

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

**August 25, 2021**

**Trustees:** Claire Hilscher, Chair  
Tom Plensky  
Linda McKay  
Colin Thompson  
Robert Hale  
Tony Botica

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

**Guests:** 3

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

**Introduction of late items:**

Correspondence in:

August 21, 2021 – Ministry of Municipal Affairs, Fall 2021 Capital Tax Advance

August 24, 2021 – Deep Bay Fire/Rescue Society, cheque for \$5000 for fire hall signage

August 25, 2021 – Ratepayer, fire hall rental inquiry

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

**Colin Thompson      Seconded: Tom Plensky      Vote: Carried**

**Petitions and Delegations**

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Aug 25, 2021 Project Update report reviewed by Randy:

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing.
3. Division 1 – General Conditions - WorkSafe BC now requires a communicable Disease Prevention Plan, COVID protocols, mask mandates etc. are being reinstated.
4. Division 2 – Civil Works - First, Second & Third stages completed. Exterior grading (fourth stage) substantially completed.
5. Division 3 – Concrete
  - a. Options are being discussed re concrete cracking
  - b. Cracks are cosmetic only – McGill Engineering commented
  - c. Blacktop aprons have been placed at the front and rear truck entrances
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: Stairs & railings are currently being completed
9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors: Electric doors competed, all doors install both floors, doors are painted & hardware is installed.
11. Division 9 – Finishes
  - a. Drywall completed.
  - b. Paint primer completed.
  - c. Paint first coat completed.
  - d. Upstairs floor treatment costed, pending availability – ordered soon.
  - e. Cabinetry lower installed.
  - f. Truck hall perimeter wood installed.
  - g. Trim at 98%.
12. Division 10 – Specialties: Turn out gear racks have arrived, installation is complete
13. Division 15 – Mechanical & Plumbing: Final plumbing on lower floor is substantially complete (98%)
14. Division 16 – Electrical: McCormack is onsite installing as required, lower floor substantially complete (97%). Upper floor is substantially complete (98%).
15. Overall – Arrival of several specialty plumbing items are delayed.
16. Upstairs – Summary
  - a. HVAC is complete, testing, balancing & inspections remain
  - b. Order of installations:
    - i. Cabinets and counters, range hood have been installed
    - ii. Flooring and remainder of plumbing, electrical work, trim works, etc.
  - c. Upper Deck area
    - i. Stairs and railings currently ongoing
17. Quick Summary
  - a. Upstairs 85% complete – see #16 summary for details
  - b. Lower floor is substantially competed (97%) of value (original scope/budget)
  - c. Exterior concrete & driveway works substantially complete
  - d. Exterior deck in progress – railings/stairs ongoing
  - e. We remain on target within budget, no major concerns

Completion/occupancy permit is now expected at the end of September. A partial occupancy permit may be possible but could have insurance implications.

Magnum stated that DBID should be providing COVID protocols as they are the prime contractor. Magnum can provide a generic template.

Christo reported that he has received a report from the architect regarding the concrete cracking. This has not yet been received by the DBID.

Due to increasing COVID concerns, Magnum would like to retrieve keys to better control access. Discussion of who should have keys – FD would like to have a key issued in the case of an emergency.

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

**Minutes of the Regular Board Meeting held on July 21, 2021**

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

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

**Motion: to approve the minutes of Special Board Meeting of August 10, 2021**

**Tony Botica                      Seconded: Linda McKay                      Vote: Carried**

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for July 15 – August 12, 2021**

Water Delivery: July 15 – August 12, 2021: 5,617,040 Imp. Gal.

Average daily use/connection (620 connections): 324 Imp. Gal.      Previous Month – 303

Observation Well #310 Levels (meters): Aug. 12, 2021: n/a                      (waiting on repairs)

Well 310 levels data have been manually uploaded to ministry site to Aug 20<sup>th</sup>. Levels are on the low side of normal but still within the normal zone.

Operator would like some tour date options based on trustee availability.

