

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

May 19, 2021

In response to the current COVID-19 Pandemic, all participants met via conference call and this meeting was not open to the public.

Trustees: Suzanne LaRoy, Chair
Tom Plensky
Linda McKay
Colin Thompson

Tony Botica
Robert Hale
Claire Hilscher

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

Call to Order: 7:00 pm

Introduction of late items:

Trustee request to speak under Fire Protection Committee Report
BC Ambulance service changes – Fire Chief’s report

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Claire Hilscher 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 May 19, 2021 Project Update.

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing.
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required, COVID-19 plan in place, ongoing.
4. Division 2 – Civil Works - First, Second, Third and Fourth Stages: exterior grading to not completed, will start soon.
5. Division 3 – Concrete – Concrete aprons will be placed at front and back of truck entrances and adjacent to north side door.
6. Division 4 – Masonry: completed.
7. Division 5 – Metals – Structure completed. Workmanship warranty extended from 1-year to 3-years.
8. Division 6 – Woods & Plastics
 - a. Exterior deck in progress.
 - b. Deck progress is delayed, waiting for a period of dry weather to install decking.

9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors: Final adjustments on electric doors completed, all doors installed on both floors.
11. Division 9 – Finishes
 - a. Drywall completed.
 - b. Paint primer completed.
 - c. Paint first coat completed.
 - d. Upstairs floor treatment costed.
 - e. Cabinetry lower installed.
 - f. Truck hall perimeter wood 90%.
 - g. Trim started over 50%.
12. Division 15 – Mechanical & Plumbing
 - a. Interior final ducting in progress.
 - b. Heat pump & head units (2) installed
 - c. Final plumbing o lower floor in progress
13. Division 16 – Electrical: McCormack is onsite installing as required.
14. Overall – Balance of building pricing: either out for pricing or pending out for pricing on remainder. New upstairs budget approved; HVAC, flooring & cabinets ordered. Very little is not accounted for currently.
15. Quick Summary
 - a. Upstairs 70% complete
 - b. Lower cabinets in place
 - c. Electrical ongoing
 - d. HVAC balancing completed
 - e. Exterior deck in progress
 - f. We remain on target within budget, no major concerns

Equipment required to unload turn out gear racks to be coordinated with Ryan.

Budget is there for concrete in front and back, there is a large efficiency to do both.

Is a partial occupancy permit possible? MPM does not recommend pursuing this as it will be difficult to manage Covid-19 precautions.

Coordination of transfer of equipment (eg. compressor) will need to be coordinated with 3rd parties. MPM will consult with architect on details.

Q: Would we be in new building if second floor had been left unfinished? No clear answer but we could not have got an occupancy permit.

Q: Do we have a move in date? Estimate is end of July at the earliest. Delivery of some material is expected mid to late June and then will need at least 1 month for installation.

Randy, Ryan and Christo left the meeting at this point.

Minutes of the Regular Board Meeting held on April 21, 2021

Motion: to approve the minutes of Regular Board Meeting of April 21, 2021

Linda McKay Seconded: Tony Botica Vote: Carried

Minutes of the Special Board Meeting held on May 11, 2021

Motion: to approve the minutes of Special Board Meeting of May 11 2021

Robert Hale Seconded: Linda McKay Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for April 14 – May 12, 2021

Water Delivery: April 14 – May 12, 2021: 2,592,700 Imp. Gal.

Average daily use/connection (620 connections):149 Imp. Gal. Previous Month – 104

Observation Well #310 Levels (meters): May 12, 2021: n/a (read is stuck at 9.6)

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Robert Hale Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of April: 4 (0 MVI, 3 First Responder, 1 Fire (car fire), 0 Misc.)

Training has restarted with masks, social distancing and split up over two nights to reduce numbers.

Chief was asked if provision of fire protection and training would have continued without second floor finishing. Chief responded that yes, fire protection and training would have continued but will be made easier with the completion of the second floor.

