

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

January 20, 2022

Trustees: Claire Hilscher, Chair
Tom Plensky
Robert Hale
Tony Botica (joined via phone)

Colin Thompson
Susan Mielke
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

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

Election of chair for current meeting due to Tony Botica phoning into meeting: Claire Hilscher was elected to chair the current meeting.

Introduction of late items:

Correspondence In: January 19, 2022 – Capri, re: additional insured for slope remediation

New Business: Staff report on amount for Spring 2022 Capital Tax Advance, final fire hall borrowing amount

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Susan Mielke Vote: Carried

Petitions and Delegations

Kyle Milburn – Storm Water Management presentation: There is a lack of oversight for storm water management. This area has a long history of issues regarding surface water and drainage and there have been recent events (e.g. slides). Funding has been obtained by Fanny Bay Enhancement Society from DFO and RDN for mapping of Deep Bay Creek but this is just one area. Issues exist throughout the local area.

Kyle would like the DBID to apply any leverage they may have to RDN, MOTI and the province to take responsibility and address drainage issues. DBID needs to ensure their infrastructure is protected.

Kyle was thanked for his presentation.

Christo Kuun, Owner Representative, Fire Hall Project

Hall is 99% complete, currently dealing with installing new siding on existing building. Epoxy floor to be finished soon as well. Both should be completed in the next couple of weeks.

Christo would like a list of all sub trades and contact numbers for any issues that may arise. Facilities committee will address required maintenance.

There is some concern that MPM may still have some keys to the building (only one key to electrical building was received and it was previously stated that MPM had a key that would remove the door cylinders).

Minutes of the Regular Board Meeting held on December 16, 2021

Motion: to approve the minutes of Regular Board Meeting of December 16, 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 December 9, 2021 – January 12, 2022

Water Delivery: December 9, 2021 – January 12, 2022: 3,300,660 Imp. Gal.

Average daily use/connection (620 connections):157 Imp. Gal. Previous Month: 99

Observation Well #310 Levels (meters): Jan 12, 2022: 7.71 Previous Month: 8.38

Pumping number and daily usage are high due to SCADA issues at the reservoir. New SCADA pack is due to be installed on Monday, Jan 24.

There was an issue this year due to snow on the solar panels for charging the batteries. Don will propose a solution that could be implemented as part of the reservoir replacement project.

Motion: to receive the Operator's report as presented

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 December: 38 (30 MVI, 5 First Responder, 0 Fire, 3 Misc.)

Move into new fire hall is almost complete, some older items to be donated to firefighters without borders. Couches will need to go to landfill.

Compressor move is expected to be in February – date is still being confirmed.

Discussion regarding funding availability for fire truck or fire equipment – there are no current grants that anyone is aware of. A trustee expressed concern about current budget for fire truck replacement (\$420,000).

Motion: to direct the Fire Protection committee to meeting to discuss fire truck purchase, budget and to explore any grant opportunities

Robert Hale Seconded: Bob Leggett Vote: Carried

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

Susan Mielke Seconded: Tom Plensky Vote: Carried

Fire Protection Committee: no meeting

Fire Hall Replacement Committee: no meeting

As directed by the board, Colin and Bob met with Randy and Ryan from Magnum Project Management (MPM) to discuss deficiencies. Colin provided a verbal report of the meeting. An invoice for Christo's time was presented to MPM.

It must be determined who is responsible for drywall and painting work completed. Administrator will forward current invoices for the painting and mechanical to Bob and Colin and they will follow up with MPM to clarify responsibility.

Motion: to authorize payment of MPM outstanding invoice less any deficiency amount is determined

Tom Plensky Seconded: Bob Leggett Vote: Carried

The committee still needs to have a final wrap up meeting prior to dissolution.

Open house is still in planning stage hopefully for April/May.

Motion: to accept Fire Hall Replacement report as presented

Tom Plensky Seconded: Susan Mielke Vote: Carried

Finance/HR Committee: no meeting

Total payments issued for December 2021 Water: **\$25,484.85**

Total payments issued for December 2021 Fire: **\$82,662.69**

Expenses are high due in part to trustee remuneration and fire fighters honorarium.

Motion: to accept Finance/HR Committee report as presented

Tom Plensky Seconded: Robert Hale Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

Committee would like contact information for all sub trades. Operational and maintenance information is being gathered by Christo.

