

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

November 18, 2021

Trustees: Claire Hilscher, Chair
Tom Plensky
Tony Botica
Susan Mielke

Colin Thompson
Robert Hale
Bob Leggett

Staff: Leslie Carter, Administrator
George Lenz, Fire Chief
Don Buchner, Water System Operator (joined by phone to present report)

Guests: 3

Call to Order: 7:00 pm

Election of chair: Tony Botica and Claire Hilscher were both nominated for the position of chair. Trustees cast ballots and Claire Hilscher was elected to serve as chair.

Introduction of late items:

New business: Elections, mail in ballots

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Tony Botica Vote: Carried

Petitions and Delegations

Randy Jenkins, Magnum Project Management (MPM)

Christo Kuun, Owner Representative, Fire Hall Project

November 18, 2021 Project Update report reviewed by Randy:

1. Project status: no change
2. Status of Building: Exterior is substantially complete, 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. Flooring has been installed
 - ii. Final finishing in progress
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:
 - HVAC plumbing was tested and passed
 - HVAC has a leak, West Bay subcontractor is onsite trying to isolate leak
14. Division 16 – Electrical: Completed
15. Upstairs – Summary
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,
 1. approved solutions are being examined
 - ii. Lighted exit signs are installed
17. Quick Summary (updated from report)
 - Occupancy permit has just been issued today (November 18, 2021)
 - All items were not in the engineered drawings
 - MPM has October Deficiency list & is following up
 - i. MPM met with Christo to review
 - We remain on target within budget, no major concerns

Copy of Occupancy Permit has been provided to Christo and electronic copies will be sent to DBID.

Christo reported that tiles have been installed and he is getting quotes to get the required waxing done.

Truck bay floor requires an epoxy finish to seal and avoid stains. Christo is obtaining quotes, rough quote is \$4,000. Fire department has a crew coming in to clear items out of the truck bay. Discussion regarding line painting prior to epoxy finish: Christo will discuss needs further with George.

Randy left the meeting at this point.

Christo reported that the heat pump issue was discovered during tile installation and investigation to find leak is still on-going.

The board stated they will be looking at providing additional compensation to Christo for work required to address deficiencies.

Christo left the meeting at this point.

New trustees were welcomed and introduced themselves.

Minutes of the Regular Board Meeting held on October 20, 2021

Motion: to approve the minutes of Regular Board Meeting of October 20, 2021 with amendment to vote as noted

Tom Plensky

Seconded: Bob Leggett

Vote: Carried

Minutes of the Special Board Meeting held on October 26, 2021

Motion: to approve the minutes of Special Board Meeting of October 26, 2021

Colin Thompson Seconded: Tom Plensky Vote: Carried

Minutes of the Annual General Meeting held on November 4, 2021

Motion: to approve the minutes of Annual General Meeting of November 4, 2021

Susan Mielke Seconded: Tom Plensky Vote: Carried

Business arising from the minutes:

Discussion regarding wage rate being paid to employee of Magnum Project Management not being listed in contract document. Administrator contacted Carsten Jensen who stated that the rate being paid is reasonable, if not a bit low, and that if this issue had been raised earlier in the project, Carsten would have recommended that an addendum be added to the schedule listing the hourly rates. Carsten does not feel it would be helpful to pursue this any further.

Don Buchner joined the meeting by phone.

Operator Monthly Report:

Operations & Maintenance Report for October 13 – November 10, 2021

Water Delivery: October 13 – November 10, 2021: 1,724,580 Imp. Gal.

Average daily use/connection (620 connections): 99 Imp. Gal. Previous Month: 122

Observation Well #310 Levels (meters): Nov. 10, 2021: 9.25 Previous Month: 9.29

Don Buchner phoned into meeting to provide a verbal updated report on reservoir turnover issues:

Operator is recommending that the board move the scheduled replacement of the reservoir from 2024 to 2022.

Water levels are being managed and regular turnover in reservoir is being maintained by operator. There has only been a single 1 coliform count for 2021 but there is concern that the reservoir is the source of coliform counts that were detected in previous years. VIHA has previously been informed of the system status and an updated was provided recently to the new health officer.

Fire protection is not a concern as the 4 pumps are able to supply more water than can be drawn by the fire department.

Well #8 is powered by a generator during power outages and is able to supply water as needed. Don is working with VIHA to get Well #1 returned to regular use now that the septic system has been relocated as part of the fire hall build. All tests taken to date on Well #1 have come back clean.

Board will schedule special meeting to discuss the reservoir project and to determine needs for new reservoir. Don Buchner will attend. Trustees would like a system tour prior to the meeting – trustees to provide availability to get tour and meeting scheduled.

Don left the meeting at this point.

Motion: to receive the Operator's report as presented

Susan Mielke Seconded: Robert Hale Vote: Carried

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of October: 9 (1 MVI, 5 First Responder, 2 Fire, 1 Misc.)

Administrator reported that the RFP for the pumper is still being drafted and will be reviewed with the Fire Chief prior to coming back to the board for approval. George requested that an on-board compressor be added to the specifications.

