

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

October 16, 2019

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

Staff: Leslie Carter, Administrator
Don Buchner, Operator
George Lenz, Fire Chief

Guests: 1

Call to Order: 6:55 pm

Introduction of late items: none

Motion: to approve agenda for current meeting

Tom Plensky Seconded: Dave Simpson Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on September 18, 2019

Motion: to approve the minutes of Regular Board Meeting of September 18, 2019

Linda McKay Seconded: Bob Leggett Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for Sep. 10 – Oct 9, 2019

Water Delivery: Sep 10 – Oct 9, 2019: 2,318,580 Imp. Gal.

Average daily use/connection (610 connections): 131 Imp. Gal. Previous Month – 221

Observation Well #310 Levels (meters): Oct. 9, 2019: 9.095 Previous Month – 8.8

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:

Call outs for month of September: 4 (2 MVI, 0 First Responder, 2 Fire, 0 Misc.)

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

Linda McKay Seconded: Dave Simpson Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: September 26, 2019 meeting

Bob reviewed the committee report of September 26, 2019.

Updated, simplified drawings have been received from McGill for the renovation work to the current building and Christo is following up.

Christo is coordinating move of C-can. This should be moved prior to septic install based on where tanks will go. Trees will also come down prior to septic install. These have not yet been marked.

Motion: to accept the September 26, 2019 Fire Hall Replacement Committee report with the suggested order of work amended as noted

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to approve expenditures for the moving of the storage C-can as follows:

\$200 – disconnect plumbing, pinching off at building

\$300 – disconnect existing electrical (does not include alarm system)

\$150 – concrete blocks for footing at new location

Claire Hilscher Seconded: Bob Leggett Vote: Carried

Administrator will get cost estimate from Price's Alarm for required work.

Quotes to come to board for septic install, tree removal and renovations to current building

Finance Committee: October 9, 2019 meeting

Administrator provided an updated cost for insurance and resulting amendments to budget.

Motion: to accept the October 9, 2019 Finance Committee report and budget recommendations as amended

Tom Plensky Seconded: Dave Simpson Vote: Carried

Total payments issued for September 2019 Water: **\$85,738.15**

Total payments issued for September 2019 Fire: **\$7,418.22**

Discussion regarding quarterly budget reports (Comparative balance sheets, comparative income statements). Administrator will continue to provide these but electronically rather than hard copy. Hard copies can be provided to any trustees upon request.

Motion: to accept the finance committee report as presented

Dave Simpson Seconded: Tom Plensky Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: September 26, 2019 meeting

Report to be presented in-camera

Planning Committee: no meeting

Correspondence In:

October 3, 2019 – Min. of Transportation & Infrastructure – Referral: 2019-04815, 3-Lot Conventional Subdivision, Lot 3 Plan VIP43604 DL 40

October 7, 2019 - Min. of Transportation & Infrastructure – Referral: 2019-05794, 2-Lot Conventional Subdivision, DL 36 PI VIP61726 Lot 2

Correspondence Out: none

Motion: to direct administrator to reply to MOTI referral: 2019-04815 with DBID requirements including copies of all relevant bylaws.

Tom Plensky Seconded: Bob Leggett Vote: Carried

Motion: to direct administrator to reply to MOTI referral: 2019-05794 with DBID requirements including copies of all relevant bylaws.

Linda McKay Seconded: Bob Leggett Vote: Carried

Motion: to deal with and file correspondence in and out

Tom Plensky Seconded: Dave Simpson Vote: Carried

Old Business: none

New Business

Motion: to approve the 2020 Operating Budgets and Capital Plans for Waterworks and Fire Protection as amended for change in insurance costs

Bob Leggett Seconded: Linda McKay Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 240 "Taxation Bylaw 2020" to set parcel, fire protection and fire hall building renewal tax rates for 2020

Tom Plensky Seconded: Dave Simpson Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 240 "Taxation Bylaw 2020" to set parcel, fire protection and fire hall building renewal tax rates for 2020

Linda McKay Seconded: Bob Leggett Vote: Carried

Motion: to direct Union Bay Credit Union to renew all maturing terms held by the Deep Bay Improvement District at the highest available redeemable rate unless otherwise instructed.

Bob Leggett Seconded: Candace Cowan Vote: Carried

Motion: to approve draft copy of the November Pipeline

Dave Simpson Seconded: Bob Leggett Vote: Carried

Court of Revision date set for Wednesday, Dec. 4, 2019 – Bob, Linda, and Candace to be available if needed.

Question Period: none

There being no further business the meeting was adjourned to go in camera at 8:00 pm.

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

By: _____
Chair of the Trustees

Officer