

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
February 15, 2024

Trustees: Claire Hilscher
Craig Kerstens
Bob Leggett (Chair)
Suzanne LaRoy (remote)

Colin Thompson
Diane Koch (remote)
Christo Kuun

Regrets: None

Staff: Janine Sibley, Acting Administrator
Don Buchner, Water Operator (remote)

Guests: 18

1. Call to Order: 7:00 pm

First order of business is to elect a chair for the meeting.

Colin nominated Claire Hilscher, Claire declined

Christo nominated Bob Leggett, Bob accepted

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 into New Business:

11.3. Web page development for every committee and every major issue

11.4. New search feature on the website

11.1. Moved up to follow and coincide with the Operator's report

Business arising from the minutes - safety light not working when the generator kicked in at the last meeting

8.1. Minutes from the Fire Protection committee meeting, including the attached training course honorarium form

3. Approval of agenda for current meeting

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

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

4. Petitions & Delegations

4.1. MNP Auditors, Cory Vanderhorst, DBID 2022 Financial Audit review

Motion: To have the HR Finance Chair on behalf of the Board review and sign bank reconciliations on a monthly basis with the Administrator.

Diane Koch Seconded: Suzanne LaRoy Vote: Carried

Motion: To receive the 2022 Financial Statements and reports as presented by MNP.

Diane Koch Seconded: Christo Kuun Vote: Carried

Motion: To approve the 2022 Financial Statements and reports as presented by MNP.

Diane Koch Seconded: Craig Kerstens Vote: Carried

Motion: To have the Acting Administrator send the signed approved 2022 Financial Statements to the Ministry of Municipal Affairs.

Diane Koch Seconded: Colin Thompson Vote: Carried

The board extends their grateful thanks to Diane Koch for all of her hard work on the budget in the absence of an administrator.

4.2. Tom Plensky, Discussion on discrimination of ratepayers

5. Approval of minutes

Motion: To approve the minutes of the Regular Board Meeting of January 18, 2024 as presented.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

Motion: To remove the letter that Mr. Plensky's wrote for the January 18 agenda that he withdrew from the online agenda.

Diane Koch Seconded: Craig Kerstens Vote: Carried

6. Business arising from the minutes

6.1 Motion: That the safety light failure when the generator kicked in during the January 18, 2024 meeting, be turned over to the Facilities committee for their immediate action.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

7. Monthly Reports

7.1. Operator's Report

Motion: To accept the monthly Operator's report.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

Motion: To have the electrician investigate the intermittent starting issue of the generator at Well #1/Firehall.

Craig Kerstens Seconded: Colin Thompson Vote: Carried

(Item moved up on agenda) 11.1. VTScada System Upgrade and Modifications 2024 - Quote #455 attached for discussion.

Motion: The DBID retain the services of White Pacific Automation and Electrical to replace and refurbish - Dialer upgrade (programming), VTScada cleanup and updates (programming), Internet security remote access to sites (programming), SCADA computer replacement (programming), Alarming logic rework (programming) as per their quote #455 dated February 7, 2024, to upgrade the existing SCADA system at a cost of \$29,389.22.

Bob Leggett Seconded: Christo Kuun Vote: Carried

7.2. Fire Chief's Report

Motion: To accept the monthly Fire Chief's report.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

Motion: Fire Chief's Form to be updated so that all of the figures are monthly rather than quarterly.

Suzanne LaRoy Seconded: Diane Koch Vote: Defeated

7.3. Financial Reports

Motion: To accept the monthly Financial reports.

Claire Hilscher Seconded: Diane Koch Vote: Carried

8. Committee Minutes

8.1. Fire Protection Committee, recommendation from the Feb 8, 2024 meeting regarding the Automatic Mutual Aid agreement.

Motion: That the board instruct the chair to sign electronically if possible or have the acting chair of the DBID board meeting on February 15, 2024 sign on her behalf, then instruct the acting administrator to sign and forward electronically. The original copy is to be sent to Mark Taylor of the Bow Horne Bay Fire Department at the address in the agreement. A copy should be kept on file in the administration office and at the fire department office.

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

Motion: To accept the Draft Fire Protection committee minutes of February 8, 2024 and to approve the attached FD Training Course Honorarium form that was decided on at the meeting.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

8.2. Planning Committee, Technology Committee formation

Motion: To appoint Suzanne LaRoy and one trustee vacancy to the Technical Advisory Committee (TAC) and approval for a website post of an invitation for ratepayers to apply to be on the TAC. Looking for 2 ratepayers in total.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

9. Correspondence In

9.1. Deep Bay GARP Assessment, Well #1, Sept 7, 2023, complete pdf available on the DBID website.

Motion: To receive the September 7, 2023 Deep Bay GARP Assessment as correspondence in.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

9.2. January 20, 2024 - Don Coghill, letter requesting answers to questions arising from past meetings.

9:53 pm - A five minute recess was called

Motion: To receive the January 20, 2024 letter from Don Coghill as correspondence in.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

9.3. January 30, 2024 - Tom Plensky, letter requesting a written response to his questions.

Motion: That the letter from Mr. Plensky be removed from this agenda.

Diane Koch Seconded: Christo Kuun Vote: Carried

Recorded vote - in favour, unanimous

10. Old Business

10.1. Reservoir Project - Internal inspection report

Motion: To request that Don Buchner and Don Coghill both write a report to the board informing them on the conditions they found during the internal inspection by the end of February 2024.

Christo Kuun Seconded: Craig Kerstens Vote: Carried

10.2. TCW Project - The preliminary boundaries have been surveyed and a map drawn up as requested by Island Corridor Foundation.

Motion: Craig Kerstens contact three engineering firms and request a quote for a Class C estimate to move the pipeline to the South side of the E&N rail line. A list of detailed costs will be supplied by each firm in order to achieve a realistic estimate of funds required for this relocation of the waterline.

Colin Thompson Seconded: Craig Kerstens Vote: Carried

Recorded vote - 6 For / 1 Opposed, Claire Hilscher

10.3. New Policy Development - HR/Finance meeting to be held in the next couple of weeks

10.4.AGM Date estimate - looking at dates at the end of April

Motion: To combine the 2022 AGM and 2023 AGM to occur by the end of April with the understanding that the 2023 will be ready.

Diane Koch Seconded: Craig Kerstens Vote: Carried

10.5.Administrator position - update, advertisement is open until it is filled

11. New Business

11.1.As discussed under # 7

11.2.Water Tank Condition Assessment, February 12, 2024 - Herald Engineering report

Motion: To accept the Herald Engineering report of February 12, 2024.

Colin Thompson Seconded: Christo Kuun Vote: Carried

11.3.Web page development - for each committee and every major issue

Motion: Authorize Suzanne LaRoy to assist with web design to improve communications on major projects on the web site.

Suzanne LaRoy Seconded: Christo Kuun Vote: Carried

12. Question Period

The Chair opened the meeting for questions / comments from ratepayers.

Motion: There being no further business the meeting was adjourned to go in camera at 11:09 pm.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

The above minutes were approved by the Board of Trustees on March 21, 2024.

By: _____

Chair of the Trustees Officer