

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

December 16, 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
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:

Correspondence In: December 10, 2020 – Island Health, Well #1, operation resumption

New Business: Disconnect Resolution No. 138

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Candace Cowan Vote: Carried

Petitions and Delegations:

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the November 18, 2020 Project Update.

1. Project status: no change
2. Status of Building: Ferro steel building is completed, vents and piping are in progress
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required.
4. Division 2 – Civil Works
 - a. First & Second Stage: completed.
 - b. Third stage: exterior trade support of pipe in ongoing, 95% complete.
 - c. Exterior stage (fourth): new water main/service installed, road patched/paved
5. Division 3 – Concrete – polishing is complete as per original budget.
6. Division 4 – Masonry: Masonry block wall is complete.
7. Division 5 – Metals – Ferro is completed and inspected.
8. Division 6 – Woods & Plastics: Framing is well under way, 2nd floor system installed
9. Division 7 – Thermal Protection: Interior insulation is onsite.
10. Division 8 – Doors: Overhead doors installed, final electrical remains
11. Division 15 – Interior rough in plumbing 90%, interior drainage 90%
12. Division 16 – Electrical

- a. McCormack is onsite installing as required, electrical building is proceeding.
 - b. New hydro service is not yet complete
13. Overall – Balance of building pricing: either out for pricing or pending out for pricing.

14. Quick Summary

- a. Electrical building is complete, BC Hydro no hooked up
- b. Insulation in progress, material onsite
- c. Interior concrete polishing completed
- d. Septic tank & system hookup finished
- e. Interior framing contractor finished upper level
- f. Floor truss system complete
- g. Water tie-in completed inside of building
- h. Old office waterlines updated in parking area
- i. We remain on target with budget, no major concerns
- j. We remain ahead of schedule currently based on our start dates.

Ryan presented budget costs for second floor broken down between completing to RDN requirements (\$26,100) and estimated optional finished (\$87,800). Recommendation is to complete upper deck rather than just the walkway and stairs as required by the RDN. The additional cost to remove walkway and replace with a deck at a later date will be significantly more than the costs to do the deck now. Much lumber will come from milling of trees that were removed from the site.

Motion: to accept Fire Hall update report

Tom Plensky Seconded: Dave Simpson Vote: Carried

Randy & Ryan left the meeting at this point

Christo reported that he is spending more time onsite and reviewing the budget than anticipated.

Christo left the meeting at this point.

Minutes of the Regular Board Meeting held on November 18, 2020

Motion: to approve the minutes of Regular Board Meeting of November 18, 2020

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Minutes of the Special Board Meeting held on December 2, 2020

Motion: to approve the minutes of Special Board Meeting of December 2, 2020

Dave Simpson Seconded: Tom Plensky Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for November 11 – December 9, 2020

Water Delivery: November 11 – December 9, 2020: 1,682,780 Imp. Gal.

Average daily use/connection (615 connections):98 Imp. Gal. Previous Month – 98

Observation Well #310 Levels (meters): Dec 9, 2020: 9.6 Previous Month – n/a

Discussion of letter from VIHA regarding Well #1 – Operator will follow up with VIHA in the new year regarding testing requirements. Septic install information and site survey can be provided.

Motion: to accept the Operator’s report as presented

Tom Plensky Seconded: Dave Simpson Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief’s Report:

Call outs for month of November: 6 (4 MVI, 1 First Responder, 1 Fire, 0 Misc.)

Grant Application for FCABC Road Rescue Grant Program was submitted Dec. 10, 2020

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

Linda McKay Seconded: Claire Hilscher Vote: Carried

Fire Protection Committee: November 19, 2020 meeting

Motion: to accept November 19, 2020 Fire Protection Committee Report and to approve recommendation for “I Am Responding” app and to approve requesting quotes for “budgetary purposes only” from firms identified by Fire Chief.

Tom Plensky Seconded: Dave Simpson Vote: Carried

Fire Hall Replacement Committee: no meeting

Discussion regarding finishing of second floor and budget numbers provided by Magnum.

Motion: to approve the costs to complete the second floor to RDN requirements (budget of \$26,100) funded from construction budget and to approve construction of upper deck rather than required walkway (budget of additional \$10,000 - \$15,000) funded from donations received directed towards finishing the second floor.

Dave Simpson Seconded: Tom Plensky Vote: Carried

Finance Committee: no meeting

Total payments issued for November 2020 Water: **\$18,408.46**

Total payments issued for November 2020 Fire: **\$239,493.75**

Motion: to accept the Finance Committee report as presented

Dave Simpson Seconded: Claire Hilscher 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:

November 24, 2020 – Rate payer, concerns regarding recent work done

November 27, 2020 – AGAT Laboratories, water test results

December 8, 2020 – Rate payer, request for water tolls adjustment

December 10, 2020 – Island Health, Well #1, operation resumption

Correspondence Out: none

Motion: to direct Administrator to draft letter to rate payer regarding concerns about recent work, noting that work was not authorized by DBID and that there is no record of MOTI permit being issued to developer.

Linda McKay Seconded: Candace Cowan Vote: Carried

Motion: to direct Administrator to acknowledge receipt of letter requesting tolls adjustment and to inform rate payer that that the leak is not covered by existing leak policy and to provide a copy of the policy.

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Old Business: none

New Business

Motion: to rescind second reading of Bylaw 241 “Meeting Procedures Amendments Bylaw, 2020”

Linda McKay Seconded: Dave Simpson Vote: Carried

Motion to amend Bylaw 241 “Meeting Procedures Amendments Bylaw, 2020” as presented

Dave Simpson Seconded: Tom Plensky Vote: Carried

Motion: to reconsider and finally pass Bylaw 241 “Meeting Procedures Amendments Bylaw, 2020”

Linda McKay Seconded: Tom Plensky Vote: Carried

Motion: to approve January 2021 Pipeline as presented with information to be updated regarding election results and fire hall progress

Linda McKay Seconded: Tom Plensky Vote: Carried

Resolution No. 137: 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

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 8:36 pm.

The above minutes were approved by the Board of Trustees on January 20, 2021.

By: _____
Chair of the Trustees

Officer