

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

**September 15, 2021**

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

**Regrets:** Tony Botica

**Staff:** Leslie Carter, Administrator  
George Lenz, Fire Chief

**Guests:** 1

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

**Introduction of late items:**

**1. Agenda amendment**

To move the Fire Hall Replacement Committee report to the top of the agenda before Petitions and Delegations

**2. Committees**

Fire Hall Replacement Committee Report – Sept 10/21

Facilities Committee – further information on fencing requirements and building signage, landscaping around flag pole and building front.

**3. Correspondence In**

September 14, 2021 – Ratepayer, re: remediation work

September 14, 2021 – EOCP, Facility Reclassification

September 15, 2021 – McElhanney Consulting Services, design detail of remediation works

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

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

**Fire Hall Replacement Committee:** September 10, 2021 meeting

**Motion: to approve committee recommendation that DBID send correspondence to Magnum Project Management inquiring what their solution is with regards to the Architect's recommendations to address concrete cracking, including:**

- who will be responsible for costs as this is not DBID's responsibility;
- expectation that work will be completed by end of September 2021;
- and detail of warranty for the work

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

Randy Jenkins from Magnum Project Management (MPM) was asked if he could respond and he stated that an email should be sent to MPM and a response will be sent promptly.

Some cracks have already been ground out and epoxied by MPM staff.

## **Petitions and Delegations**

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Sept. 14, 2021 Project Update report reviewed by Randy:

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing, final finishing in progress
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 – All stages completed.
5. Division 3 – Concrete
  - Options are being discussed re concrete cracking
  - Cracks are cosmetic only – McGill Engineering commented
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 completed
9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors: 2 doors (upstairs) need painting and hardware installed.
11. Division 9 – Finishes
  - Drywall completed.
  - Paint primer completed.
  - Paint first coat completed.
  - Upstairs floor treatment costed, pending availability – ordered soon.
  - Cabinetry lower installed.
  - Truck hall perimeter wood installed.
  - Trim at 98%.
12. Division 10 – Specialties: Turn out gear racks installation is complete
13. Division 15 – Mechanical & Plumbing: Final plumbing on lower floor is substantially complete (99%)
14. Division 16 – Electrical: McCormack is onsite installing as required, lower floor substantially complete (99%). Upper floor is substantially complete (99%).
15. Upstairs – Summary
  - HVAC/plumbing is substantially complete, minor items ongoing
  - Order of installations:
    - i. Cabinets and counters, range hood have been installed

- ii. Flooring (complete) and remainder of plumbing, electrical work, trim works, etc.
- Upper Deck area
  - i. Stairs and railings complete, caulking details to be completed.

16. To Do List Summary

- Upper sink – waiting
- Upper range hood boxing – ordered
- Painting – upstairs – scheduled week of Sept. 13
- HVAC/Plumbing – upstairs – scheduled week of Sept 13
- Electrical – scheduled week of Sept. 13
- MPM – ongoing misc finishing & cleanup
- Trade deficiencies – see list generated by DBID
- Lower concrete treatment – DBID to instruct
- Alarm installer – scheduled week of Sept. 20

17. Quick Summary

- Upstairs 97% complete – see #15 & 16 summary for details
- Lower floor is substantially completed (97%) of value (original scope/budget)
- Exterior concrete & driveway works completed
- Exterior deck – guard railings/stairs completed
- We remain on target within budget, no major concerns

Completion/occupancy permit is now expected after September 28<sup>th</sup> so MPM recommends that the construction insurance be extended by 1 month.

Randy noted that extra work such as completion of upstairs and outside paving have added to the project costs.

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

**Minutes of the Regular Board Meeting held on August 25, 2021**

**Motion: to approve the minutes of Regular Board Meeting of August 25, 2021**

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

**Business arising from the minutes: none**

**Operator Monthly Report:**

**Operations & Maintenance Report for August 12 – September 8, 2021**

Water Delivery: August 12 – September 8, 2021: 4,438,720 Imp. Gal.

Average daily use/connection (620 connections): 265 Imp. Gal.      Previous Month – 324

Observation Well #310 Levels (meters): Sep. 8, 2021: n/a      (waiting on repairs)

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

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

**Operations & Maintenance Committee:** no meeting

**Fire Chief's Report:**

Call outs for month of August: 11 (1 MVI, 5 First Responder, 1 Fire, 4 Misc.)

In-house training is scheduled for Nov 23/24 and new hall space will be needed.

