

DEEP BAY IMPROVEMENT DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING

April 18, 2024 – 7:00 pm

1. Call to Order

The Chair will call the meeting to order and respectfully acknowledge the Qualicum First Nation on whose traditional territory this meeting takes place.

2. Introduction of late items

3. Approval of agenda for current meeting

4. Petitions and delegations – Tom Plensky, correspondence attached

5. Approval of minutes

That the following minutes be adopted:

5.1. Draft minutes of the Regular Board Meeting of March 21, 2024

6. Business arising from the minutes

6.1. Item 5.5 from the January 18, 2024 In-camera minutes be moved from in-camera and made public.

Item 5.5. Pressure washing – update - Christo is arranging for pressure washing of the reservoir prior to the February 6, 2024 inspection. Suggest that DBID be invoiced so paperwork goes through the office.

7. Monthly Reports

Recommendation: That the board receive the following reports for information:

7.1. Operator’s Report

7.2. Fire Chief’s Report

7.3. Financial Reports

Total cheques issued for Water Department for March 2024: \$34,209.21

Total cheques issued for Fire Department for March 2024: \$39,925.07

8. Committee Reports and Minutes

8.1. February 28, 2024 Finance/HR Committee Meeting Draft minutes to adopt.

9. Correspondence Out:

9.1. Letter to VIHA regarding the proposed steps in reservoir maintenance and refurbishment action plan

9.2. Letter to VIHA regarding Well 1 DBID historical data

Continued over>>

10. Correspondence In:

10.1. March 25, 2024 – VIHA email regarding Reservoir Flushing discussion.

Recommendation: That the March 25, 2024 email from VIHA be received as correspondence in.

10.2. April 4, 2024 – VIHA email response regarding the proposed steps in reservoir maintenance and refurbishment.

Recommendation: That the April 4, 2024 email from VIHA be received as correspondence in.

10.3. April 4, 2024 – VIHA email response regarding Well 1 historical data.

Recommendation: That the April 4, 2024 email from VIHA be received as correspondence in.

10.4. February 29, 2024 – Don Buchner and Don Coghill – emails providing their observations from the February 6, 2024 internal inspection of the reservoir.

Recommendation: That the February 29, 2024 emails from Don Buchner and Don Coghill be received as correspondence in.

10.5. March 26, 2024 – Kate Knappett – amended letter, regarding 2022/2023 Audits/Operating Budgets, Capital Expenditures/Increases in Parcel Tax & Water Tolls.

Recommendation: That the March 26, 2024 letter from Kate Knappett be received as correspondence in.

10.6. April 8, 2024 – Craig Appelman – response email to questions regarding the reservoir internal inspection.

Recommendation: That the April 8, 2024 email from Craig Appelman be received as correspondence in.

11. Old Business

11.1. Old Business from May 18, 2023 monthly board meeting

Environment & Emergency Committee Motion: That the Environment & Emergency Committee be collapsed and be part of the Operations & Maintenance Committee moving forward. Susan Mielke Seconded: Bob Leggett

Amendment Motion: That the motion be amended to bring forward the minutes from the Environment & Emergency Committee to the Operations & Maintenance Committee.

Claire Hilscher Seconded: Bob Leggett

Vote on the Main Motion as Amended: Vote: Carried

The above task has not been completed, though there have been Operations committee meetings since May 2023.

Recommendation: That the annual water testing coordination to be referred to the operations committee.

- 11.2. **Reservoir Project** – update
- 11.3. **TCW Project** – update
- 11.4. **Technical Advisory Committee** – update
- 11.5. **Administrator position** – update
- 11.6. **Scada system** – update

12. New Business

12.1. Term 41 payout transfer to Fire chequing account

Recommendation: That the Acting Administrator give direction to the bank to transfer Term 41 redeemable in the amount of \$29,543.31 to the Fire chequing account.

12.2. Staff meeting Terms of Reference

Recommendation: That Terms of Reference for DBID Trustee/Staff meetings be drafted by the Bylaw Committee and referred back to the board for approval.

12.3. Monthly Board meeting dates

Recommendation: That the monthly meeting of the DBID Board of Trustees return to the third Wednesday of each month as it had been for years.

13. Question Period

- 14. Motion to adjourn to in-camera for discussions concerning labour relations or other employee relations.

RECEIVED
04/03/24

ABID APRIL 3 2024
DELEGATE AT APRIL 18 MEETING WE WOULD LIKE
TO COVER

- ① SINCE LAST A G M, AT LEAST 20 QUESTIONS WERE ASKED OF THE BOARD BY SOME OF OUR 640 RATEPAYERS. BUT THE BOARD REFUSED TO ANSWER, WHY?
 - ② 640 RATEPAYERS CONTRIBUTED \$890,000 TO REPAIR OR REPLACE OUR RESERVOIR BUT THE FINANCE COMMITTEE TOOK SOME OF THOSE FUNDS TO APPLY TO A PIPELINE THAT IS NOT FAILING
 - ③ CONFLICT OF INTEREST OF TRUSTEES
 - ④ KNOWINGLY IGNORING OUR BYLAWS AT OUR NOVEMBER MEETING
 - ⑤ IS IT THE CHAIRS JOB TO ASK SICK PEOPLE TO WEAR A MASK OR LEAVE A MEETING
 - ⑥ PLEASE READ OUT STATEMENT FROM OUR ABSENTEE BOARD MEMBER & STATING IT IS THE CHAIRS PREROGATIVE TO ABIDE BY BYLAWS OR NOT.
- MAYBE THESE ISSUES COULD BE DEALT WITH AT OUR A G M



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

March 21, 2024

Trustees: Claire Hilscher
Craig Kerstens
Christo Kuun

Colin Thompson
Diane Koch
Suzanne LaRoy (chair)

Regrets: Bob Leggett

Staff: Janine Sibley, Acting Administrator

Guests: 19

1. Call to Order: 7:00 pm

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:

9.10 VIHA meeting minutes of March 4, 2024

6.1. Under Business arising from the minutes, add 2022 and 2023 audit and contaminated sites

3. Approval of agenda for current meeting

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

Claire Hilscher Seconded: Christo Kuun Vote: Carried

4. Petitions & Delegations - none

5. Approval of minutes

Motion: To approve the minutes of the Regular Board Meeting of February 15, 2024 as presented.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

6. Business arising from the minutes

6.1 2022 and 2023 audit and contaminated sites.

Motion: That the Board ask the engineers to determine the cost per linear foot of 6" and 10" pipes removal and disposal of concrete asbestos pipes.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

7. Monthly Reports

7.1. Operator's Report

7.2. Fire Chief's Report

7.3. Financial Reports

Motion: To receive the monthly Operator's report, Fire Chief's Report and Financial Reports for information.

Claire Hilscher Seconded: Diane Koch Vote: Carried

7.1 Operator's Report for action -

Motion: For the April monthly meeting, the operator and assistant operator reports on the internal condition of the reservoir of February 2024 be made available.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

Motion: Don Buchner to arrange cleaning out the drains in the pressure reducing chamber (at the reservoir).

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

8. Committee Minutes - none

9. Correspondence In

9.1. February 20, 2024 - letter from Tom Plensky, requesting a response to 4 questions.

Motion: To receive the February 20, 2024 from Tom Plensky as correspondence in and replied to.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

9.2. February 28, 2024 - preliminary survey plan email from Peter Mason.

Motion: To receive the February 28, 2024 email from Peter Mason as correspondence in.

Suzanne LaRoy Seconded: Christo Kuun Vote: Carried

9.3. February 29, 2024 - email from Jason Hindson, Orca Health and Safety.

Motion: To receive the February 29, 2024 email from Jason Hindson, Orca Health and Safety as correspondence in.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

9.4. March 1, 2024 - email from DBVFRS, bottle drive July 6, 2024.

Motion: To recommend that the DBVFRS hold their next bottle drive at the Firehall.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

9.5. March 4, 2024 - Colin McPherson, Ombudsperson officer letter responding to an investigation.

Motion: To receive the March 4, 2024 email from Colin McPherson, Ombudsperson as correspondence in.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

9.6. March 5, 2024 - Pacific Air Mechanical service contract.

Motion: To receive the March 5, 2024 service contract from Pacific Air Mechanical as correspondence in.

Suzanne LaRoy Seconded: Colin Thompson Vote: Carried

9.7. March 13, 2024 - Kate Knappett, letter regarding 2022/2023 audits/operating budgets, capital expenditures/increases in Parcel Tax and water tolls.

