

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

February 17, 2022

Trustees: Tony Botica, Chair
Tom Plensky
Robert Hale
Claire Hilscher
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: 5

Call to Order: 7:00 pm

Introduction of late items:

New Business

Notes/to do list from Christo regarding both old and new buildings

Fire Engine RFP Draft

Fire Hall Open House Date: June 11, 2022 11 am – 3 pm

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Susan Mielke Vote: Carried

Petitions and Delegations: none

Minutes of the Regular Board Meeting held on January 20, 2022

Motion: to approve the minutes of Regular Board Meeting of January 20, 2022

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Business arising from the minutes: none

Don Buchner joined the meeting by phone

Operator Monthly Report:

Operations & Maintenance Report for January 12 – February 9, 2022

Water Delivery: January 12 – February 9, 2022: 2,300,320 Imp. Gal.

Average daily use/connection (620 connections):133 Imp. Gal. Previous Month: 157

Observation Well #310 Levels (meters): Feb. 9, 2022: 7.24 Previous Month: 7.71

Daily use is still high due to earlier SCADA issues (now resolved).

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 January: 15 (8 MVI, 6 First Responder, 0 Fire, 1 Misc.)

Truck 8-2 has an oil leak that George is recommending be monitored rather than repaired at this time.

George would like opportunity to review full RFP documents

Motion: to accept George's recommendation that the oil leak on 8-2 be monitored for the time being

Bob Leggett Seconded: Tom Plensky

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

Bob Leggett Seconded: Tom Plensky Vote: Carried

Fire Protection Committee: no meeting

Motion: to refer the truck replacement and review of the RFP documents to the Fire Protection committee

Bob Leggett Seconded: Colin Thompson Vote: Carried

Fire Hall Replacement Committee: no meeting

Motion: to hold a joint Fire Hall Replacement Committee and Facilities Committee meeting to hand off outstanding issues to the Facilities Committee

Bob Leggett Seconded: Tom Plensky Vote: Carried

Separate Facilities Committee meeting to be scheduled after this meeting has occurred.

Finance/HR Committee: no meeting

Total payments issued for January 2022 Water: **\$34,453.90**

Total payments issued for January 2022 Fire: **\$47,741.86**

Motion: to accept Finance/HR Committee report as presented

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

Stakes are needed to mark fencing and gates to facilitate obtaining quotes. Quotes to be obtained and brought back to next regular board meeting.

Motion: to have facilities committee meet to review outstanding issues

Tom Plensky Seconded: Robert Hale Vote: Carried

Planning Committee: no meeting

FireSmart Program Report:

Staff are working on getting more assessments. Feedback from assessments done to date has been very good.

Motion: to accept FireSmart Program report as presented

Claire Hilscher Seconded: Robert Hale Vote: Carried

Correspondence In:

January 21, 2022 – RBC, Amending Credit Agreement

January 27, 2022 – Deep Bay Fire/Rescue Society, \$5670 donation towards fitness equipment

February 3, 2022 – Ombudsperson BC, quarterly report Oct 1 – Dec 31, 2021

February 4, 2022 – RDN, request for feedback on Request for Statement of Qualifications for Water Supply Planning Project.

Correspondence Out: none

Motion: to accept RBC amending credit agreement to extend loan date to April 30, 2022

Claire Hilscher Seconded: Robert Hale Vote: Carried

Motion: to accept donation from Deep Bay Fire/Rescue Society for \$5670 for fitness equipment

Susan Mielke Seconded: Robert Hale Vote: Carried

Motion: to accept Ombudsperson BC quarterly report Oct 1 – Dec 31, 2021

Tom Plensky Seconded: Robert Hale 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 – draft MOU received

Motion: to accept MOU in draft form

Robert Hale Seconded: Bob Leggett Vote: Carried

Administrator has asked for comments from DBID insurer as they are the ones requesting the MOU. Administrator will forward any comments to trustees for review via email or at a special meeting if required.

Reservoir Replacement project – report from McElhanney pending and will be forwarded to trustees once received

Heat Pump for DBID admin office, quotes received – Robert will go back to bidders to get costs for electrical work (some quotes included this and some did not).

Facilities committee to review updated quotes and bring recommendation back to the board.

Consideration of any action to be taken re: Storm water management presentation from January 20, 2022 board meeting:

Motion: to contact Ministry of Transportation and Infrastructure requesting storm water management plan for the Gainsberg Road project as DBID is a stakeholder with in-ground infrastructure

Claire Hilscher Seconded: Tom Plensky Vote: Carried

DBID bylaws to be checked as they pertain to meter locations.

New Business

Staff Report presented on Final Fire Hall Borrowing

Motion: to introduce and give first reading of Bylaw 250 “Capital Tax Advance Bylaw Spring 2022” 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.

Bob Leggett Seconded: Tom Plensky Vote: Carried

Motion: to reconsider and finally pass Bylaw 250 “Capital Tax Advance Bylaw Spring 2022” 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.

