

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

October 20, 2021

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

Staff: Leslie Carter, Administrator
George Lenz, Fire Chief

Guests: 3 (2 joined partway through meeting)

Call to Order: 7:00 pm

Introduction of late items:

1. Correspondence In

October 18, 2021 – Carsten Jensen Architect, October 13, 2021 Architectural Field Review Report

October 18, 2021 – Carsten Jensen Architect, October 16, 2021 Deep Bay Firehall – Slab Cracks & Remediation

2. Old Business

- Slope stabilization project, 4891 Thompson Clarke Dr. West, update from McElhanney

3. New Business

- 2021 AGM Agenda for approval, Chair's report for 2020 AGM Annual Report
- Fire department use of new hall for training course
- Future DBID meetings locations – no off site meetings

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Robert Hale Vote: Carried

Petitions and Delegations

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

October 20, 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 – Completed.
5. Division 3 – Concrete
 - Architect has reviewed cracking & produced a report

- i. Cracks are not structural
 - ii. Cracks are unsightly
 - iii. Recommends vinyl plank flooring in identified areas
6. Division 4 – Masonry: Completed.
7. Division 5 – Metals – Completed
8. Division 6 – Woods & Plastics: All railings completed
9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors: Completed
11. Division 9 – Finishes – Completed
12. Division 10 – Specialties: Completed
13. Division 15 – Mechanical & Plumbing: Completed
14. Division 16 – Electrical: Completed
15. Upstairs – Summary
 - HVAC/plumbing is complete
 - i. Cabinets, counters & flooring complete
 - Upper Deck area
 - i. Stairs and railings complete, caulking details to be completed.
16. To Do List Summary
 - RDN completed a final inspection October 13, 2021
 - i. West side exit area is not in compliance for fire rating, approved solutions are being examined
 - ii. Lighted exit signs will be installed ASAP
17. Quick Summary
 - Occupancy permit is subject only to the 2 items listed above
 - Both items were not in the engineered drawings
 - MPM has October Deficiency list & is following up
 - We remain on target within budget, no major concerns

Work required by the RDN for occupancy (see 16 above) is in progress. Exit signs are available with local supplies and electrical contractor can complete work in about 1 week.

Glass “explosion proof” has been purchased and installed today on the identified windows downstairs. Required fire proofing for underside of deck is still being determined. Lighting is also required on deck stairs but this will not hold up occupancy.

Magnum requested that the DBID send a letter regarding the Architect’s concrete remediation report. Magnum would like to have a meeting with a smaller group on a “without prejudice” basis to discuss resolution. Magnum does not agree with the conclusion reached by the Architect. It was explained that any “committee” meeting could only make recommendations that would need to come back to the board for approval.

Trustees noted that the work needs to get done now to allow the fire department to move in and that there will need to be a warranty provided for work performed

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for September 8 – October 13, 2021

Water Delivery: September 8 – October 13, 2021: 2,646,160 Imp. Gal.

Average daily use/connection (620 connections): 122 Imp. Gal. Previous Month: 265

Observation Well #310 Levels (meters): Oct 13, 2021: 9.29 Previous Month: n/a

Motion: to receive the Operator's report as submitted

Linda McKay Seconded: Tom Plensky Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of September: 11 (4 MVI, 6 First Responder, 1 Fire, 0 Misc.)

Red Cross grant has agreed to fund purchase of sprinkler equipment and to cover some RIT training. No formal paperwork has been received by the office.

Motion: to retain trailer previously housed in generator container for firefighting purposes to transport sprinkler kits

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to authorize the fire department to use the new fire hall for training purposes on October 23 & 24, 2021

Tom Plensky Seconded: Tony Botica Vote: Carried

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

Tom Plensky Seconded: Robert Hale Vote: Carried

Fire Protection Committee: no meeting

Finance Committee: October 8, 2021 meeting

Total payments issued for September 2021 Water: **\$13,892.80**

Total payments issued for September 2021 Fire: **\$62,274.97**

Motion: to accept Finance Committee recommendations to increase water tolls and fire protection taxes as presented

Linda McKay Seconded: Tony Botica Vote: Carried

Motion: to accept Finance Committee report as presented

Tony Botica Seconded: Tom Plensky Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: September 29 meeting

It was noted that the new hall space will provide more opportunities for the fire department to host training sessions with other fire departments.

Motion: to amend Expense Reimbursement Policy 16-04-01 to increase per diem meal allowances to a total of \$130/day (breakfast: \$30, lunch: \$40, dinner: \$60) and to increase private lodging allowance to \$50

Linda McKay Seconded: Colin Thompson Vote: Carried

Motion: to accept HR Committee report as presented

Tony Botica Seconded: Linda McKay Vote: Carried

Planning Committee: no meeting

Correspondence In:

September 16, 2021 – Josie Osborne, MLA, Bowser Ambulance Station Changes

September 17, 2021 – Deep Bay Fire/Rescue Society, clarification of donation for fire hall signage

September 21, 2021 – Magnum Project Management, reply re: Concrete Slab Cracks/Architectural Field Review

October 4, 2021 – Ministry of Transportation & Infrastructure, Proposed subdivision, Lot 28, Plan 22249, DL 28

October 5, 2021 – Ministry of Municipal Affairs, Registered copy of Bylaw 247 “Capital Tax Advance Fall 2021”

October 5, 2021 – Ministry of Transportation & Infrastructure, Proposed subdivision, Lot 13, Plan 7560, DL 28