Motion: To not receive the March 13, 2024 letter as correspondence in until the author amends the letter to correct the inaccurate statement that begins with “the finance chair announced...”

Diane Koch Seconded: Colin Thompson Vote: Carried

9.8. March 13, 2024 - DBVFD, letter requesting to park the sprinkler protection trailer in the original firehall truck bay.

Motion: To receive as correspondence in and agree to their request.

Suzanne LaRoy Seconded: Craig Kerstens Vote: Carried

Motion: To refer the June 15, 2023 motion regarding the security camera installation to be investigated for the firehall and DBID building to the facilities committee.

Claire Hilscher Seconded: Craig Kerstens Vote: Carried

9.9. March 13, 2024 - letter from Sharon Milburn, regarding Code of Conduct and transparency and accountability questions.

Motion: To receive the March 13, 2024 letter from Sharon Milburn as correspondence in and replied to.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

Motion: To discuss, at the next staff meeting, the process of replying to incoming correspondence until a full time administrator is in place.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

9.10. March 4, 2024 - VIHA meeting with DBID trustees minutes.

Motion: To receive the minutes from the March 4, 2024 VIHA / DBID meeting minutes as correspondence in.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

10. Old Business

10.1. Reservoir Project - update given

Motion: To request that the recording of the meeting with the water operator and the board be made available to the trustees.

Diane Koch Seconded: Suzanne LaRoy Vote: Carried

10.2. TCW Project - update given

10.3. Technical Advisory Committee - update given

10.4. AGM Date - April 24, 2024

Motion: The AGM will be held at the Lighthouse Community Centre on April 24 at 7:00 pm.

Claire Hilscher Seconded: Christo Kuun Vote: Carried

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

10.6. Scada System - update given

11. New Business

11.1. Large wooden sign made by Ron Baldry has been fixed and reinstalled on Gainsberg - It looks great!

Motion: Authorize staff to send a thank you letter on behalf of the board to all involved in the renovation and install of the large Deep Bay sign.

Claire Hilscher Seconded: Colin Thompson Vote: Carried

11.2. Resolution #147 - Outstanding water toll account

Motion: To approve and act on the motion as written.

Diane Koch Seconded: Colin Thompson Vote: Carried

11.3. Pipeline newsletter - add information on being responsible for water conservation, add TAC advertisement, include an update on the larger projects, add administrator position information, include update on the tax bills notice (to be included on the actual parcel tax invoice).

Motion: The pipeline must go out along with the invoices before April 11, 2024.

Suzanne LaRoy Seconded: Christo Kuun Vote: Carried

12. Question Period

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

12.1. Jim Dennison sign -

Motion: The Jim Dennison sign will be returned to the Dennison family by the Fire Chief.

Suzanne LaRoy Seconded: Diane Koch Vote: Carried

12.2.Call for questions from the floor

Motion: There being no further business the meeting was adjourned to go in camera to discuss labour relations or other employee relations at 8:08 pm

Suzanne LaRoy

Seconded: Craig Kerstens

Vote: Carried

The above minutes were approved by the Board of Trustees on April 18, 2024.

By: _____

Chair of the Trustees Officer

DRAFT

Deep Bay Volunteer Fire Department

March 2024 Chief's Report

With our new engine 8-5 in our hall now, the members have installing most of the after-market equipment and are training to ensure a speedy deployment when required. You may see the truck out in the community from time to time as we get our members trained in the operation of it. **Please do not interrupt these training sessions.** We are hoping to host an open house on June 15th from 11:00 –1:00 for the public to observe and ask questions. It has many good features that will be an asset to the fire department and community for many years to come. We will also offer tours of the hall for those that were unable to attend the grand opening in 2022.

If you or someone you know might be interested in joining our crew, we train Monday evening at 6:30 or contact us at deepbayfire@dbid.ca

The March 16 bottle drive was a success raising \$5,470.70 with a good number of residents, trustees, and fire fight present. The next bottle drive will be held on July 6th at the Deep Bay Fire Hall. We look forward to seeing a good group of participants. Many hands make light work. The Society raises a sizable amount of money that goes toward budgeted fire department equipment.

I have been informed verbally that the Automatic Response Agreement has been authorized by all parties in the agreement for signing. We are still a little way's away from having it activated as we work out detail of the agreement with fire dispatch.

Thank you,

Chief George Lenz

DBVFD

Deep Bay Fire Department		2024 Jan	2024 Feb	2024 March	2024 April	2024 May	2024 June	2024 July	2024 August	2024 Sept	2024 Oct	2024 Nov	2024 Dec	2024 YTD
Response:	# Structural fires	1	0	2										3
	# Other fire calls	0	0	1										1
	# Motor Vehicle Incidents	7	0	2										9
	# First responder calls	2	5	4										11
	# Miscellaneous calls	0	0	0										0
Safety	# Worksafe related incidents	0	0	0										0
Calls to date														24
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
Active Membership:	Chief:	1												
	# Active officers (not incl Chief):	5												
	# Other active members (not in officer role):	17												
	Total # - Active Members:	23			0			0			0			
	Target range optimal:	30			30			30			30			
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	3												
	# Members fully qualified as exterior firefighters, interior firefighting in progress	11												
	# Members fully qualified as exterior firefighters	0												
	# Members in training for exterior firefighting	7												
	# New members: no training	2												
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4												
	# Instructors qualified to train ONLY to exterior operations level "in-house"	n/a												
	# Competency evaluators "in-house"	3												
# Certified as first responders		9												

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/03/2024 to 31/03/2024

Cheque No.	Payee	Amount
4521	North Island Tractor	1,234.01
4523	Herold Engineering Ltd	3,696.00
4524	MNP LLP	11,025.00
4525	Don's Home Repair & Plumbing	5,265.73
4526	Denise Coghill	448.00
4527	VOID cheque	
4528	Madill - The Office Company	422.20
4529	Wells Fargo Equipment Finance Company	428.58
4530	Nina LeBlanc (mileage reimbursement)	90.00
OBP-993405	BC Hydro	458.44
OBP-895605	Waste Connections of Canada Inc	195.13
OBP-851905	BC Hydro	61.47
OBP-705205	BC Hydro	115.98
OBP-672505	BC Hydro	472.17
OBP-639202	Receiver General	1,803.99
OBP-463405	Shaw Cable	203.12
OBP-346705	BC Hydro	1,684.27
OBP-288005	BC Hydro	132.23
OBP-160605	Price's Alarm Systems Ltd	185.66
OBP-128905	BC Hydro	171.57
Waterworks Cheque Log March 2024		28,093.55
Employee Deposits for March 2024		6,115.66
Total Waterworks March 2024		34,209.21

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DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/03/2024 to 31/03/2024

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
3630	Janine Sibley (8-5 Insurance reimburse)	936.06
3631	City of Nanaimo	210.00
3632	Associated Fire Safety Equipment	789.32
3633	Robert Walberg	56.12
3634	Margaret Furnell	233.10
3635	Bowser Builders' Supply Ltd.	3.86
3636	Associated Fire Safety Equipment	856.80
3637	WFR Wholesale Fire & Rescue Ltd	183.60
3638	George Lenz	156.24
3639	Don Coghill	21.27
3640	David Moase	1,005.11
3641	Bowser Builders' Supply Ltd.	22.52
3642	City of Nanaimo	210.00
3643	Fort Garry Fire Trucks Ltd.	31,532.77
3644	Setcom Rugged Solutions America LLC	544.00
3645	Ronald G. LaRoy	22.05
3646	Richard W.(Bill) Emery	152.05
3647	David Moase	262.13
3648	Associated Fire Safety Equipment	331.80
3649	Bowser Builders' Supply Ltd.	38.06
3650	Island Communications Ltd.	936.60
3651	Connect Hearing	970.20
3652	Christo Kuun (ceiling repair tape reimburse)	122.75
3653	David Moase	112.07
OBP-408105	Telus Mobility	167.45
OBP-367805	TELUS Communications	49.14

