

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

October 19, 2023

Trustees: Claire Hilscher
Craig Kerstens
Suzanne LaRoy (Chair)
Colin Thompson
Diane Koch (remote)
Christo Kuun
Bob Leggett

Staff: John Marsh, Administrator

Guests: 15

1. Call to Order: 7:06 pm

The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory the meeting takes place and then called the meeting to order.

2. Introduction of late items:

The Board agreed to amend the agenda to add the following items in New Business: Burning Venting Index and new Email Accounts for Trustees. In Business Arising from the Minutes, the Board added the item increasing Facilities Committee from two Board members to three.

3. Approval of agenda for current meeting

Motion: To approve the agenda as amended for the current meeting.

Suzanne LaRoy Seconded: Bob Leggett Vote: Carried

4. Petitions & Delegations: None

5. Approval of minutes

Motion: To adopt the minutes of Regular Board Meeting of September 21, 2023.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

6. Business arising from the minutes

Motion: That the number of Board members on the Facilities Committee be increased from two Board members to three.

Bob Leggett Seconded: Craig Kerstens Vote: Carried

Motion: That Christo Kuun be added to the Facilities Committee.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

7. Monthly Reports

7.1. Operator's Report

7.2. Fire Chief's Report

Trustee Thompson requested clarification of several fire department items:

- Are the officers qualified as interior firefighters and if so who.
- How many of the officers are qualified as first responders.
- Does DBID have in-house instructors and if so what are they qualified to teach.
- What department are we training with and who do we have mutual aid agreements with.

- It would be helpful to know what courses are being taken where payment for course attendance is requested.

7.3. Financial Reports

Motion: To receive the monthly Operator's report, Fire Chief's report and the Financial reports.

Claire Hilscher Seconded: Bob Leggett Vote: Carried

8. Committee Minutes - none

9. Correspondence In

- 9.1. October 12, 2023 – John Marsh, - letter to Tom Plensky regarding questions that he has asked relating to the Thompson Clarke West Watermain and the use of DBID funds?

Motion: That the October 12, 2023, letter from John Marsh, DBID Administrator, to Tom Plensky be received as correspondence in.

Colin Thompson Seconded: Bob Leggett Vote: Carried

- 9.2. October 11, 2023 – Sharon Milburn, letter, commenting on unauthorized water testing and exclusion of the VIHA reservoir system report.

The Administrator informed the Board that the circumstances regarding the unauthorized water testing was explained at the September 21st meeting by both Chrito Kuun and Don Buchner.

The Administrator further informed the board of the circumstances that occurred regarding the VIHA system report. The Administrator further stated that he takes exception with the letter stating that it is unconscionable that this report was not part of the September 21st agenda. The Administrator added that if that is the feeling of the Board then confidence is broken, and a new administrator should be hired.

Motion: That the October 11, 2023, letter from Sharon Milburn be received as correspondence in.

Colin Thompson Seconded: Bob Leggett Vote: Carried

- 9.3. September 29, 2023 – George Cousineau, letter explaining the necessity to move the Thompson Clarke West pipeline from its current location?

Motion: That the September 29, 2023, letter from George Cousineau be received as correspondence in.

Bob Leggett Seconded: Craig Kerstens Vote: Carried

Motion: That the September 29, 2023, letter from George Cousineau be referred to the Thompson Clarke West Watermain Committee.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

- 9.4. September 21, 2023 – David Simpson – letter clarifying statements attributed to him regarding Thompson Clarke West water main.

Trustee Thompson expressed disappointment with the letter from Mr. Simpson where he characterizes that he (Trustee Thompson) was making false statements regarding comments that were made by David Simpson relating to Del Ferguson.

Motion: That the September 21, 2023, letter from David Simpson be received as correspondence in.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

9.5. September 21, 2023 – Stacy Sowa, VIHA – email and inspection report.

The Administrator stated that the VIHA report was received by DBID on September 21st and was distributed to the Board later that night. A staff meeting was held on September 25th to inform the Board what staff and the water operator were doing to deal with the VIHA requirements and deadlines.

Motion: That the September 21, 2023, email and inspection report from VIHA be referred to the Planning Committee.

