

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

May 20, 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: 7:08 pm

Introduction of late items: Fire Protection Committee Report

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Bob Leggett Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on April 15, 2020

Motion: to approve the minutes of Regular Board Meeting of April 15, 2020

Dave Simpson Seconded: Candace Cowan Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for Apr 9 – May 14, 2020

Water Delivery: Apr 9 – May 14, 2020: 3,088,580 Imp. Gal.

Average daily use/connection (615 connections): 143 Imp. Gal. Previous Month – 99

Observation Well #310 Levels (meters): May 14, 2020: not available Previous Month – n/a

Discussion regarding recent coliform counts in regular water test results.

Operator is looking at altering reservoir level to see impact on water test results. It will take some time to determine if this affects the results.

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Bob Leggett Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of April: 2 (1 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

Review of report from Candace Cowan and George Lenz on meeting with Doug Gardiner from the RDN regarding assistance with purchasing replacement for truck 8-1. It was noted that new truck will take about 1 year from RFP to receiving truck.

Motion: that new fire truck stay in the DBID except for reciprocal agreement with Bow Horn Bay and Ships Point fire departments

Tom Plensky Seconded: Dave Simpson Vote: Defeated

Motion: to direct fire committee to meet with Fire Chief to go over report

Tom Plensky Seconded: Candace Cowan Vote: Carried

Committee members need to note that estimated fire truck cost is over the current budget and at this time, DBID does not have sufficient funds.

Fire Hall Replacement Committee: no meeting

Development permit has been received and building permit was submitted about 2 weeks ago. Discussion as to how this application can be expedited – Bob will follow up with Christo and Stuart and provide update to be distributed to the board.

Finance Committee: no meeting

Total payments issued for April 2020 Water: **\$8,852.95**

Total payments issued for April 2020 Fire: **\$12,149.77**

Motion: to accept the Finance Committee report as presented

Bob Leggett Seconded: Tom Plensky 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:

April 17, 2020 – Ministry of Transportation and Infrastructure, re: roadwork on Thompson Clarke Dr. West and responsibilities for relocating DBID infrastructure.

April 21, 2020 – Ratepayer, request for 2020 Parcel & Fire Protection tax penalty to be waived

April 21, 2020 – McElhanney Consulting Services, fee estimate for Thompson Clarke Dr. West Watermain Replacement

April 27, 2020 – Deep Bay Fire/Rescue Society, \$17,000 donation for equipment (\$7,000 for 2 AED's and trainer, \$10,000 for Jaws Combi Tool Conversion)

Correspondence Out:

April 16, 2020 - Ministry of Transportation and Infrastructure, re: roadwork on Thompson Clarke Dr. West and impact to DBID infrastructure.

Motion: to approve the McElhanney Consulting Services fee estimate for Thompson Clarke Dr. West watermain replacement

Candace Cowan Seconded: Linda McKay Vote: Carried

Motion: to waive 2020 Parcel and Fire Protection tax penalty of \$68.28 for rate payer on a one time basis

Candace Cowan Seconded: Bob Leggett Vote: Carried

Motion: to send a letter of thanks to the Deep Bay Fire/Rescue Society for the \$17,000 donation for equipment

Linda McKay Seconded: Dave Simpson Vote: Carried

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Dave Simpson Vote: Carried

Old Business:

Motion: to authorized administrator to open a Pro Zoom account for the DBID to facilitate electronic meetings

Tom Plensky Seconded: Dave Simpson Vote: Carried

New Business:

Review of Staff Report: COVID-19 Financial Hardship

Motion: to waive late payment penalties for the April quarterly water tolls invoice for the two accounts that have requested assistance due to the pandemic.

Candace Cowan Seconded: Dave Simpson Vote: Carried

Motion: to introduce and give first reading to Bylaw No. 241 "Meeting Procedures Amending Bylaw, 2020" to amend Bylaw No. 202, being the "Meeting Procedures Bylaw"

Linda McKay Seconded: Tom Plensky Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 241 "Meeting Procedures Amending Bylaw, 2020" to amend Bylaw No. 202, being the "Meeting Procedures Bylaw"

Tom Plensky Seconded: Dave Simpson Vote: Carried

Review of Staff Report: Website Upgrade

Motion: to accept Website Upgrade report and authorize expenditure to have DBID website upgraded

Candace Cowan Seconded: Bob Leggett Vote: Carried

Question Period: none

There being no further business the meeting was adjourned to go in-camera at 8:21 pm.

The above minutes were approved by the Board of Trustees on June 17, 2020.

By: _____
Chair of the Trustees

Officer