Total Fire Department March 2024

39,925.07

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DBID - Waterworks

Comparative Income Statement

	Actual 01/01/2024 to 31/03/2024	Budget 01/01/2024 to 31/03/2024	Difference	Actual 01/01/2024 to 31/03/2024	Budget 01/01/2024 to 31/12/2024	Difference
REVENUE						
REVENUE						
Water Base Rate	31,432.50	28,350.00	3,082.50	31,432.50	113,400.00	-81,967.50
Water Consumption	10,483.45	10,250.00	233.45	10,483.45	71,147.00	-60,663.55
Penalties / Interest Charges	332.45	3,000.00	-2,667.55	332.45	4,500.00	-4,167.55
Building/Ins. Shared	0.00	38,249.00	-38,249.00	0.00	38,249.00	-38,249.00
Shared Office Staff	0.00	9,206.00	-9,206.00	0.00	9,206.00	-9,206.00
Applications / Connections	0.00	249.99	-249.99	0.00	1,000.00	-1,000.00
Other Income	748.78	125.01	623.77	748.78	500.00	248.78
Interest Earned	0.00	24.99	-24.99	0.00	100.00	-100.00
WATER OPERATING INCOME	42,997.18	89,454.99	-46,457.81	42,997.18	238,102.00	-195,104.82
Total Waterworks Income	42,997.18	89,454.99	-46,457.81	42,997.18	238,102.00	-195,104.82
TOTAL REVENUE	42,997.18	89,454.99	-46,457.81	42,997.18	238,102.00	-195,104.82
EXPENSE						
OPERATING EXPENSES						
Advertising	1,020.00	150.00	870.00	1,020.00	150.00	870.00
Bank Charges	257.94	75.00	182.94	257.94	300.00	-42.06
Hydro bldg. 9711 4442 601	4,887.70	4,125.00	762.70	4,887.70	16,500.00	-11,612.30
Audit	10,500.00	4,306.50	6,193.50	10,500.00	8,613.00	1,887.00
Insurance	0.00	0.00	0.00	0.00	24,526.00	-24,526.00
Trustee Honorarium	0.00	1,549.98	-1,549.98	0.00	6,200.00	-6,200.00
Licenses/Water Tests	0.00	250.00	-250.00	0.00	3,750.00	-3,750.00
Office Supplies	438.20	525.00	-86.80	438.20	2,100.00	-1,661.80
Office Equip / Service Contracts	3,123.96	3,540.00	-416.04	3,123.96	4,360.00	-1,236.04
Postage	617.40	800.00	-182.60	617.40	3,200.00	-2,582.60
Cable Expense	440.44	384.99	55.45	440.44	1,540.00	-1,099.56
Telephone	110.39	137.49	-27.10	110.39	550.00	-439.61
Professional Fees	9,684.28	249.99	9,434.29	9,684.28	1,000.00	8,684.28
Wages - Assistant	20,417.12	3,974.25	16,442.87	20,417.12	15,897.00	4,520.12
Wages - Administrator	2,299.61	11,368.50	-9,068.89	2,299.61	45,474.00	-43,174.39

Admin Benefits	205.27	1,534.23	-1,328.96	205.27	6,137.00	-5,931.73
CPP Expense	1,276.28	862.50	413.78	1,276.28	3,450.00	-2,173.72
EI Expense	542.61	392.49	150.12	542.61	1,570.00	-1,027.39
WorkSafe BC	2,093.16	225.00	1,868.16	2,093.16	900.00	1,193.16
TOTAL ADMINISTRATION	57,914.36	34,450.92	23,463.44	57,914.36	146,217.00	-88,302.64
Hydro Pump #2 9711 2647 001	210.70	159.99	50.71	210.70	640.00	-429.30
Hydro pump #3 9711 4400 601	242.51	112.50	130.01	242.51	450.00	-207.49
Hydro pump #4 9711 2650 401	102.70	375.00	-272.30	102.70	1,500.00	-1,397.30
Hydro pump #5 9711 2650 801	315.06	624.99	-309.93	315.06	2,500.00	-2,184.94
Hydro pump #6 9711 2650 601	877.32	499.98	377.34	877.32	2,000.00	-1,122.68
Hydro pump #8 2925 207	915.67	624.99	290.68	915.67	2,500.00	-1,584.33
Generator - fuel/repairs	1,176.81	312.48	864.33	1,176.81	1,250.00	-73.19
Maintenance-Buildings	2,896.71	1,899.99	996.72	2,896.71	7,600.00	-4,703.29
Maintenance-Contract	10,158.49	8,548.50	1,609.99	10,158.49	34,194.00	-24,035.51
Call outs/Emergencies	873.81	750.00	123.81	873.81	3,000.00	-2,126.19
Machine Rental	0.00	750.00	-750.00	0.00	3,000.00	-3,000.00
Casual Labour	1,640.00	750.00	890.00	1,640.00	3,000.00	-1,360.00
Wages - Meter Reading	423.81	735.00	-311.19	423.81	2,940.00	-2,516.19
Maint. Material/Equipment	169.68	999.99	-830.31	169.68	4,000.00	-3,830.32
Major Repairs & Maintenance	3,025.00	2,499.99	525.01	3,025.00	10,000.00	-6,975.00
Mileage	732.37	249.99	482.38	732.37	1,000.00	-267.63
Seminars	0.00	500.00	-500.00	0.00	2,000.00	-2,000.00
TOTAL OPS & MAINTENANCE	23,760.64	20,393.39	3,367.25	23,760.64	81,574.00	-57,813.36
WATER OPERATING EXPENSES	81,675.00	54,844.31	26,830.69	81,675.00	227,791.00	-146,116.00
OTHER EXPENSES						
Contingency Fund	0.00	0.00	0.00	0.00	10,311.00	-10,311.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	10,311.00	-10,311.00
TOTAL EXPENSE	81,675.00	54,844.31	26,830.69	81,675.00	238,102.00	-156,427.00
NET INCOME	-38,677.82	34,610.68	-73,288.50	-38,677.82	0.00	-38,677.82

Generated On: 15/04/2024

DBID - Waterworks
Comparative Balance Sheet

ASSET	As at 31/03/2024	As at 31/12/2023	Difference
CURRENT ASSETS			
Bank Credit Union/WD	92,341.02	123,346.81	-31,005.79
RBC Investment Acct	108,473.85	108,473.85	0.00
RBC Savings Acct	0.00	0.00	0.00
M. Equity Shares	25.00	25.00	0.00
PI 24 001	31.44	31.44	0.00
GIC 19	28,729.61	28,729.61	0.00
GIC 20	44,708.56	44,708.56	0.00
GIC 21	22,531.69	22,531.69	0.00
GIC 22	22,531.69	22,531.69	0.00
Water Ops Term Total	118,532.99	118,532.99	0.00
Accounts Receivable	200.00	175.00	25.00
Accrued receivables	0.00	0.00	0.00
Accrued Interest Receivable	4,345.99	4,345.99	0.00
Accounts receivable Right Water	-9,586.73	626.43	-10,213.16
GST Receivable	8,352.84	5,758.87	2,593.97
Inventory	5,155.83	5,155.83	0.00
Prepaid insurance	29,510.81	29,510.81	0.00
Prepaid expenses	0.00	0.00	0.00
TOTAL CURRENT ASSETS	357,351.60	395,951.58	-38,599.98
INTERFUND ACCOUNT			
Due to / from Fire Protection	-36,746.14	-36,746.14	0.00
Due to / from Renewal	-28,880.13	-28,880.13	0.00
Due to / from Capital	-6,143.96	-6,143.96	0.00
TOTAL	-71,770.23	-71,770.23	0.00
TOTAL ASSET	285,581.37	324,181.35	-38,599.98
LIABILITY			
CURRENT LIABILITIES			
Visa Payable	0.00	0.00	0.00
Accounts Payable	714.00	3,515.20	-2,801.20
Accrued liabilities	8,612.50	8,612.50	0.00
CPP Payable	922.98	0.00	922.98
EI Payable	332.26	0.00	332.26
Income Tax Payable	1,623.80	0.00	1,623.80
Total Source Deductions	2,879.04	0.00	2,879.04
TOTAL CURRENT LIABILITIES	12,205.54	12,127.70	77.84
TOTAL LIABILITY	12,205.54	12,127.70	77.84
EQUITY			
NET ASSETS			
Unrestricted Net Assets	312,053.65	313,996.06	-1,942.41
Current Earnings	-38,677.82	-1,942.41	-36,735.41
TOTAL NET ASSETS	273,375.83	312,053.65	-38,677.82
TOTAL EQUITY	273,375.83	312,053.65	-38,677.82
LIABILITIES AND EQUITY	285,581.37	324,181.35	-38,599.98

