

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

**December 16, 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:** 4

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

**Introduction of late items:**

New business: Disconnect Resolution No. 142

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

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

**Recognition of 30 years of service to the Deep Bay Volunteer Fire Department this year by Fire Chief, George Lenz:** George was thanked for his dedication to the fire department and the excellent leadership he provides. George has been instrumental in ensuring a good relationship between the Fire Department and the DBID board and is well respected by the Fire Department crew.

**Petitions and Delegations**

Randy Jenkins, Magnum Project Management (MPM)

December 16, 2021 Project Update provided by Randy:

MPM reviewed deficiency progress to date, tasks completed since last meeting:

MPM has met with or contacted trades for the remaining items on the "Deficiency List"

**Painting**

- Minor touch ups completed
- A few outstanding items will be completed soon

**WestBay**

- Heating system running
- Drywall repairs to be completed at WestBay expense
- Vanroc Drywall will do repairs
- Will be in early 2022- schedule pending
- Roof mastic completed to address suspected/unconfirmed roof leak
  - Ceiling to be monitored for leak

**Garage door sensor**

- On back order since late summer
- No date for arrival given

Mid Island Cabinets

- Sticky drawer
- Notified- coordination to meet M.I. rep onsite

Other minor items require day labour – MPM indicated they are busy and suggested that DBID look at hiring someone to complete these items.

**Motion: to accept report from Magnum Project Management**

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

Randy left the meeting at this point.

**Minutes of the Regular Board Meeting held on November 18, 2021**

**Motion: to approve the minutes of Regular Board Meeting of November 18, 2021**

**Tom Plensky                      Seconded: Susan Mielke                      Vote: Carried**

**Minutes of the Special Board Meeting held on December 7, 2021**

**Motion: to approve the minutes of Special Board Meeting of December 7, 2021**

**Bob Leggett                      Seconded: Susan Mielke                      Vote: Carried**

**Business arising from the minutes:** none

Don Buchner joined the meeting by phone

**Operator Monthly Report:**

**Operations & Maintenance Report for November 10 – December 9, 2021**

Water Delivery: November 10 – December 9, 2021: 1,786,840 Imp. Gal.

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

Observation Well #310 Levels (meters): Dec. 9, 2021: 8.38                      Previous Month: 9.25

Don updated the board on progress to get Well #1 back online. VIHA is requiring an updated GARP report for well #1, submission of septic plans, chemical analysis (annual tests already conducted), weekly tests for 4 months.

Don will resend copy of GARP study to VIHA. DBID did receive a letter previously from VIHA regarding requirements - administrator to forward copy to trustees. Operator would like to see GARP study moved on.

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

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

**Motion: to hire H2O Environmental to conduct GARP study for well #1**

**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 November: 3 (0 MVI, 2 First Responder, 1 Fire, 0 Misc.)

Elections were held Dec 13/21 with no change to the officer positions:

George Lenz: Fire Chief  
Ed Pater: Deputy Chief  
Simone Maguire: Assistant Chief  
Margaret Furnell: Secretary

Move into new fire hall has started and there will be another work party this weekend.  
George had a good meeting recently with Anita Sharma, RDN Fire Services Coordinator.

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

**Tom Plensky                      Seconded: Bob Leggett                      Vote: Carried**

**Fire Protection Committee:** no meeting

**Fire Hall Replacement Committee:** no meeting

A tour of the hall was conducted by Christo, scheduled short notice, prior to the fire department moving over items. Three trustees (Bob, Susan and Tom) as well as George were able to attend in addition to some committee members. Deficiencies still to be completed were reviewed.

The committee still needs to have a final wrap up meeting prior to dissolution. Colin to provide availability to administrator for the New Year.

**Finance/HR Committee:** no meeting

Total payments issued for November 2021 Water: **\$21,802.21**

Total payments issued for November 2021 Fire: **\$22,736.09**

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

**Tom Plensky                      Seconded: Susan Mielke                      Vote: Carried**

**Bylaw Committee:** no meeting

Bylaw committee reviewed the Election Policy amendments via email.

**Motion: to amended Election Procedures Policy #10-01-01 as presented**

**Bob Leggett                      Seconded: Tom Plensky                      Vote: Carried**

**Environment and Emergency Committee:** no meeting

**Facilities Committee:** no meeting

At the next committee meeting, terms for reference are to be reviewed and recommendation brought back to the board. Committee needs to create maintenance schedule to ensure items are addressed in a timely manner.