Craig Kerstens Seconded: Claire Hilscher Vote: Carried

10. Old Business - none

11. New Business:

11.1. UBCM Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training Grant Application.

Motion: That the Deep Bay Improvement District supports the Deep Bay Volunteer Fire Department's October 20, 2023, application for the UBCM Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training Grant and agrees to the current proposed activities of purchasing equipment for new structure protection engine and willingness to provide overall grant management.

Christo Kuun Seconded: Claire Hilscher Vote: Carried

11.2. MSR Solution Inc – DBID Reservoir Coliform Contamination

Motion: That the MSR Solutions Inc DBID Reservoir Coliform Contamination report be referred to the Planning Committee for consideration, and that Trustee Hilscher will collate questions from Trustees that will then be sent to MSR for a response.

Bob Leggett Seconded: Colin Thompson Vote: Carried

11.3. Terms of Reference (draft) – Thompson Clarke West Water Line Committee

Motion: That the draft Terms of Reference for the Thompson Clarke West Water Line be received by the Board.

Colin Thiompson Seconded: Claire Hilscher

Amendment Motion: And that the draft Terms of Reference be referred to the Thompson Clarke West Water Line Committee.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

Vote on the main motion as amended Vote: Carried

11.4. Signing Authorities

Motion: To remove Tony Botica, Robert Hale and Susan Mielke as Authorized Signatories for the Deep Bay Improvement District accounts with First Credit Union; and to add Craig Kerstens, Christo Kuun and Suzanne LaRoy as Authorized Signatories for the Deep Bay Improvement District accounts with First Credit Union.

Bob Leggett Seconded: Claire Hilscher Vote: Carried

Motion: To remove Tony Botica, Robert Hale and Susan Mielke as Authorized Signatories for the Deep Bay Improvement District accounts with RBC Dominion Securities; and to add Craig Kerstens, Christo Kuun and Suzanne LaRoy as Authorized Signatories for the Deep Bay Improvement District accounts with RBC Dominion Securities.

Bob Leggett Seconded: Craig Kerstens Vote: Carried

11.5. Rescind August 18, 2022 Motion

Motion: To rescind August 18, 2022, motion that was passed: that DBID will not be relocating the pipe between Ocean Trail and Thompson Clarke Dr. West from its current location to closer to the tracks.

Bob Leggett Seconded: Craig Kerstens Vote: Carried

It was noted that there would be no point in reviewing the water pipe location and having a Thompson Clarke West Water Line Committee, unless this motion was rescinded,

11.6. Reservoir (VIHA)

Motion: That staff be directed to respond to the September 21, 2023, VIHA correspondence before November 1, 2023, and that the response be copied to the Board.

Bob Leggett Seconded: Colin Thompson Vote: Carried

11.7. Burning Venting Index

The Board discussed getting burning venting index information on the DBID website.

11.8. Trustee Email Accounts

The Board discussed getting DBID email accounts and it was noted that a policy would be required.

12. Safety Issues

12.1. No Parking Signage

Motion: To purchase two no parking signs to be placed to help ensure that parking does not restrict fire department access.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

13. Question Period

The Chair opened the meeting for comments from ratepayers.

- Q. A ratepayer, Tom Plensky, thanked the Board for answering many of his questions. Mr. Plensky added that he is still waiting for the answer on what is the process to abandon the water line. A. No decision has been made to abandon the water line, so the question is premature.
- Q. A ratepayer requested clarification of the Bylaw process? A. Bylaws can be adopted in one Board meeting.
- Q. A ratepayer requested that the questions in the Sharon Milburn letter regarding unauthorized reservoir water testing be answered.
- Q. A ratepayer asked for information on the pipeline and check valves, which was answered.
- Q. A ratepayer asked about solar power at the reservoir. A. Solar is sufficient to run the Scada system but not sufficient to run pumps. There have also been vandalism issues at the reservoir site.

Motion: There being no further business the meeting was adjourned at 9:54 pm.

Bob Leggett

Seconded: Claire Hilscher

Vote: Carried

The above minutes were approved by the Board of Trustees on November 16, 2023.

By: _____

Chair of the Trustees Officer