Generated On: 05/04/2024

DBID - Fire Protection

Comparative Income Statement

	Actual 1/1/2024 to 31/03/2024	Budget 01/01/2024 to 31/03/2024	Difference	Actual 01/01/2024 to 31/03/2024	Budget 01/01/2024 to 31/12/2024	Difference
REVENUE						
Revenue						
Fire Protection Levies	0.00	210,612.00	-210,612.00	0.00	210,612.00	-210,612.00
Building Renewal Tax	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000.00
Emergency Mgmt BC	3,720.00	4,575.99	-855.99	3,720.00	18,304.00	-14,584.00
Interest Earned - Operations	0.00	99.99	-99.99	0.00	400.00	-400.00
Interest Earned - Equip. Donations	0.00	0.00	0.00	0.00	0.00	0.00
Interst Earned - Capital Replac.	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	18,720.00	215,287.98	-196,567.98	18,720.00	229,316.00	-210,596.00
TOTAL REVENUE	18,720.00	215,287.98	-196,567.98	18,720.00	229,316.00	-210,596.00
EXPENSE						
OPERATING EXPENSES						
Associations	475.00	105.00	370.00	475.00	420.00	55.00
Audit	0.00	3,318.50	-3,318.50	0.00	6,637.00	-6,637.00
Mileage	425.78	150.00	275.78	425.78	600.00	-174.22
Hall Supplies	1,269.57	624.99	644.58	1,269.57	2,500.00	-1,230.43
Postage/Freight	0.00	12.50	-12.50	0.00	50.00	-50.00
Remuneration	-681.42	0.00	-681.42	-681.42	25,000.00	-25,681.42
Insurance - Accident/Sickness	0.00	0.00	0.00	0.00	2,293.00	-2,293.00
Service Awards & Clothing	408.74	499.98	-91.24	408.74	2,000.00	-1,591.26
Supplies & Equipment	1,302.30	0.00	1,302.30	1,302.30	0.00	1,302.30
Telephone	203.85	109.98	93.87	203.85	440.00	-236.15
Training/Seminars	1,016.34	3,000.00	-1,983.66	1,016.34	12,000.00	-10,983.66
Cars - JAWS Training	66.31	500.00	-433.69	66.31	2,000.00	-1,933.69
WorkSafe BC	551.60	270.00	281.60	551.60	270.00	281.60
Health & Safety	924.00	324.99	599.01	924.00	1,300.00	-376.00
TOTAL ADMINISTRATION	5,962.07	8,915.94	-2,953.87	5,962.07	55,510.00	-49,547.93
#1 Insurance	0.00	0.00	0.00	0.00	987.00	-987.00
#1 Repairs	112.07	999.99	-887.92	112.07	4,000.00	-3,887.93
TOTAL EMERGENCY TRUCK #1	112.07	999.99	-887.92	112.07	4,987.00	-4,874.93
#2 Loan Payment	0.00	0.00	0.00	0.00	16,520.00	-16,520.00
#2 Insurance	0.00	0.00	0.00	0.00	1,074.00	-1,074.00
#2 Repairs	678.15	375.00	303.15	678.15	1,500.00	-821.85
TOTAL FIRE & RESCUE TRUCK #2	678.15	375.00	303.15	678.15	19,094.00	-18,415.85
#3 Insurance	0.00	0.00	0.00	0.00	676.00	-676.00

#3 Repair	21.51	375.00	-353.49	21.51	1,500.00	-1,478.49
TOTAL EMERGENCY TRUCK #3	21.51	375.00	-353.49	21.51	2,176.00	-2,154.49
#5 Fuel	0.00	0.00	0.00	0.00	0.00	0.00
#5 Insurance	0.00	0.00	0.00	0.00	0.00	0.00
#5 Repair	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE & RESCUE TRUCK #5	0.00	0.00	0.00	0.00	0.00	0.00
Comm. Licence	410.47	1,100.00	-689.53	410.47	1,100.00	-689.53
Comm. Repairs & Maintenance	0.00	249.99	-249.99	0.00	1,000.00	-1,000.00
Comm. Equipment	11,413.77	750.00	10,663.77	11,413.77	3,000.00	8,413.77
TOTAL COMMUNICATIONS	11,824.24	2,099.99	9,724.25	11,824.24	5,100.00	6,724.24
Fuel	360.58	624.99	-264.41	360.58	2,500.00	-2,139.42
Building Repairs & Main.	250.00	124.98	125.02	250.00	500.00	-250.00
Medical Supplies	1,035.99	324.99	711.00	1,035.99	1,300.00	-264.01
Supplies & Equipment	1,088.84	1,749.99	-661.15	1,088.84	7,000.00	-5,911.16
Life Jackets	0.00	0.00	0.00	0.00	200.00	-200.00
Jaws of Life Service/Repair	0.00	1,500.00	-1,500.00	0.00	1,500.00	-1,500.00
Compressor Repair	1,521.06	1,500.00	21.06	1,521.06	1,500.00	21.06
UBCM Training and Equipment Grant	3,263.50	0.00	3,263.50	3,263.50	0.00	3,263.50
UBCM Grant 2023	0.00	0.00	0.00	0.00	0.00	0.00
Air Pack Servicing	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
Footwear	0.00	200.00	-200.00	0.00	400.00	-400.00
Shared Building/Ins. Exp.	0.00	38,249.00	-38,249.00	0.00	38,249.00	-38,249.00
Shared Office Staff	0.00	9,206.00	-9,206.00	0.00	9,206.00	-9,206.00
TOTAL OPS & MAINTENANCE	7,519.97	53,479.95	-45,959.98	7,519.97	63,855.00	-56,335.03
FIRE OPERATING EXPENSES	26,118.01	66,245.87	-40,127.86	26,118.01	150,722.00	-124,603.99
OTHER EXPENSES						
Capital Asset Addition	33,286.54	0.00	33,286.54	33,286.54	0.00	33,286.54
Renewal Purchases	0.00	0.00	0.00	0.00	0.00	0.00
Renewal/Capital Contribution	0.00	0.00	0.00	0.00	75,000.00	-75,000.00
Contingency Fund	0.00	0.00	0.00	0.00	3,594.00	-3,594.00
Fire Hall Expenses	305.78	0.00	305.78	305.78	0.00	305.78
TOTAL OTHER EXPENSES	33,592.32	0.00	33,592.32	33,592.32	78,594.00	-45,001.68
TOTAL EXPENSE	59,710.33	66,245.87	-6,535.54	59,710.33	229,316.00	-169,605.67
NET INCOME	-40,990.33	149,042.11	-190,032.44	-40,990.33	0.00	-40,990.33

Generated On: 11/04/2024

DBID - Fire Protection
Comparative Balance Sheet

	<u>As at 31/03/2024</u>	<u>As at 31/12/2023</u>	<u>Difference</u>
ASSET			
Current Assets			
Credit Union	15,368.83	54,471.29	-39,102.46
RBC Investment Acct	114,501.00	114,501.00	0.00
First Savings, Equip. Donations	9.43	9.43	0.00
M. Equity Shares	25.00	25.00	0.00
GST Receivable	17,029.94	14,365.81	2,664.13
Accounts Receivable	1,172.00	6,632.00	-5,460.00
Accrued Int. Receivable - Ops	4,857.75	4,857.75	0.00
Accrued Int. Receivable - Cap	2,285.63	2,285.63	0.00
Prepaid Expense & Deposits	509,832.99	508,924.99	908.00
GIC 31 Cap Replac	54,400.00	54,400.00	0.00
GIC 32 Cap Replac.	75,000.00	75,000.00	0.00
GIC 36 Cap Replac.	46,579.39	46,579.39	0.00
GIC 37 Ops	35,287.39	35,287.39	0.00
GIC 33 Cap Replac.	34,699.60	34,699.60	0.00
GIC 34 Ops	28,916.35	28,916.35	0.00
GIC 35 Ops	28,916.35	28,916.35	0.00
GIC 23 Ops	29,088.57	29,088.57	0.00
GIC 24 Ops	29,076.10	29,076.10	0.00
GIC 26 Ops	29,088.57	29,088.57	0.00
TOTAL CURRENT ASSETS	<u>1,056,134.89</u>	<u>1,097,125.22</u>	-40,990.33
INTERFUND ACCOUNT			
Due to From Waterworks Dist.	36,496.14	36,496.14	0.00
Due to /From Capital	17,516.45	17,516.45	0.00
TOTAL	<u>54,012.59</u>	<u>54,012.59</u>	0.00
TOTAL ASSET	<u><u>1,110,147.48</u></u>	<u><u>1,151,137.81</u></u>	-40,990.33
LIABILITY			
Current Liabilities			
Accounts Payable	1,966.24	1,966.24	0.00
Accrued Liabilities	14,892.68	14,892.68	0.00
Holdbacks Payable	10,418.51	10,418.51	0.00
Total Current liabilities	<u>27,277.43</u>	<u>27,277.43</u>	0.00
Long Term liabilities			