October 13, 2021 – MNP, Audit fee proposal

October 18, 2021 – Carsten Jensen Architect, October 13, 2021 Architectural Field Review Report

October 18, 2021 – Carsten Jensen Architect, October 16, 2021 Deep Bay Firehall – Slab Cracks & Remediation

Correspondence Out:

September 17, 2021 – Magnum Project Management, re: Concrete Slab Cracks/Architectural Field Review

Motion: to accept MNP Audit Fee Proposal as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to send replies to Ministry of Transportation & Infrastructure re: subdivision applications for Lot 28, Plan 22249, DL 28 and for Lot 13, Plan 7560, DL 28 with DBID requirements including copies of all relevant bylaws

Linda McKay Seconded: Robert Hale Vote: Carried

Motion: to deal with and file Correspondence In and Out

Tony Botica Seconded: Tom Plensky Vote: Carried

Old Business:

Slope stabilization project, 4891 Thompson Clarke Dr. West, update from McElhanney:

- Based on most recent site inspection, there is a substantial of ground water and surface water in the subject area. This will make the site challenging to work in, while protecting the exiting watermain and adhering to MOE conditions and likely result in an increased cost in construction to address those items.
- MOE approval is still pending, due to coordination with the land owners, once we have their approval for permitting; expect 2-3 weeks for MOE to respond.
- Pending approval, the District will still need to engage a construction contractor to undertake the work. A contractor wouldn't likely be on-site until end of November. This would push the work into even less favorable weather conditions.

Given the uncertainty with the items above, it is recommended the District postpone the project until next year (Spring/Summer 2022), when ground conditions and risk to the environment can be minimized. McElhanney will continue preparing documents for permitting with the permit being submitted in early 2022.

The property owner is required to sign the Section 11 application for the Ministry of Environment. The owners are asking DBID to provide "an authorized assurance by the Board to solely accept any and all liabilities for this undertaking".

Motion: to direct Administrator to consult with insurance provider to provide appropriate wording to address property owner's concerns regarding liability

Robert Hale Seconded: Tom Plensky Vote: Carried

A recorded vote was requested: carried unanimously

2 guests joined the meeting at this point.

New Business

Motion: to approve the 2022 Operating Budgets and Capital Plans for both Waterworks and Fire Protection as presented

Tom Plensky Seconded: Tony Botica Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 248 "Taxation Bylaw 2022" to set parcel and fire protection tax rates for 2022

Tony Botica Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 248 "Taxation Bylaw 2022" to set parcel and fire protection tax rates for 2022

Tom Plensky Seconded: Robert Hale Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 249 "Water Tolls Bylaw No. 249" to set water tolls rates effective January 1, 2022

Robert Hale Seconded: Linda McKay Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 249 "Water Tolls Bylaw No. 249" to set water tolls rates effective January 1, 2022

Linda McKay Seconded: Tom Plensky Vote: Carried

Completion of building façade: Christo has provided a quote for the installation of metal siding on the existing building. He was unable to get any other firms to quote.

Motion: to proceed with the installation of siding on the existing building as soon as possible and to fund the installation costs from the Building Renewal Fund

Tom Plensky Seconded: Tony Botica Vote: Carried

Discussion regarding location of future DBID meetings: trustees would like to see all future public meetings be held in DBID buildings rather than renting space. This will be dependent on any public health orders in place regarding indoor gathering limits.

November 2021 Pipeline reviewed – definition of category 2 burning to be included, reminder to change batteries for smoke and CO2 detectors. If voting is not required for trustee election, results to be included. If voting is required, results will not be available before newsletter is printed.

Court of revision dates set for December 1, 2021, 8 am to 8pm. Tony, Tom and Robert are available is needed.

Trustee request to review regular board meetings, would like to have the regular meetings moved from Wednesday to either Tuesday or Thursday. Tuesdays could be an issue following long weekends as there would be fire practices and limit member's availability to attend. Decision to be tabled to November 18, 2021 board meeting when newly elected trustees will be in place.

Motion: to approve 2020 Annual report with edits as noted

Tom Plensky Seconded: Robert Hale Vote: Carried

Motion: to approve 2021 AGM agenda as amended

Tom Plensky Seconded: Tony Botica Vote: Carried

This is the last regular board meeting for Linda McKay and she was thanked for her 9 years of service as a trustee for the DBID

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 9:33 pm.

The above minutes were approved by the Board of Trustees on November 18, 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	336,680.50	331,825.16
2	Site Construction	Excavation	86,000.00	119,955.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	153,431.25	151,363.95
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	127,225.54	127,200.81
7	Thermal & Moisture Protection		10,000.00	21,893.00	21,893.19
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	38,895.00	38,892.32
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	148,305.00	139,000.21
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	203,001.64
16	Electrical (includes alarm system)		74,755.00	131,141.65	115,355.36
		SUBTOTAL	1,647,346.00	1,898,055.00	1,839,426.31
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,898,055.00	1,839,426.31
	Borrowing Costs	RBC	40,000.00	25,000.00	18,801.65
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,923,055.00	1,858,227.96
	Design Work	Prof. work to develop budget	74,375.00	73,621.81	73,621.81
	Administration costs	Staff time, DBID office costs	0.00	6,600.00	4,641.63
	Includes Referendum costs: \$2382.45 (not capitalized)				
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,003,276.81	\$1,936,491.40
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$680,958.59

*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	-12,691.14
	\$67,343.86

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,724,007
Remaining available funds	\$275,993

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		\$24,837.62