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

Linda McKay Seconded: Robert Hale Vote: Carried

Discussion regarding recent changes to BC Ambulance service. The station will be staffed from 8 am to 4 pm and then paramedics will be on call for remaining 16 hours. No detail was provided regarding where on-call staff will be stationed, how long they would take to respond or when these changes are expected to become effective.

Motion: that DBID write letter to our MLA regarding impact of changes to our service area

Suzanne LaRoy Seconded: Tom Plensky Vote: Carried

Administrator will draft letter to include prevention by this same level of government to improvement district access to grants to support fire and water services, volunteers should not be expected to pick up the slack, existing recruitment issues for on-call paramedics.

With the current service levels, ambulances are not always in the area overnight as they can be redeployed to cover from Parksville to Courtenay depending on demand but they are always manned.

Fire department to track ambulance response time to calls going forward to see any significant changes going forward. These statistics will be valuable for future correspondence with authorities.

Fire Protection Committee: no meeting

Committee would like to meeting again to have another review of truck specifications.

Motion: to refer truck specifications to Fire Protection Committee for review

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

Motion: to adopt the Fire Chief monthly/quarterly report format as presented

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

George was asked what happens if a call comes in and he is out of cell range or area. Chief responded that the deputy or second in command would take the call. Members are not expected to be available 24 hours/day, 7 days/week. The Chief estimated he attends 85-95% of all calls.

George left the meeting at this point.

Fire Hall Replacement Committee: no meeting

Finance Committee: no meeting

Total payments issued for April 2021 Water: **\$17,342.82**

Total payments issued for April 2021 Fire: **\$125,044.30**

Motion: to accept the Finance Committee report as presented

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Bylaw Committee: May 5, 2021 meeting

Review of May 5, 2021 Bylaw Committee report

Motion: to approve the Bylaw Committee Terms of Reference as presented

Robert Seconded: Colin Thompson Vote: Carried

Motion: that Bylaw No. 202 "Meeting Procedures Bylaw" be amended as follows:

Inserting the following after item 64 under Standing and Select Committees:

65. Trustees may attend meetings of any Standing or Select Committee and may participate in discussions; however, only trustees that have been appointed to a Committee may introduce a motion or vote on the proceedings.

Colin Thompson Seconded: Claire Hilscher Vote: Carried

Motion: to approve Bylaw No. 244 “Meeting Procedures Amendments Bylaw, 2021” as attached to include amendment as stated in previous motion and allowance for holding the AGM electronically

Linda McKay Seconded: Robert Hale Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 244 “Meeting Procedures Amendments Bylaw, 2021” to amend Bylaw No. 202, being the “Meeting Procedures Bylaw

Tony Botica Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 244 “Meeting Procedures Amendments Bylaw, 2021” to amend Bylaw No. 202, being the “Meeting Procedures Bylaw

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Environment and Emergency Committee: no meeting

Facilities Committee: May 11, 2021 meeting

Review of May 11, 2021 Facilities Committee report

Motion: that the board hire structural engineer, McGill & Associates, to check the header above the overhead bay door to see if repair/replacement is required

Claire Hilscher Seconded: Tony Botica Vote: Carried

Motion: that DBID decline to take any material from Ministry of Transportation

Tony Botica Seconded: Tom Plensky Vote: Carried

Motion: to support request for fencing and refer issue back to the committee to determine measurements and fencing requirements

Robert Hale Seconded: Claire Hilscher Vote: Carried

Motion: to accept the Facilities Committee report as presented

Tony Botica Seconded: Colin Thompson Vote: Carried

HR Committee: no meeting

Planning Committee: no meeting

Correspondence In:

May 5, 2021 – Deep Bay Fire Rescue Society, \$10,000 towards cost of second floor fire hall project

Correspondence Out:

April 26, 2021 – Fire Chief’s Association of BC, Red Cross Community Resiliency Grant Application

April 27, 2021 – Baynes Sound Investments, reply re: Water Supply for Future Development

April 29, 2021 – Ministry of Transportation & Infrastructure,
Ministry of Municipal Affairs & Housing,
Ministry of Environment & Climate Change Strategy, Road Access to Critical Drinking Water Infrastructure

Acknowledgment of receipt of correspondence was received from all 3 ministries. No response has been received from any ministries with regards to access to reservoir.