**Motion: to receive the Operator's report as submitted**

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

Operator requested to be kept in the loop with regards to the work outlined in McElhanney technical memo.

**Operations & Maintenance Committee: no meeting**

**Fire Chief's Report:**

Call outs for month of July: 15 (2 MVI, 9 First Responder, 2 Fire, 2 Misc.)

Turn out gear racks have been installed, privacy walls still to be installed.

**Motion: to receive the Fire Chief's report as submitted**

**Tom Plensky                      Seconded: Robert Hale                      Vote: Carried**

**Facilities Committee: no meeting**

Discussion regarding fencing: generator location is now set. Committee will meet to determine specifications including length, required height, how much existing fencing can be utilized, how much new fencing is required.

Administrator will coordinate meeting to be set once member availability is confirmed.

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

**Finance Committee:** no meeting

Total payments issued for July 2021 Water: **\$16,392.09**

Total payments issued for July 2021 Fire: **\$84,786.47**

**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

**HR Committee:** August 14, 2021 meeting

**Motion: to apply to UBCM for the initial payment of 25% of approved FireSmart grant (25% of \$150,000 or \$37,500)**

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

Next steps include finalizing job descriptions and getting positions advertised.

Committee meeting set for August 27 at 10 am.

**Motion: to accept HR. Committee report as presented**

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

**Planning Committee:** no meeting

**Correspondence In:**

August 11, 2021 – Ratepayer, regarding slope stabilization

August 13, 2021 – McElhanney, technical memo re: 4891 Thompson Clarke Dr. West

August 18, 2021 – Deep Bay Fire/Rescue Society, announcement of donation of \$5,000 toward new signage for new fire hall

August 21, 2021 – Ministry of Municipal Affairs, Fall 2021 Capital Tax Advance

August 24, 2021 – Deep Bay Fire/Rescue Society, cheque for \$5000 for fire hall signage

August 25, 2021 – Ratepayer, fire hall rental inquiry

**Correspondence Out:**

July 29, 2021 – Stuart McLean, RDN Area H Director, re: siren system to augment emergency alert program

**Motion: to authorize McElhanney to proceed with recommendations as per August 12, 2021 Technical Memo**

**Linda McKay                      Seconded: Robert Hale**

**A recorded vote was requested:**

**In favour: Tom Plensky, Claire Hilscher, Linda McKay, Robert Hale, Tony Botica**

**Opposed: Colin Thompson**

**Vote: Carried**

Work will need to proceed as quickly as possible. McElhanney will be requested to provide the detailed design for the September 15 board meeting. Owners can be asked if they have an alternate contact if they are going to be away.

**Motion: to direct administrator to respond to rate payer with action taken by DBID with regards to the slope stabilization**

**Linda McKay**

**Seconded: Robert Hale**

**Vote: Carried**

**Motion: to refer discussion regarding signage for building to the facilities committee**

**Tony Botica**

**Seconded: Linda McKay**

**Vote: Carried**

**Motion: to direct administrator to send thank you letter to the Deep Bay Fire/Rescue Society for the \$5,000 donation towards the costs of signage**

**Tom Plensky**

**Seconded: Linda McKay**

**Vote: Carried**

**Motion: to apply \$100,000 from building donations against the RBC Fire Hall loan prior to the fall Capital Tax Advance**

**Linda McKay**

**Seconded: Robert Hale**

**Vote: Carried**

Administrator will forward details to the board of the Capital Tax advance when received from the Ministry.