Capital Tax Advance - FH	<u>1,536,842.35</u>	<u>1,536,842.35</u>	0.00
*	<u>1,536,842.35</u>	<u>1,536,842.35</u>	0.00
 TOTAL LIABILITY	 <u>1,564,119.78</u>	 <u>1,564,119.78</u>	 0.00
 EQUITY			
Owners Equity			
Savings Transfers	0.00	0.00	0.00
Restricted Building Renewal	63,591.21	63,591.21	0.00
Internally Restricted Fire	585,627.76	585,627.76	0.00
Retained Earnings - Previous Year	-1,062,546.94	-1,169,500.13	106,953.19
Current Earnings	<u>-40,990.33</u>	<u>106,953.19</u>	<u>-147,943.52</u>
Total Owners Equity	<u>-454,318.30</u>	<u>-413,327.97</u>	<u>-40,990.33</u>
 TOTAL EQUITY	 <u>-454,318.30</u>	 <u>-413,327.97</u>	 <u>-40,990.33</u>
 LIABILITIES AND EQUITY	 <u><u>1,109,801.48</u></u>	 <u><u>1,150,791.81</u></u>	 <u>-40,990.33</u>

**DEEP BAY IMPROVEMENT DISTRICT MINUTES OF THE
FINANCE/HR COMMITTEE MEETING
February 28, 2024 – Via Zoom**

Trustees: Diane Koch, Claire Hilscher, Christo Kuun

Also in attendance:, Suzanne LaRoy, Craig Kerstens

Staff: None Members of the Public: several

1. Call to Order: 1:02 pm

2. Introduction of late items:

6.2 Hiring Policy

3. Approval of agenda for current meeting

Amending 6.2

Motion: to approve agenda as amended for current meeting

Clair Hilscher Vote: Carried

4. Approval of minutes

That the following HR/Finance committee minutes be adopted: **December 14, 2023.**

That the following Planning & HR/Finance committee minutes be adopted: **January 10, 2024**

Motion: to adopt the minutes of the December 14, 2023 and January 10, 2024

Christo Kuun Vote: Carried

5. New Business

5.1 January Bank Reconciliations – update Reviewed and Signed by HR/Finance Chair

6. Old Business

6.1 Status of 2023 Audit Being worked on for forwarding to auditor

6.2 Hiring Policy

Motion: Recommend the Hiring Policy be adopted by the Board

Christo Kuun Vote: Carried

There being no further business the meeting was adjourned to move in-camera at 1:15 pm.

Clair Hilscher Vote: Carried

The above minutes were approved on _____ 2024.

By: _____

_____ Chair
Officer

DRAFT

April 3, 2024

Seulbi Lee
Environmental Health Officer
Vancouver Island Health Authority

SUBJECT: Deep Bay Improvement District (DBID) reservoir action plan

The DBID board of trustees and its water operator, Don Buchner, met on March 18, 2024 to develop an action plan with the goal of maintaining the existing reservoir water in the potable state it was returned to, after it had been shock chlorinated following the internal inspection of the reservoir by Herold Engineering on February 6, 2024.

DBID's plan is to have qualified persons complete the following list of the first seven items, once we have VIHA's concurrence for the elements of the plan, and a VIHA-issued construction permit has been applied for and obtained to do the following remedial work. We are also prepared to immediately undertake any items for which no permit is required, provided VIHA is in agreement with the approach:

1. The previously installed SCADA system has two 1.5" poly conduits that break the plane of the reservoir access hatches. The holes that were cut into the fixed hatch lip to accommodate the electrical conduits were not sealed at install. The holes are flush with the concrete roof top. A simple approved sealant is all that is required to seal up the small gap between the outside metal face and the poly conduit.
2. To further improve access hatch seals, a split wedge type gasket will be sourced and installed on all four sides of the fixed hatch lip. In addition, heavy gauge poly plastic (vapour barrier plastic) will be laid over the access hatch opening and then the hatch lid closed on top of it. This will create a barrier from the underside of the steel hatch lid and the water and also provide a better seal over the gasket.
3. Concrete roof: there is an identified small area in a previous sealant repair of a crack in the centre of the roof that needs to be resealed.
4. Concrete roof: a concrete contractor is being asked to provide a quote for concrete sealing the entire roof.
5. Concrete roof to former cell expansion ledge: this ledge was identified by MSR Engineering as an area of potential contaminant ingress. We have video of rainwater running off the roof through the mid span trough and onto this ledge. Recommendation is to bend down the old rebar and apply an adhesive cement to build up this ledge for a 45 degree run off.

6. In order to minimize the frequency of having to open the hatch lids for the weekly samples, Don Buchner has proposed that we hire a contractor to bore through the reservoir cement walls of both cells in order to install frost free sampling taps which the operator would use to sample the top quarter of each cell of the reservoir. The sample taps would be installed at about 75% of the reservoir height, accessible by a portable ladder and will have permanent lock boxes installed over top to secure them. This height is proposed as it will provide vandalism security and the water operator can access them with the ladder on his work van.
7. Reservoir (545 m³) water refreshing: proposal is to refresh approx. 100 m³ of water at the top of both cells which equates to the top 1m with new water weekly for the interim period, until we can have the identified means of ingress sealed (the cracks, roof and hatch), which is a priority. Of course, refreshing the water is also dependent on having a sufficient water table level to allow us to do so. Frequency, volumes and duration will be developed in partnership with the water operator, who will be undertaking this activity, monitoring well levels and observing recovery times. This is an approx. 20% weekly turnover of reservoir capacity. This procedure is a trial to see if it benefits removal of the top layer of biofilm while being cognizant of the aquifers stability. If weekly water tests continue to PASS (VIHA LT1) then the frequency will be revisited to bi-monthly. The reservoir sits atop of the aquifer so water that is refreshed recharges the aquifer. Alternatively to conserve water and still refresh the water in the reservoir is to allow approx. 50% of the reservoir volume to enter the distribution system weekly. This would be done immediately after a PASS (VIHA LT1) test and would turn the reservoir volume over with approx. 200 m³ of new water to the reservoir upon refilling to normal operating level.

At this point, we would pause, not make any further structural changes but continue to monitor the water quality as directed by VIHA. Capital funding would continue to be allocated towards the future new and improved reservoir, which is in our capital plan and is scheduled for replacement in 9 years (2033).

After having undertaken all of the above, and if water quality issues begin to surface again DBID may:

8. Undertake the implementation of installing internal fill riser pipes with lower outlet check valves to facilitate a top in feed and a bottom out to distribution, to improve internal water circulation. In the interim, we will be consulting with McElhanney Engineering to have them review this option that they, in a report from previous years, did not think was necessary to achieve adequate mixing.
9. Consider doing bi-annual reservoir draining (spring and fall), where a 4% chlorine sanitizing (Feb 7/24) and refilling may need to be implemented. This can be accomplished one cell at a time to ensure continued distribution system pressure maintenance and a water reserve for fire protection.

Regardless if there is still optimal water quality in the old reservoir long in the future, the current plan is to have a replacement for the aging structure in 9 years' time. Expending funds for maintenance today, which we hope will restore the integrity of our reservoir and give us the few more years which the engineers say, with some maintenance, is definitely achievable, will allow our small community to put aside more money for the significant outlay needed for this future capital project. Currently, there is no hydro at our reservoir site and only a single water main serves as both supply and delivery to and from the reservoir. Bringing in hydro and twining the main, from almost a kilometre away, will be a major portion of the future new reservoir costs.

If any of the above items can be approved and implemented without applying for a construction permit, e.g. reservoir water refreshing, please advise. We await your review of DBID's above action plan.

Deep Bay Improvement District

5031 Mountain View Rd., Bowser, BC

V0R 1G0

Janine Sibley

A/Admin.....