Bob Leggett Seconded: Robert Hale Vote: Carried

Motion: to issue an honorarium payment of \$1,000 to Christo Kuun in recognition of services provided as Owner Representative for the Fire Hall Project

Colin Thompson Seconded: Claire Hilscher Vote: Carried

Motion: to move regular board meeting from March 17, 2022 to March 21, 2022 starting at 6:00 pm to accommodate auditor availability and to move fire department related items to start of agenda

Tom Plensky Seconded: Robert Hale Vote: Carried

Motion: to set Fire Hall Open House/40th Anniversary Recognition date of June 11, 2022 from 11 am to 3 pm

Susan Mielke Seconded: Robert Hale Vote: Carried

Question Period:

Q: What are the rates for the fire hall borrowing?

	Bylaw #	Amount Borrowed	Interest Rate	Annual Repayment	Repayment Period
Spring 2021	243	\$1,300,000	1.89%	\$77,666.87	2021-2040
Fall 2021	247	\$365,000	1.89%	\$21,933.30	2022-2041
Spring 2022	250	\$92,513	2.70%	\$5,936.07	2022-2041
Total		\$1,757,513		\$105,536.24	

Q: Who is responsible for the slope stabilization work?

A: DBID is responsible for this work to protect the water distribution infrastructure

Q: There has been a lot of in-camera meetings, when will the public know what is being discussed?

A: The board is working on resolving issues and will release information as they are able to.

Q: With regards to the storm water management presentation from last month, has any pressure been applied to other levels of government?

A: It is our understanding the RDN Director, Stuart McLean, has been speaking to the presenter as it relates to Gainsberg project and that discussions with other parties are taking place.

Q: Why are quotes being requested for a heat pump for DBID admin offices and is there a cost estimate?

A: There is currently no heat pump in the office and issues were experienced during the heat dome last year. Quotes for supply and installation are under \$10,000.

Q: What are the callout numbers breakdown for January?

A: Call outs for month of January: 15 (8 MVI, 6 First Responder, 0 Fire, 1 Misc.)

Q: What are the details of the RDN Water Supply Planning Project?

A: Project is region wide and all water suppliers will be invited to participate in determining scope of project.

Q: How many properties are budgeted for under the FireSmart grant?

A: The grant application budgeted for 81 assessments. Work is ongoing to increase number of assessments performed. Scope changes for the grant money is possible but the grant is very limited in what monies can be used for. The primary focus was job creation.

Q: There are properties burning that are creating a lot of smoke in neighbourhoods. Can anything be done about these burns?

A: Anyone conducting a burn is required to check the venting index, which must be good if burning is to be conducted. DBID bylaws also stipulate the only dry garden waste may be burned. Smoke complaints need to go through 911 to page out officers to investigate.

There being no further business the meeting was adjourned to move in-camera at 8:53 pm.

The above minutes were approved by the Board of Trustees on March 21, 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	373,858.99	370,871.53
2	Site Construction	Excavation	86,000.00	118,180.00	118,179.04
3	Concrete	Forming, rebar, concrete	135,512.00	159,742.07	158,163.52
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	134,780.54	134,780.81
7	Thermal & Moisture Protection		10,000.00	22,981.00	22,981.63
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	39,645.00	39,625.10
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	149,860.00	146,813.64
10	Specialties	Turn out gear rack	15,000.00	19,700.00	19,699.77
15	Mechanical	Heating & plumbing	190,253.00	224,660.20	224,659.07
16	Electrical	(includes alarm system)	74,755.00	133,352.65	132,501.26
	Second Floor Deck	funded through donations	0.00	27,838.00	27,837.62
		SUBTOTAL	1,647,346.00	1,977,630.31	1,969,127.85
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,977,630.31	1,969,127.85
	Borrowing Costs	RBC	40,000.00	25,000.00	20,593.04
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	2,002,630.31	1,989,720.89
	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	8,000.00	7,020.27
		Includes Referendum costs: \$2382.45 (not capitalized)			
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$2,084,252.12	\$2,070,362.97
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		Less 2021 Costs**			-\$792,327.68
		2022 Costs			\$22,502.48

*Holdbacks to Dec 31/20: \$74,818

**Holdbacks to Dec 31/21: \$10,418

RBC Drawdown		Fire Hall Building Fund	
Total available funds:	\$2,000,000	Building Fund Dec 31/21	63,591.21
Draws to date	\$1,817,950	Building Tax 2022	0.00
Remaining available funds	\$182,050	2022 Expenses	-675.78
			\$62,915.43

Capital Tax Advances		Building Donations		Second floor	
Spring 2021	\$1,300,000	To Dec 31/20	102,825.00		21,000.00
Fall 2021	\$365,000	2021 to date	11,000.00		10,000.00
Spring 2022	\$92,513		\$113,825.00		\$31,000.00
Total Borrowing	\$1,757,513	Applied to loan	-\$100,000.00		Expensed (deck)
Current Loan Amount	\$152,950		\$13,825.00		\$27,837.62