**Planning Committee:** no meeting

**Correspondence In:**

- November 18, 2021 - MNP, Audit Service Plan
- November 19, 2021 – Magnum Project Management, Occupancy Permit from RDN
- November 22, 2021 - Union of BC Municipalities, initial payment of Community Resiliency Investment FireSmart Economic Recovery Fund grant, \$37,500 (25% of grant).
- November 25, 2021 – Deep Bay Fire/Rescue Society, \$20,000 donation for lift to second floor of new fire hall

December 2, 2021 – Ministry of Municipal Affairs, Bylaw No. 248, Taxation 2022, registered

**Correspondence Out:**

November 24, 2021 – Ratepayer, slope remediation/stabilization

November 25, 2021 – Blue Star Foods, email introducing DBID

December 8, 2021 – Ratepayer, re: liability concerns for slope remediation/stabilization

**Motion: to send thank you letter to the Deep Bay Fire/Rescue Society for donation**

**Bob Leggett                      Seconded: Susan Mielke                      Vote: Carried**

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

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

**Old Business:**

Slope stabilization project, 4891 Thompson Clarke Dr. West – no updates

Reservoir Replacement Project – proposal from McElhanney is pending.

Discussion regarding addressing outstanding deficiencies:

**Motion: to create a deficiencies list to be presented to Randy Jenkins, MPM by DBID board representatives (to be determined), requesting immediate response from MPM with how these will be dealt with, with the goal of all deficiencies to be completed by January 20 board meeting.**

**Tony Botica                      Seconded: Bob Leggett                      Vote: Carried**

**Motion: to accept Colin's offer to communicate with MPM with Bob Leggett**

**Tony Botica                      Seconded: Bob Leggett                      Vote: Carried**

Colin and Bob to meet with Christo and George to compile a current deficiency list.

**Motion: to withhold MPM final construction management payment until job is complete**

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

**New Business**

**Motion: to set AGM date for April 12, 2022 and Election dates of April 5, 2022 for advance voting and April 9, 2022 for general voting day, and to include notices in January mail out**

**Bob Leggett                      Seconded: Tom Plensky                      Vote: Carried**

Fire Hall grand opening is being planned and will include celebration of the department's 40<sup>th</sup> anniversary. Notice could be included in the April mail out if available. Trustees are available to assist with planning and will be available on the day of to provide assistance.

**Motion: to accept Pipeline as presented**

**Susan Mielke                      Seconded: Tom Plensky                      Vote: Carried**

Don Coghill reviewed the FireSmart Program report, providing an update on assessments and mitigation work conducted to date.

**Motion: to accept FireSmart Program report as presented**

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

FireSmart report to be added under committees for future agendas

**Motion: to obtain quotes for exterior lift for the fire hall**

**Tony Botica                      Seconded: Robert Hale                      Vote: Carried**

Lift will need adequate space on both the ground and the deck. George will have a look at this and input can be solicited from the firms approached for pricing.

**Resolution No. 142: 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: Tony Botica                      Vote: Carried**

**Question Period:**

Q: Regarding elevator for second floor: why was this not included in original design? When was the decision made to finish second floor and is it funded from the drawdown?

A: Original plan did not include completion of the second floor. RDN had originally told DBID that the building could be completed in phases but once construction began several items on the second floor required completion before RDN would issue an occupancy permit.

The DBID chose to fully finish the second floor in February 2021. Additional costs for the second floor are funded primarily from the drawdown, with some additional funds from donations that were directed to the second floor (most of the second floor donations were allocated to the deck).

Q: What is the second floor being used for?

A: The second floor will be used as a training/classroom space as well as for social events. The current fire hall space will continue to be used by the DBID for meetings, elections etc.

Q: The board is having a lot on in-camera meetings; will this information be released to the public?

A: The board does release information from in-camera as they are able to.

Q: Can advance voting be moved earlier so it is not in the same week as general voting day?

**Motion: to move advance voting opportunity from April 5, 2022 to March 30, 2022**

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

There being no further business the meeting was adjourned to move in-camera at 9:35 pm.

The above minutes were approved by the Board of Trustees on January 20, 2022.

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	351,643.99	349,511.20
2	Site Construction	Excavation	86,000.00	119,955.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	154,445.05	152,851.96
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	21,735.93
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	<b>1,647,346.00</b>	<b>1,916,027.29</b>	<b>1,869,945.45</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>1,916,027.29</b>	<b>1,869,945.45</b>
	Borrowing Costs	RBC	40,000.00	25,000.00	20,417.59
		5% Additional Contingency for Borrowing Limit	82,367.00		
		<b>BOARD ADJUSTED BUDGET MAY 25/19</b>	<b>2,016,815.00</b>	<b>1,941,027.29</b>	<b>1,890,363.04</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	6,600.00	4,641.63
		<b>TOTAL PROJECT COSTS:</b>	<b>\$2,091,190.00</b>	<b>\$2,021,249.10</b>	<b>\$1,968,626.48</b>
		Less 2019 Costs			<b>-\$77,352.05</b>
		Less 2020 Costs*			<b>-\$1,178,180.76</b>
		2021 Costs			<b>\$713,093.67</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>-13,536.83</b>
	\$66,498.17

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,754,649
Remaining available funds	\$245,351

Building Donations		Second floor	
To Dec 31/20	102,825.00		21,000.00
2021 to date	6,000.00		10,000.00
	\$108,825.00		\$31,000.00
<b>Applied to loan</b>	<b>-\$100,000.00</b>		<b>Expensed (deck)</b>
	\$8,825.00		<b>\$27,837.62</b>