March 26, 2024

Seulbi Lee
Environmental Health Officer
Vancouver Island Health Authority

SUBJECT: Well 1 Deep Bay Improvement District (DBID)

DBID is situated in a rural area, where hydro outages are not uncommon. DBID's community water system has well 8, one of its primary wells, equipped with a backup generator but for redundancy purposes, e.g. when well 8 generator is out for repairs or should well 8's generator experience an unexpected failure, there should be a second well similarly equipped. Stacy Sowa, VIHA, has also informed our water operator, Don Buchner, that we need to have a second well equipped with a backup generator.

VIHA has recently put very restrictive conditions around the use of well 1 - not without chlorination - although given Waterlines' September 2023 GARP assessment of DBID's well 1, this is for reasons not readily understood. As a result of this condition, DBID does not have a second well that is equipped with a generator. Although well 1 is a low producer, it nonetheless produces and is already hooked into our primary facility's emergency generator; according to Waterline's report, "coliform bacteria and E. coli have not been detected in any samples collected over the monitoring period"; and, it was able to adequately maintain the reservoir level in fall of 2023 when it was last used during a hydro outage under generator power.

Given Waterlines' assessment and their list of recommended actions that, if taken, would "ensure well 1 is safe for community use", it seems prudent, and is expected by our ratepayers, to ask VIHA to revisit the summation of Waterlines' report. If this review could happen as soon as possible as the estimates, for what will be a significant outlay of capital to obtain and install a generator on a third well, are substantial. When we already have a generator on a well that seems to have been qualified as being safe should those recommended actions be taken – and chlorination is not one of the recommended actions – it would be unconscionable if we didn't request that our case be reviewed by VIHA.

The following excerpts have been taken from Waterline's September 2023 GARP Stage 1 Screening Level Assessment for Source Water Approval from Well 1, Deep Bay Improvement District Bowser, British Columbia:

[Well 1 - Historical:](#)

Page 1 (Background):

*"In 2016 ... The Well Protection Plan and associated screening assessment identified an onsite septic system within 20 metres (m) of Well 1, which was not in compliance with the BC MoH Health Hazard Regulation (BC MoH, 2020) that requires a 30 m minimum offset distance from a water supply well. **Well 1 was considered at low risk of GARP [even when the septic was closer]** as the septic system was downgradient of the well, outside the calculated capture zone, and the water quality complied with drinking water health protection guidelines (Payne Engineering Geology [PEG], 2016). However, it was recommended that Well 1 not be used as a water supply well until the existing septic system was replaced with a new system that conformed to the applicable setback criteria. To approve the resumed operation of Well 1, Island Health's Environmental Health Officer (EHO; previously Elizabeth Thompson, now Shuja Awan) requested that a qualified professional hydrogeologist registered in the Province of BC complete an updated Stage 1 Hazard Screening and Assessment in accordance with the latest Guidance Document for Determining GARP Version 3 (GARP Guidance Document; BC MoH, 2017). The EHO documented this requirement as a condition for approval in a letter of conditions sent to DBID in December 2020 (included in Appendix A). Other action items included on the letter included weekly testing of raw water for bacteriological parameters, a full potability analysis as per Island Health's guidelines, and proof of proper offset distances to a new onsite septic system."*

Well 1 - Waterline's September 2023 Findings:

Page 3 (Site Description):

“The former onsite septic system [referenced in the above “historical issues” section] which serviced the DBID office building and the adjacent Fire Hall, **was removed in 2019** (Don Buchner, pers. comm., August 4, 2023). The septic tank was pumped out and removed. The piping was dug out and recycled. The soil within the septic field was excavated and blended into the foundation of the new Fire Hall.”

A new septic system was installed to service the office building and the Fire Hall (see site plan in Appendix C). The new septic tanks are located approximately 45 m north (downslope) of Well 1 and connected to the building with new piping. The septic field is located approximately 90 m north of Well 1. All infrastructure for the new septic system is downslope of Well 1 and meets the 30 m setback criteria (BC MoH, 2020). The record of sewerage system filed with Island Health by the Registered Onsite Wastewater Practitioner (ROWP), including the system design, layout, and onsite investigations (test pitting) is included in Appendix C.”

Page 9 (Conclusions):

- Coliform bacteria and E. Coli have not been detected in any of the samples collected over the monitoring period, including from the eleven samples collected between October 2021 to July 2022.
- In general, the water quality has remained consistent since regular sampling began in 2011. Minimal AO exceedances have occurred and only one MAC exceedance has occurred, indicating a potable water supply.
- The old septic system, which was inside setback distances for sources of contamination, was removed, and the new septic system was installed 45 m downgradient of Well 1, meeting the setback distances for sources of contamination.

Well 1 - Waterline's September 2023 Results and DBID's salient points:

Page 7 (Table 3: GARP Hazard Screening Assessment for Well 1):

- A-2: Has reported intermittent turbidity or has a history of consistent turbidity greater than 1 Nephelometric Turbidity Units

DBID: Well 1, which hasn't historically been used regularly, will be put into regular cyclical use, if the well is approved for use without chlorination. This should prevent stagnation and the result should be clear and transparent water.

- C-1 Does not meet GWPR (Part 3 Div.3) for surface sealing.

DBID: From the photographs following, which have been taken from Waterline's report, it can be seen that the well casing is sufficiently sealed by a concrete floor, which has a roof and a full enclosure so that no rainwater can get into the enclosure or the well.



- D-1: Well with intake depth <15 m below ground surface.

DBID: All surface water is deflected away from the well area, which mitigates the risk of surface contamination. And as per the report, “The well was drilled before bentonite surface seals were standard

practice in BC's water well drilling industry. However, an intact concrete floor is present around Well 1, providing protection against water at surface migrating down along the well casing. Any surface water that enters the well pit is redirected to a drainage system at the base of the well pit. Additionally, the well casing stick-up is greater than 0.3 m and the well is capped with a secure well lid."

- *D-2: Is situated in a highly vulnerable, unconfined, unconsolidated, or fractured bedrock aquifer.*

DBID: Well 1 is not unique as all of the many wells that are situated in Aquifer 416 would similarly be categorized and share the same low risk.

Page 9 (Recommendations):

The following actions be taken to ensure Well 1 is safe for community use:

1. Well 1 should be flushed and shock chlorinated with the support of a qualified contractor and resampled for microbiological and chemical water quality, including metals, prior to well use. A guidance document for water well disinfection is provided in Appendix F.

DBID: This was completed in the fall of 2023, as per Don Buchner.

2. Biannual potability samples of the raw groundwater should be collected to ensure the water continues to meet the GCDWQ MAC and AO guidelines, and seasonal changes in the groundwater chemistry are monitored.

DBID: DBID is willing to request the water operator do this if VIHA allows the use of well 1 to be operational without issuance of a boil water advisory or chlorination, as is applicable to all of our other operational wells.

3. Testing for bacteriological parameters in the water distribution system (tap water) should continue at a regular frequency as per the DWO requirements.

DBID: This is ongoing and a VIHA requirement that DBID's water operator undertakes weekly. Weekly sampling should be expanded to include well #1 if VIHA allows the use of well 1 to be operational without issuance of a boil water advisory or chlorination, as is applicable to all of our other operational wells.

The operator for Well 1 should conduct routine inspections of the well pit to ensure the concrete floor around the well is intact and no pooling of surface water occurs.

DBID: DBID is willing to comply with this if VIHA allows the use of well 1 to be operational without issuance of a boil water advisory or chlorination, as is applicable to all of our other operational wells.

4. The DBID should discuss proper procedures and operational guidelines for untreated water with the Vancouver Island Health Authority.

DBID: As DBID's entire water service is untreated, it is aware and adheres to the proper procedures and operational guidelines.

5. Well 1 should be licensed under the Water Sustainability Act (BC Government, 2014).

DBID: It is Don Buchner's belief that well 1 – and all of our wells – are licenced. If not, DBID would undertake doing so, if VIHA allows the use of well 1 to be operational without issuance of a boil water advisory or chlorination, as is applicable to all of our other operational wells.

6. Implementing a well performance monitoring program would help DBID assess the condition and vulnerability of their well and aquifer over time. Routine well performance monitoring includes continuous groundwater level measurements, recording pumping rates/volumes, and collection of biannual groundwater/surface water quality samples. The data should be reviewed annually by a qualified professional in hydrogeology and the results should be used to evaluate and update the Wellhead Protection Plan (Payne, 2016) as needed.

