

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

**June 19, 2019**

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

**Regrets:** Bob Leggett

**Staff:** Leslie Carter, Administrator  
Don Bucher, Operator

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

**Introduction of late items:** meeting to move in-camera at adjournment, rate payer correspondence in to be moved to in-camera

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

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

**Petitions and Delegations:** none

**Minutes of the Regular Board Meeting held on May 15, 2019**

**Motion: to approve the minutes of Regular Board Meeting of May 15, 2019**

**Tom Plensky            Seconded: Dave Simpson            Vote: Carried**

**Minutes of the Special Board Meeting held on June 3, 2019**

**Motion: to approve the minutes of Special Board Meeting of June 3, 2019**

**Dave Simpson            Seconded: Claire Hilscher            Vote: Carried**

**Business arising from the minutes:** none

**Operator Monthly Report:**

**Operations & Maintenance Report for May 9 – Jun. 11, 2019**

Water Delivery: May 9 – June 11, 2019: 4,441,660 Imp. Gal.

Average daily use/connection (610 connections): 219 Imp. Gal.      Previous Month – 128

Observation Well #310 Levels (meters): Jun 11, 2019: 8.0              Previous Month – 7.76

**Motion: to accept the Operator's report as presented**

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:** presented by Leslie Carter

Call outs for May 2019: 5 (2 MVI, 2 First Responder, 1 Fire, 0 Misc.)

Discussion regarding volunteers going door to door regarding the referendum – the board is fine with volunteers encouraging rate payers to attend the open house and reminding them of the voting dates. Extra copies of the mail out info can be provided if anyone has questions.

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

**Candace Cowan      Seconded: Dave Simpson      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for May 2019 Water: **\$226,113.47**

Total payments issued for May 2019 Fire: **\$2,091.66**

**Motion: to accept 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**

June 4, 2019 – Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Well #5 Right of Way Renewal Agreement – revised

June 6, 2019 – Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Transitioning Groundwater Licence Application Update

June 11, 2019 – Deep Bay Fire/Rescue Society, request regarding website pages

**Correspondence Out:**

May 31, 2019 – Rate payer, reply regarding RBC online payments

June 4, 2019 – Rate payer, reply regarding Fire Hall Funding questions

Administrator to send reply to Deep Bay Fire Rescue Society that DBID can include links to a society website and provide information regarding the hosting service being used by DBID.

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

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

**Old Business**

Trustee was asked about cost for replacement of 8-1. The board is still waiting on specifications from the fire department, at this time \$420,000 has been allocated in the capital budget.

Trustee would like the full cost to the district for the long-term fire hall financing to be available for the open house - \$2,820,000 (\$141,000 x 20 years).

**New Business**

**Motion: to introduce and give first reading of Bylaw 238 “Well #5 Statutory Right-of-Way Agreement Bylaw 2019” to authorize the execution of an agreement with Her Majesty the Queen in Right of the Province of British Columbia, as Represented by the Minister Responsible for the Land Act**

**Tom Plensky                      Seconded: Candace Cowan                      Vote: Carried**

**Motion: to reconsider and finally pass Bylaw 238 “Well #5 Statutory Right-of-Way Agreement Bylaw 2019” to authorize the execution of an agreement with Her Majesty the Queen in Right of the Province of British Columbia, as Represented by the Minister Responsible for the Land Act**

**Dave Simpson                      Seconded: Claire Hilscher                      Vote: Carried**

Administrator to set up appointment with Rodway & Perry for signing of right-of-way documents.

Review of July Pipeline: note to be added about the advance voting date. Burning restrictions to be updated prior to printing if required.

**Motion: to authorize a Union Bay Credit Union Business MasterCard with a total authorized company credit limit of \$2500 and authorize Leslie Carter, Administrator as cardholder with an authorized credit limit of \$2500.**

**Dave Simpson                      Seconded: Candace Cowan                      Vote: Carried**

**Resolution No. 134: 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.**

**Dave Simpson                      Seconded: Claire Hilscher                      Vote: Carried**

**Question Period:** none

There being no further business the meeting was adjourned to go in-camera at 7:50 pm.

The above minutes were approved by the Board of Trustees on July 17, 2019.

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

\_\_\_\_\_  
Officer