Motion: to deal with and file correspondence in and out

Tony Botica Seconded: Tom Plensky Vote: Carried

Old Business

Rental of a portion of old fire hall, zoning information: Administrator reported that current zoning is "Public 1" which allows public assembly, public utility use and uses such as daycare, hospital and school. RDN would consider adding a change of use to the current zoning. This will require a building permit to change occupancy use and use should be supported by the OCP. There is wording in the Area H OCP for commercial zoning that supports small scale community use.

Motion: to put commercial rental of a portion of the old fire hall on the back burner but to still consider government rentals

Linda McKay Seconded: Colin Thompson Vote: Carried

Security signage for reservoir: issue to be tabled to next board meeting for discussion under the operator's report.

Motion: to change meeting dates for the regular monthly board meetings as follows to accommodate trustee availability:

June 16 moved to June 21, August 18 moved to August 25 and November 17 moved to November 18, all meetings to start at 7 pm

Claire Hilscher Seconded: Colin Thompson Vote: Carried

New Business: none

Question Period:

Which committee will be tracking operating costs for new hall? Administrator will be compiling these costs for the fall budget discussions – additional costs so far include hydro, security, internet (Shaw) and insurance.

There being no further business the meeting was adjourned to move in-camera at 8:54 pm.

The above minutes were approved by the Board of Trustees on June 21, 2021.

By: _____
Chair of the Trustees

Officer

	TOTAL PRICE:	DETAILS:	BUDGET:	FORECAST:	ACTUAL COSTS:
1	General Conditions	Professionals, first aid, clean-up, porta-potties, temporary utilities, geotech, site survey, disposals, insurance, site office	300,500.00	327,440.00	284,649.86
2	Site Construction	Excavation	86,000.00	98,500.00	98,423.66
3	Concrete	Forming, rebar, concrete	135,512.00	151,901.25	120,471.40
4	Masonry	Block wall	64,800.00	57,530.00	57,530.00
5	Metals	Steel Building	589,172.00	515,501.86	515,484.86
6	Woods & Plastics	Framing & Painting	88,754.00	118,316.43	115,418.64
7	Thermal & Moisture Protection		10,000.00	21,873.00	20,255.89
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	36,045.00	30,691.58
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	148,305.00	99,023.22
10	Specialties	Turn out gear rack	15,000.00	18,000.00	0.00
*					
15	Mechanical	Heating & plumbing	190,253.00	227,796.20	181,960.83
16	Electrical (includes alarm system)		74,755.00	127,172.28	73,879.39
		SUBTOTAL	1,647,346.00	1,848,381.02	1,597,789.33
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,848,381.02	1,597,789.33
	Borrowing Costs	RBC	40,000.00	40,000.00	15,002.27
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,888,381.02	1,612,791.60
	Design Work	Prof. work to develop budget	74,375.00	74,375.00	73,621.81
	Administration costs Includes Referendum costs: \$2382.45 (not capitalized)	Staff time, DBID office costs	0.00	5,600.00	4,641.63
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$1,968,356.02	\$1,691,055.04
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$435,522.23

*Holdbacks to Dec 31/20 not included: \$74,818

Fire Hall Building Fund	
Building Fund Dec 31/20	46,993.00
Building Tax 2021	33,042.00
2021 Expenses to date	-7,776.73
	\$72,258.27

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,612,656
Remaining available funds	\$387,344

Building Donations		Second floor
To Dec 31/20	102,825.00	21,000.00
2021 to date		10,000.00
	\$102,825.00	\$31,000.00
Expensed		\$9,554.00