DBID: DBID may be willing to comply with this, if VIHA allows the use of well 1 to be operational without issuance of a boil water advisory or chlorination, as is applicable to all of our other operational wells, and if it is a firm VIHA requirement. The ongoing cost of doing so would have to be compared to the cost of acquiring, installing and maintaining a third generator.

In conclusion, as a result of DBID's recent meeting with VIHA, there was a follow up discussion between Christo Kuun, DBID Trustee, and Simon Wing, P. Geo, Hydrogeologist, of Waterline Resources. Simon indicated that it was up to VIHA to consider his recommendations in the report. As we have indicated, DBID is willing to comply with all of Waterline's recommendations for well 1, which Waterline has indicated would "**ensure Well 1 is safe for community use.**" DBID requests that VIHA revisit Waterlines' September 2023 GARP assessment of well 1 and reconsider its requirement that DBID is no longer permitted to use well 1 under any circumstances, unless we implement chlorination. This requirement seems contrary to what we see in Waterline's report, which is silent on the need for chlorination to make it safe. Finally, the cost to purchase and maintain a third generator, if not essential, would impose unnecessary and significant costs on DBID ratepayers.

Deep Bay Improvement District

From: Don Buchner <donshome57@gmail.com>
Sent: Monday, March 25, 2024 5:39 PM
To: Deep Bay Improvement District
Subject: Fwd: Deep Bay Improvement District - Reservoir Flushing

Hello Janine, can you please forward this email to the board:

I messaged Seulbi from VIHA and the next day I received a phone call from Seulbi. During this phone call one of the issues discussed was the proposed plan to flush the reservoir to achieve turnover and possibly reduce contamination. Seulbi decided it was best for her to take this plan to Stacey and Sean and discuss it with them, and she would respond to me by email when this discussion took place. Her response is as follows:

(Please update to my new email address at donshome57@gmail.com)

----- Forwarded message -----

From: Lee, Seulbi [ISLH] <Seulbi.Lee@islandhealth.ca>
Date: Fri, Mar 22, 2024 at 1:04 PM
Subject: Deep Bay Improvement District - Reservoir Flushing
To: Don Buchner <donshome57@gmail.com>

Hi Don,

I've consulted with Stacey yesterday regarding the reservoir flushing plan.

Stacey and I mirror what you've told the Board – it is not necessary to implement a new flushing schedule.

Instead, what we want the board to focus on is submitting a written plan for the works to be done on the reservoir to eliminate any potential sources of contamination.

I believe the focus should be as followed:

- Submit a written plan by April 15th that details proposed plans,
- Continue to submit weekly samples from the reservoir as part of monitoring plan, and
- Get the reservoir back online with better turnover.

I'd also like to note, we're entering a drought season so I would hate for water to be wasted when many other water systems across Vancouver Island will be struggling to get their supply through the summer.

This is a gentle reminder for the Board that total coliform count in the water is **not** an indication of immediate health risks. Total coliforms are naturally found in both fecal and non-fecal environments such as plants, soil, surface water, and in the intestines of humans and warm-blooded animals. We use T.C. as an indicator of groundwater vulnerability to surface water contamination, adequacy of disinfection, and changes in storage and distribution system water quality. ***Do you think it would be helpful if I find a document that explains the difference between total coliform and E. coli for you to present to the Board?***

Drinking Water Protection Regulation, Schedule A, indicates the standard for Total Coliform bacteria as:

Total coliform bacteria

- | | |
|---|---|
| (a) 1 sample in a 30 day period | No detectable total coliform bacteria per 100 ml |
| (b) more than 1 sample in a 30 day period | At least 90% of samples have no detectable total coliform bacteria per 100 ml and no sample has more than 10 total coliform bacteria per 100 ml |

If the Board decides to continue with this flushing program, we would like **a written plan to be submitted**. We can review the plans and detail and provide further comments.

Let me know if you have any further questions or concern.

Cheers,

Seulbi Lee CPHI(C)

Environmental Health Officer

3rd Floor, 6475 Metral Dr | Nanaimo, BC V9T 2L9 | Canada

Tel: 250-755-6215 ext.53339

Email: Seulbi.Lee@islandhealth.ca



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Deep Bay Improvement District

From: Lee, Seulbi [ISLH] <Seulbi.Lee@islandhealth.ca>
Sent: Thursday, April 04, 2024 3:04 PM
To: 'Deep Bay Improvement District'
Subject: RE: DBID Reservoir response letter

Hi Janine,

Thank you. I've received the plan.

I will respond with any comments shortly.

Cheers,

Seulbi

From: Deep Bay Improvement District <admin@dbid.ca>
Sent: Thursday, April 04, 2024 8:46 AM
To: Lee, Seulbi [ISLH] <Seulbi.Lee@islandhealth.ca>
Subject: DBID Reservoir response letter

Hi Seulbi, please see the attached response letter from the DBID Board.

Thanks, Janine

Acting Administrator
Deep Bay Improvement District
5031 Mountainview Road
Bowser, BC V0R 1G0
Phone/Fax: 250.757.9312
www.dbid.ca

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Deep Bay Improvement District

From: Lee, Seulbi [ISLH] <Seulbi.Lee@islandhealth.ca>
Sent: Thursday, April 04, 2024 3:07 PM
To: 'Deep Bay Improvement District'
Cc: 'Don Buchner'
Subject: RE: Well 1 Deep Bay Improvement District

Hi Janine,

Thank you for your patience.

I've read the letter requesting for reassessment of Well #1. I will need some time to check a few things on my end and I'll get back to you.

Was the GARP assessment of Well #1 done before or after 2019?

Thank you,

Seulbi

From: Deep Bay Improvement District <admin@dbid.ca>
Sent: Wednesday, March 27, 2024 11:58 AM
To: Lee, Seulbi [ISLH] <Seulbi.Lee@islandhealth.ca>
Cc: Don Buchner <donshome57@gmail.com>
Subject: Well 1 Deep Bay Improvement District

Hi Seulbi, please see the attached letter from the DBID board.

Thanks, Janine

Acting Administrator
Deep Bay Improvement District
5031 Mountainview Road
Bowser, BC V0R 1G0
Phone/Fax: 250.757.9312
www.dbid.ca

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DBID Inspection report (Don Buchner)

On February 6, 2024, I was asked by the board to enter the reservoir during an inspection done by Herold Engineering. And I have now been asked by the board to report my findings upon that entrance.

Although this is not my line of work, I will try as best as I can to relay what I observed within the confines of the reservoir.

- I observed vertical cracks on all 4 corners of the interior of the reservoir.
- - I observed previous repairs to some of these cracks which would seem to be cracking again.
- Cracks were noted on the interior roof of the tank as well
- I noted some erosion in different areas of the concrete, and some corrosion on the ties and ladder rungs.
- It was also noted that there were cracks along the bottom of the tank and outside walls
- We also found two skeletal remains of newts or salamanders. Approximately two inches long. These were cleaned up and disposed of.

Please note that I am submitting this report because I was asked to do so by the board of trustees. I have no knowledge of reservoir construction or training in the search for deterioration or source of contamination in a reservoir. Therefore I am submitting only what I visualized and was actually hoping that I could find something that jumped out and painted a picture as to what the problem might be.


Feb 29 / 2024

Observational Report of DBID Reservoir February 6, 2024

Feb 28, 2024.

Don Coghill.

Water Distribution 2 Operator. EOCP Certification # 1000125.

Sub-Contracting to Don Buchner as back up Operator and assisting in the day to day maintenance and repairs to the DBID Drinking Water and Fire Protection System.

On February 6, 2024 I was present for the interior inspection of the DBID Reservoir by a Herold Engineering Representative.

I was asked by Don Buchner to be there to assist in whatever capacity was needed and to learn about the system to which I assist in maintaining.

Upon entry to side B Storage Chamber I witnessed cracks in the concrete walls, some of substantial size in all four corners running floor to ceiling and corresponding to cracks on the exterior walls of the same Storage chamber, with signs of water leaking through at all exterior cracks.

I witnessed a crack that ran in a continuous circle around the perimeter of the ceiling of side B storage Chamber with efflorescence showing through the entire crack and in some spots efflorescence building up and forming stalactites approximately 1 to 2 inches long.

Mr Christo Kuun DBID Trustee told me on the day the Reservoir was pressure washed he “ Witnessed water from the pressure washer disappearing through a crack in the concrete located in the drain trough which allows water to runs along the roof from one side to the other and flow off”.