**Motion: to refer discussion to determine overall use of the building space to the facilities committee**

**Tony Botica**

**Seconded: Linda McKay**

**Vote: Carried**

**Motion: to direct administrator to respond to the rate payer that DBID is not ready at this time to make decisions regarding rental of space**

**Linda McKay**

**Seconded: Robert Hale**

**Vote: Carried**

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

**Tony Botica**

**Seconded: Linda McKay**

**Vote: Carried**

**Old Business:**

Signage for new fire hall and existing building – referred to Facilities Committee

**Motion: to approve Confidential Information - Privacy Rights of Personal Information Policy Number 14-02-01 as amended**

**Linda McKay**

**Seconded: Colin Thompson**

**Vote: Carried**

**Motion: to refer discussion regarding AC solutions for DBID admin office to the Facilities Committee**

**Tony Botica**

**Seconded: Robert Hale**

**Vote: Carried**

**New Business**

**Motion: to issue an honorarium payment of \$4,000 to Christo Kuun in recognition of services provided as Owner Representative for the Fire Hall Project**

**Colin Thompson      Seconded: Linda McKay      Vote: Carried**

**Motion: to table discussion of dates for trustee elections and 2021 AGM to the September 15, 2021 meeting**

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

Tony Botica appointed to the Finance Committee

Claire Hilscher appointed to the HR Committee

Linda McKay appointed to the Bylaw Committee

Budget meetings:      Fire Protection Committee set for September 1, 2021 at 7 pm

   Planning/HR Committee set for September 2, 2021 at 7 pm

Discussion of WorkSafe/COVID plan for construction site

**Motion: to refer safety issues, including COVID plan to the HR Committee**

**Tony Botica      Seconded: Tom Plensky      Vote: Carried**

Discussion of concrete cracking and pending report from Architect.

**Motion: to refer discussion of fire hall deficiencies, including cement cracking, to the Fire Hall Replacement Committee**

**Tom Plensky      Seconded: Tony Botica      Vote: Carried**

**Question Period:**

Guest commented on issues DBID is experiencing with the concrete.

Q: what is the status of the replacement fire truck?

A: this will be discussed at the upcoming Fire Protection Committee meeting

There being no further business the meeting was adjourned at 9:57 pm.

The above minutes were approved by the Board of Trustees on September 15, 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	332,140.00	312,876.89
2	Site Construction	Excavation	86,000.00	100,210.00	99,372.28
3	Concrete	Forming, rebar, concrete	135,512.00	171,351.25	149,373.95
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	126,324.54	126,216.84
7	Thermal & Moisture Protection		10,000.00	21,893.00	21,893.19
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	38,885.00	38,884.62
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	148,305.00	120,200.67
10	Specialties	Turn out gear rack	15,000.00	19,700.00	19,699.77
*					
15	Mechanical	Heating & plumbing	190,253.00	227,796.20	189,493.66
16	Electrical (includes alarm system)		74,755.00	127,172.28	111,385.99
		<b>SUBTOTAL</b>	<b>1,647,346.00</b>	<b>1,886,809.13</b>	<b>1,762,412.72</b>
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		<b>MAGNUM CONSTRUCTION BUDGET APR 18/19</b>	<b>1,894,448.00</b>	<b>1,886,809.13</b>	<b>1,762,412.72</b>
	Borrowing Costs	RBC	40,000.00	40,000.00	17,049.04
		5% Additional Contingency for Borrowing Limit	82,367.00		
		<b>BOARD ADJUSTED BUDGET MAY 25/19</b>	<b>2,016,815.00</b>	<b>1,926,809.13</b>	<b>1,779,461.76</b>
	Design Work	Prof. work to develop budget	74,375.00	73,621.81	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
		<b>TOTAL PROJECT COSTS:</b>	<b>\$2,091,190.00</b>	<b>\$2,006,030.94</b>	<b>\$1,857,725.20</b>
		Less 2019 Costs			<b>-\$77,352.05</b>
		Less 2020 Costs*			<b>-\$1,178,180.76</b>
		2021 Costs			<b>\$602,192.39</b>

\*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	<b>-11,277.21</b>
	<b>\$68,757.79</b>

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,743,559
Remaining available funds	\$256,441

Building Donations		Second floor
To Dec 31/20	102,825.00	21,000.00
2021 to date		10,000.00
	<b>\$102,825.00</b>	<b>\$31,000.00</b>
Expensed (deck)		<b>\$17,658.89</b>