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

Robert Hale Seconded: Tony Botica Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

Finance Committee: no meeting

Total payments issued for October 2021 Water: **\$41,474.59**

Total payments issued for October 2021 Fire: **\$43,835.63**

Motion: to accept Finance Committee report as presented

Bob Leggett Seconded: Robert Hale Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

HR Committee: in-camera report

Planning Committee: no meeting

Correspondence In: none

Correspondence Out: none

Old Business:

Slope stabilization project, 4891 Thompson Clarke Dr. West

Motion: to send two separate letters to the landowner, one to address the issues brought forward at the AGM and one to address liability concerns.

Bob Leggett Seconded: Colin Thompson Vote: Carried

Motion: to send reply to owners addressing issues raised at AGM as presented with corrections as noted

Colin Thompson Seconded: Tom Plensky Vote: Carried

Administrator will draft a letter regarding liability and present to the board at the special board meeting.

Review of regular board meeting scheduling:

Motion: to reschedule regular monthly board meetings from the third Wednesday of each month to the third Thursday of each month, meeting start time 7 pm.

Tom Plensky Seconded: Bob Leggett Vote: Carried

This change will be effective for the December 2021 board meeting that will move from December 15 to December 16.

New Business

Committee membership review and update

Motion: to dissolve Fire Hall Replacement Committee upon completion of one final meeting and inspection

Tony Botica Seconded: Robert Hale Vote: Carried

Motion: to combine the HR and the Finance committees, with 3 trustees

Colin Thompson Seconded: Robert Hale Vote: Carried

Trustee membership on committees was updated as follows:

Bylaws: Tony, Bob & Colin

Environment & Emergency: Tony, Claire & Bob

Facilities: Robert & Tom

Finance/HR: Tony, Robert & Bob

Fire Hall: Robert & Colin

Fire Protection: Robert, Tom & Collin

Operations & Maintenance: Claire, Susan & Tom

Planning: all trustees

Trustees were reminded that they are welcome to attend any committee meetings, whether they are a member or not. Administrator will provide an updated contact sheet.

Signing authority updates:

Motion: to remove Linda McKay as Authorized Signatories for the Deep Bay Improvement District accounts with First Credit Union and Royal Bank of Canada

Tom Plensky Seconded: Tony Botica Vote: Carried

Motion: to appoint current trustees, namely, Tony Botica, Robert Hale, Claire Hilscher, Bob Leggett, Susan Mielke, Tom Plensky and Colin Thompson and the Administrator, Leslie Carter, as Authorized Signatories for all Deep Bay Improvement District accounts with First Credit Union and Royal Bank of Canada

Tony Botica Seconded: Tom Plensky Vote: Carried

Motion: to remove previously authorized signatories for the Deep Bay Improvement District with RBC Dominion Securities and to appoint Finance/HR Committee trustees, namely, Tony Botica, Robert Hale and Bob Leggett and the Administrator, Leslie Carter, as Authorized Signatories for the Deep Bay Improvement District accounts with RBC Dominion Securities

Bob Leggett Seconded: Tom Plensky Vote: Carried

Compensation for Christo Kuun for out-of-scope work in fixing deficiencies: George Lenz will have a discussion with Christo regarding hours put in and provide this information for discussion at the special board meeting.

FireSmart monthly reporting: Don Coghill and Janine Sibley will discuss report format and bring back to next board meeting. Don and Janine have both completed courses and are working on promotions and posters. Labourers have been interviewed and equipment is still to be purchased. Currently two applications for assessments have been received with another 2-3 expected.

Discussion of press release about a land based fish farm, within the DBID, that will pull from the same aquifer accessed by DBID. Location of "Deep Bay" property is not known.

Motion: to send an email to Blue Star introducing the DBID and letting them know what we do.

Tony Botica Seconded: Bob Leggett Vote: Carried

Discussion regarding trustee election: ballots are kept for at least 2 weeks in case results are challenged.

Can a corporation designate a person to run as a trustee? No, this would not meet trustee eligibility as outlined in legislation. Corporations are permitted to designate a representative to vote in an election.

Could mail in ballots be considered to allow out of town owners to vote and could early voting opportunities be provided?

Motion: to refer the issue regarding early voting and mail-in ballots to the Bylaw Committee

Robert Hale Seconded: Colin Thompson Vote: Carried

Question Period:

Q: Ratepayer congratulated new trustees and hopes board will represent all ratepayers. Can election vote tallies be released?

Motion: to publish election voting results including vote count for candidates

Bob Leggett Seconded: Tom Plensky Vote: Carried

Ratepayer stated they would support an early voting opportunity.

There being no further business the meeting was adjourned to move in-camera at 10:00 pm.

The above minutes were approved by the Board of Trustees on December 16, 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	336,799.99	332,700.16
2	Site Construction	Excavation	86,000.00	119,955.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	159,286.25	152,996.83
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	39,645.00	39,432.27
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	149,860.00	146,491.21
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	130,831.65	118,826.76
		SUBTOTAL	1,647,346.00	1,906,024.49	1,853,436.54
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,906,024.49	1,853,436.54
	Borrowing Costs	RBC	40,000.00	25,000.00	19,643.59
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,931,024.49	1,873,080.13
	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	6,600.00	4,641.63
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,011,246.30	\$1,951,343.57
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$695,810.76

*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	-13,536.83
	\$66,498.17

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,737,101
Remaining available funds	\$262,899

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