Planning Committee: no meeting

FireSmart Program Report:

Limited work was performed over the last month due to weather conditions.

Motion: to accept FireSmart Program report as presented

Susan Mielke Seconded: Bob Leggett Vote: Carried

Correspondence In:

December 20, 2021 – West Bay Mechanical, 1-year Warranty Letter

January 12, 2022 – McElhanney Consulting, Reservoir Replacement Assessment

January 14, 2022 – AGAT Labs, water test results

January 19, 2022 – Capri, re: additional insured for slope remediation

Correspondence Out:

December 20, 2021 – Deep Bay Fire/Rescue Society, thank-you for donation towards lift

Motion: to authorize McElhanney to proceed with Reservoir Replacement Assessment as presented for an estimated \$5,900

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to retain legal counsel to draft a Memorandum of Understanding as requested by DBID's insurer to add additional insured to DBID policy

Tom Plensky Seconded: Susan Mielke

A recorded vote was requested:

In favour: Tony Botica, Tom Plensky, Susan Mielke, Robert Hale, Claire Hilscher

Opposed: Bob Leggett, Colin Thompson Vote: Carried

Motion: to deal with and file correspondence in and out

Susan Mielke Seconded: Tom Plensky Vote: Carried

Old Business:

Slope stabilization project, 4891 Thompson Clarke Dr. West – liability issues still pending
Reservoir Replacement Project – proposal from McElhanney approved.

New Business

Vaccination Policy

Motion: to refer discussion and development of a Vaccination Policy to the HR. committee

Tony Botica Seconded: Robert Hale

Motion to amend to add: after canvassing of the fire department is completed by George

Colin Thompson Seconded: Susan Mielke Vote: Carried

Motion as amended: to refer discussion and development of a Vaccination Policy to the HR. committee after canvassing of the fire department is completed by George

Vote: Carried

Policy should also address hepatitis B shots which DBID currently reimburses fire department members for.

Motion: Results of any poll regarding vaccination status is to be kept confidential and only discussed in-camera

Bob Leggett Seconded: Tom Plensky Vote: Carried

Poll of Fire Department members will be anonymous and will ask members if there are fully vaccinated (2 shots) and if they are in favour of a mandatory vaccine requirement

Staff report on Spring 2022 Capital Tax Advance and final fire hall borrowing amount: Administrator will provide an update to the numbers provided in the Jan. 20/22 report in one week's time. Borrowing amount needs to be provided to the province by February 1, 2022. Board will approve borrowing amount via email and borrowing bylaw will come to the February 17, 2022 meeting for approval.

Storm Water Management presentation: discussion regarding any action DBID can take.
This will be added to next meeting agenda to allow trustees to consider what was presented.

Question Period:

Q: What is the time period for the professional fees and is it all legal fees?

A: Reporting period is for the 2021 calendar year and this account includes professional fees such as Engineering as well as legal fees. No breakdown is available at this time.

Q: Are there any costs for the reservoir or exterior lift?

A: The board has approved \$5,900 for our engineers to conduct an assessment for the reservoir replacement. No costs have been obtained yet for the exterior lift.

There being no further business the meeting was adjourned to move in-camera at 9:59 pm.

The above minutes were approved by the Board of Trustees on February 17, 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	366,643.99	365,644.80
2	Site Construction	Excavation	86,000.00	119,955.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	159,742.07	158,132.98
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	128,070.54	128,045.81
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	146,663.64
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	224,574.10
16	Electrical (includes alarm system)		74,755.00	133,451.07	118,826.76
		SUBTOTAL	1,647,346.00	1,939,788.73	1,913,949.96
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,939,788.73	1,913,949.96
	Borrowing Costs	RBC	40,000.00	25,000.00	20,585.54
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,964,788.73	1,934,535.50
	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	8,000.00	7,020.27
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,046,410.54	\$2,015,177.58
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$759,644.77

*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	-16,857.42
	\$63,177.58

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,779,583
Remaining available funds	\$220,417

Capital Tax Advances	
Spring 2021	\$1,300,000
Fall 2021	\$365,000
Spring 2022	

Building Donations		Second floor	
To Dec 31/20	102,825.00		21,000.00
2021 to date	11,000.00		10,000.00
	\$113,825.00		\$31,000.00
Applied to loan	-\$100,000.00		Expensed (deck)
	\$13,825.00		\$27,837.62