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

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

**Fire Protection Committee:** September 9, 2021 meeting

**Motion: to approve the specifications as presented for a new 8-1 pumper truck for inclusion in an RFP**

**Tom Plensky              Seconded: Linda McKay**

**A recorded vote was requested:**

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

**Opposed: Colin Thompson    Vote: Carried**

**Motion: to refer to the HR Committee to review the Expense Reimbursement Policy with regards to lost wages for out of town training**

**Linda McKay              Seconded: Robert Hale              Vote: Carried**

**Motion: to accept 2022 Fire Protection budget recommendations as presented**

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

**Finance Committee:** no meeting

Total payments issued for August 2021 Water: **\$10,458.63**

Total payments issued for August 2021 Fire: **\$79,541.93**

**Motion: to accept Finance Committee report as presented**

**Linda McKay              Seconded: Robert Hale              Vote: Carried**

**Bylaw Committee:** no meeting

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** September 8, 2021 meeting

Fencing requirements for back training area are 400 feet including 3 gates. Existing fencing is 160 feet plus 3 gates.

**Motion: to obtain quotes for fencing based on requirements outlined by committee**

**Linda McKay              Seconded: Robert Hale              Vote: Carried**

**Motion: to table pursuing any rental opportunities until move in to new hall is complete**

**Robert Hale              Seconded: Colin Thompson              Vote: Carried**

**Motion: to approve signage layout of the "middle right" option as laid out on sketch options provided by Jim Rowland**

**Robert Hale              Seconded: Linda McKay              Vote: Carried**

**Motion: to obtain costs to redo concrete support base for flag pole in existing location with existing flag pole.**

**Robert Hale                      Seconded: Linda McKay                      Vote: Carried**

Landscaping discussions to a tabled to a later date to be determined

**Motion: to have someone brought in to clean and service the ceiling and bathrooms fans in the fire hall**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**HR Committee:** August 27 and September 2, 2021 in-camera reports

**Planning Committee:** September 2, 2021 meeting

**Motion: to approve 2022 Waterworks Operating budget recommendations as presented**

**Robert Hale                      Seconded: Linda McKay                      Vote: Carried**

**Motion: to approve Waterworks Capital plan as presented**

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

**Motion: to approve 2022 Fire Protection Operating budget recommendations as presented**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**Correspondence In:**

August 26, 2021 – Carsten Jensen Architect, Field Review Report

September 7, 2021 – McGill & Associates Engineering, re: Garage Door Header

September 14, 2021 – Ratepayer, re: remediation work

September 14, 2021 – EOCP, Facility Reclassification

September 15, 2021 – McElhanney Consulting Services, design detail of remediation works

**Correspondence Out:**

September 6, 2021 – Ratepayer, re: Remediation/Slope Stabilization

**Motion: to authorize McElhanney Consulting to proceed with remediation works as recommended per drawings and authorize work to be funded from 2021 waterworks operating budget surplus**

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

Remediation work will require a Section 11 notification approval due to proximity to water courses. This will need to be approved by Ministry of Environment.

**Motion: to deal with and file Correspondence In and Out**

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

**Old Business:**

2021 AGM and Trustee election dates

**Motion: to hold the 2021 AGM in the Lighthouse Community Hall**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**Motion: to set date for 2021 AGM for November 2, 3 or 4 depending on availability of trustees, staff and Lighthouse Community Hall**

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

**Motion: to set trustee election voting day, if required, for November 13, 2021, nominations to close October 29, 2021.**

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

Notification of AGM and trustee elections will go out with October billing.

**New Business**

Staff report presented on Fire Hall Project Borrowing

**Motion: to introduce and give first reading of Bylaw 247 “Capital Tax Advance Bylaw Fall 2021” for levying taxes on land and improvements within the Deep Bay Improvement District, for fire protection purposes in each of the years 2022 to 2041 both inclusive.**

**Linda McKay                      Seconded: Robert Hale                      Vote: Carried**

**Motion: to reconsider and finally pass Bylaw 247 “Capital Tax Advance Bylaw Fall 2021” for levying taxes on land and improvements within the Deep Bay Improvement District, for fire protection purposes in each of the years 2022 to 2041 both inclusive.**

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

October 2021 Pipeline for review: will include announcement of AGM and election, note that facemasks will be required. Draft of final version will be emailed to trustees prior to mail out.

**Resolution No. 141: 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 9:17 pm.

The above minutes were approved by the Board of Trustees on October 20, 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	315,864.86
2	Site Construction	Excavation	86,000.00	101,955.00	101,114.78
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	125,850.16
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	199,264.62
16	Electrical (includes alarm system)		74,755.00	127,172.28	111,385.99
		SUBTOTAL	1,647,346.00	1,888,554.13	1,782,563.64
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,888,554.13	1,782,563.64
	Borrowing Costs	RBC	40,000.00	40,000.00	17,958.44
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,928,554.13	1,800,522.08
	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
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,007,775.94	\$1,878,785.52
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$623,252.71

\*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	-11,277.21
	\$68,757.79

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,664,644
Remaining available funds	\$335,356

Building Donations		Second floor	
To Dec 31/20	102,825.00		21,000.00
2021 to date	5,000.00		10,000.00
	\$107,825.00		\$31,000.00
Applied to loan	-\$100,000.00		Expensed (deck)
	\$7,825.00		\$17,658.89