Status of Building: Architect update is complete and is awaiting RDN.

Prices are coming in for concrete work and forming from 3 bidders each.

Foundation will be ready for steel building 4-6 weeks from commencement of work.

Trucking is not included in delivery extension for building so that gives us another 4-5 days potentially. If another delivery delay is required, DBID wants to look at the costs to take delivery early. Magnum will put together numbers for comparison - storage could be needed for up to 2 weeks. Ferro has two other buildings going up on the island that they need to coordinate staffing for.

5. Division 1 – General Conditions: Scope is currently MPM responsibility

Once project gets going, DBID can expect bi-weekly updates.

Septic needs to go in the next couple of weeks as the installer is away on another job for much of July/August. Septic may require temporary piping. Relocation of generator C-can also needs to be addressed. MPM and Christo will coordinate on these items.

6. Division 2 – Civil Works (Site Construction): MGM is recommending that work be done on a cost plus basis. Lump sum quotes would have to be for “worst case scenario”, scope of work will be difficult to determine and may require a civil engineer.

MGM would like to be considered for the work and provided hourly rates and hourly rates of 3 other firms qualified to do the job. Conflict of interest is recognized but there would be benefits. Work can be completed without a civil engineer, MPM is ready to start quickly, and there would be overlap on project management work while performing civil work.

Work would be done in 4 stages:

- i. Prep for foundation and future work
- ii. Backfill and prepare for building erection
- iii. Trench/backfill for trades. Final grade on interior slab
- iv. Exterior finishing and other

Decision on civil work needed relatively quickly but is ultimately dependent on when the building permit is issued.

7. Magnum Contract Status: MPM stated obligation was for 12 months from January 21, 2019.

Contract scope has changed, budget has increased over initial estimate and expected schedule of 12+ months is now 24+ months.

Due to budget and time change, MGM is requesting an additional 1% of budget, roughly \$20,000.

Budget is doing well so far with building under budget by 20%. MPM has no concerns that the project will not come in under budget.

Randy and Ryan left the meeting at this point

Christo noted that MPM has a vested interest in doing the job (civil works) well and are ready to mobilize on short notice. Christo agrees that lump sum quotes would be difficult without a civil engineer and Cost Plus seems to be the way to go for the civil work.

Christo left the meeting at this point.

Don Buchner joined the meeting at this point.

Minutes of the Regular Board Meeting held on May 20, 2020

Motion: to approve the minutes of Regular Board Meeting of May 20, 2020

Bob Leggett

Seconded: Dave Simpson

Vote: Carried

Minutes of the Special Board Meeting held on June 15, 2020

Motion: to approve the minutes of Special Board Meeting of June 15, 2020

Tom Plensky Seconded: Dave Simpson Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for May 14 – June 10, 2020

Water Delivery: May 14 – June 10, 2020: 3,199,460 Imp. Gal.

Average daily use/connection (615 connections): 193 Imp. Gal. Previous Month – 143

Observation Well #310 Levels (meters): Jun 10, 2020: not available Previous Month – n/a

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 May: 2 (0 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: May 27, 2020 meeting

Administrator to ensure that committee minutes reflect clearly that it was stated funds for a \$650,000 truck purchase are not available.

Claire has compiled a list of jurisdictions with recent pumper truck purchases and some associated costs. Recent purchase by Extension was reported as \$700,000, Cumberland \$501,000 and a "4 trucks over 4 years" purchase in the Caribou Regional District of \$445,000/truck. Claire will forward this information to Administrator to fill in additional purchase prices and obtain truck specifications as available.

Discussion regarding issuing an RFP for current specifications when cost is estimated to be over available budget.

Motion: to accept report and table Fire Protection Committee recommendation to issue RFP for truck with current specifications pending obtaining further pricing information

Candace Cowan Seconded: Dave Simpson Vote: Carried

Fire department officers have reported that the business plan for retaining the current 8-1 should be ready for the July 15, 2020 board meeting.

Fire Hall Replacement Committee: no meeting

Finance Committee: no meeting

Total payments issued for May 2020 Water: **\$18,026.31**

Total payments issued for May 2020 Fire: **\$14,903.99**

Motion: to accept the Finance Committee report as presented

Tom Plensky Seconded: Linda McKay 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: none

Correspondence Out: none

Old Business:

Resolution No. 136: 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

Administrator will include cover note regarding previous correspondence that has not been acknowledged by the owners.

New Business:

Motion: to approve draft of July 2020 Pipeline as presented

Linda McKay Seconded: Bob Leggett Vote: Carried

Motion: to plan for a ground breaking photo op for commencement of the fire hall construction

Bob Leggett Seconded: Tom Plensky Vote: Carried

Administrator to contact Barb Nixon to see if she would be willing to “do the honours” and see if Fire Department member would be willing to take photo. This may need to happen quite quickly once the permit is issued.

Discussion regarding civil work for fire hall:

Motion: to award the Division 2 – Civil Works (Site Construction) to Magnum Project Management on a Cost Plus basis, pending confirmation of provided rates and references

Bob Leggett Seconded: Tom Plensky Vote: Carried

Administrator will ask Christo to do the confirmation checks.

Work is to broken up into 4 phases as outlined and Christo will need to follow-up and oversee budget and work.

Communications to date have been poor, the board needs to see better communications and project reporting going forward.

Discussion/decision on Magnum Project Management contract status request is tabled to a future meeting.

Question Period: none

There being no further business the meeting was adjourned to go in-camera at 9:05 pm.

The above minutes were approved by the Board of Trustees on July 15, 2020.

By: _____
Chair of the Trustees

Officer