This crack on the exterior roof has also seen previous attempts to repair and prevent penetration and appears to have failed.

I also witnessed substantial rust buildup on the out flow line insert and some rust noted on the concrete walls where the concrete form ties were exposed. Rust was also noted on the overflow pipes.

The Rep. from Herold Engineering pointed out to me how the concrete was delaminating and breaking down due to fresh water absorption, as noted by some scaling on the walls and floor.

Upon entry of Side A Storage Chamber I witnessed cracks again running floor to ceiling in all four corners with previous repairs having been attempted in the Northeast and Southeast corners. These cracks also correspond to cracks on the exterior of this chamber which seam to continue to leak to this day.

I witnessed cracks running through the corners of the ceiling and from side to side in the ceiling, all showing signs of efflorescence throughout the cracks.

I witnessed a crack running along the entire length of the east wall where it meets the floor that had seen previous attempts to seal and has failed.

I witnessed signs of substantial rust buildup on the out flow insert and the overflow pipe. Rust was also noted in spots where the concrete form ties were exposed.

Two skeletal remains of dead newts where also found in this chamber.

RECEIVED
04/26/24
03

March 26, 2024

Deep Bay Improvement District
5031 Mountain View Road
Bowser, B.C. V0R 1G0

To the Board of Trustees:

Re: Amended Letter from March 13, 2024 letter to the Board

Please see attached amended letter as per the Board of Trustee's motion at the March, 2024 Board meeting.

I request that this amended letter be included in the agenda of the April 18th, 2024 Board meeting.

Thank you again for your time and service.

Respectfully submitted,



Kate Knappett
Deep Bay Ratepayer

March 26, 2024

Deep Bay Improvement District
5031 Mountain View Road
Bowser, B.C. V0R 1G0

To the Board of Trustees;

Re: **2022/2023 Audits/Operating Budgets, Capital Expenditures/ Increases in Parcel
Tax and Water Tolls**

I am writing to you about my concern over the finances of the Deep Bay Improvement District (DBID) and to bring forth questions in this regard. I feel I should bring to your attention that even though the DBID Board has changed by three new trustees as of September, 2023, the Board has had the same finance committee chairperson through 2022-2023. The DBID has seen a change of two administrators. One administrator leaving the Board in 2022 and the other administrator leaving at the end of December, 2023. To this date, a new administrator has not been hired by the Board.

There has been a **delay in the 2022 and 2023 audits** which I understand has caused a delay in the issuing of the Parcel Tax to ratepayers. Consequently, approximately \$200,000.00 in revenue has yet to be collected. This is revenue that could have been invested and collecting interest. The Board has proposed to increase our **Parcel Tax** significantly (from 2022-2024, a **44% increase**). It is my understanding that the Parcel Tax pays for Capital Expenditures.

Prior to September, 2023, the DBID board had agreed to replace the reservoir and McElhanney Engineering had completed design work on a new structure. This is design work that the majority of the DBID board agreed to be completed and the DBID ratepayers paid for. The previous Board had set monies aside to complete the new structure and the **Board majority** had agreed to **proceed** with the bidding process (**May 18, 2023 Board meeting**). Prior to the Special Board meeting of September 5th, 2023, the Board was made aware that the administrator could not proceed with placing the reservoir tender out for bids because he could not resolve password problems with the BC Construction Bid and Tender website. At the Special Board Meeting of **September 5, 2022, under Old Business**, the administrator announced that he had not resolved this issue. The **majority** of the Board members voted **against** stopping the bidding process at that time. I believe, the expectation from the Board majority and the ratepayers was the administrator would proceed with the posting on the BC Bid website. It should be noted that this was all prior to the Trustee elections. The newly elected Board at the September 21, 2023 Board meeting voted to stop the posting of the replacement reservoir tender. Instead, \$700,000, which was set aside to replace the reservoir, was moved to replace the Thompson Clarke waterline.

The present Board is also increasing our **water tolls** by **38% from 2023 to 2024**.

The water toll monies pay for the operating expenses of the DBID. I believe the previous administrator had to be hired back in January to complete the financial information for the 2022/2023 audits. This I believe was work that should have been completed before he terminated his contract at the end of December, 2023.

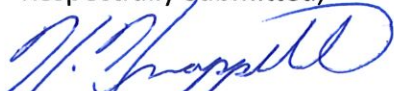
This has all been done without full public consultation as there has been **no AGM in 2 years**. Of further note, there has been a significant **delay in financial committee meetings** in the past year. Prior to the financial committee meeting of November, 2023, there had not been a finance meeting since October, 2022.

My questions to the DBID Board are as follows:

1. Why has there been a delay in the DBID 2022/2023 audits?
2. What steps has the finance chairperson taken to ensure that the acting administrator is completing their tasks in a timely manner?
3. What are the legal costs associated with removing the DBID's SRW on private property? Have the property owners been approached to cover any of the costs of the TCW replacement including legal costs, slope remediation, landscaping costs and asbestos pipe removal on their own property? I would draw your attention to Mr. Holisko's August letter to Board on this issue and what in his experience with BC Hydro SRWs are the legal financial responsibilities of the property owners on SRWs.
4. At this month's DBID Board meeting, Mr. Kersten made the announcement, on behalf of the TCW committee/RDN, that the RDN is "more than happy" to place the RDN trail on the proposed TCW on the Island Corridor. What is the RDN's financial commitment to this potentially one and a half to two-million-dollar project? I would hope that it would be significantly more than \$100,000 which I have been told were all the monies the RDN had budgeted for the TC/ Oceanside trail.
5. As the Reservoir committee in the January Board meeting announced that they were "Investigating options for the reservoir", why is this committee not proceeding with estimates for reservoir replacement the same as the TCW committee is proceeding with Class C estimates for the TCW replacement?

Thank you for your service and attention.

Respectfully Submitted,



Kate Knappett
DBID ratepayer

Deep Bay Improvement District

From: Craig Appelman <CAppelman@heroldengineering.com>
Sent: Monday, April 08, 2024 9:17 AM
To: christokuundesign@shaw.ca
Cc: Deep Bay Improvement District; DianeK.DBID@gmail.com; CRAIG KERSTENS
Subject: RE: Deep Bay Reservoir

Hi Christo,

My apologies for the delayed response. This email was caught in my spam folder, and I am just seeing it now. Comments below in **Red**.

Please call with any questions.

Thank you,
Craig

Craig Appelman, P.Eng.
Associate

p: [250-590-4875](tel:250-590-4875) ext. 202
c: [236-464-0981](tel:236-464-0981)



From: christokuundesign@shaw.ca <christokuundesign@shaw.ca>
Sent: Friday, March 1, 2024 11:45 AM
To: Craig Appelman <CAppelman@heroldengineering.com>
Subject: Re: Deep Bay Reservoir

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Hi Craig,

I would like you to address your observations about the cracks and in your opinion are they affecting the structural integrity of the walls, etc. **The cracks are not affecting the structural integrity of the wall. It is however recommended this is re-reviewed in future condition assessments.**

Also the sounding on the walls. Is this an issue? **This is not an issue in the short to medium term. It is recommended this is re-reviewed in future condition assessments.**

The rust around the stair rungs and the rusted ties? **This is not an issue in the short to medium term. It is recommended this is re-reviewed in future condition assessments.**

I have found information on monitoring the cracks and can do that myself if needed.

What would the cost be for you to answer the above questions? **No cost.**

Thanks, Christo

From: Craig Appelman <CAppelman@heroldengineering.com>

Sent: Friday, February 23, 2024 11:56 AM

To: Deep Bay Improvement District <admin@dbid.ca>

Cc: CRAIG KERSTENS <cwkerstens@shaw.ca>; DianeK.DBID@gmail.com <DianeK.DBID@gmail.com>; christokuundesign@shaw.ca <christokuundesign@shaw.ca>

Subject: RE: Deep Bay Reservoir

Hi Janine,

Thank you for the chat earlier today. As discussed, the provision of two separate reports, the preparation of repair details, and monitoring techniques is outside the scope of our assignment. We are happy to provide further assistance with these inquiries, however this will require additional time and effort.

Please call with any questions.

Thank you,
Craig

Craig Appelman, P.Eng.
Associate

p: [250-590-4875](tel:250-590-4875) ext. 202

c: [236-464-0981](tel:236-464-0981)

e: CAppelman@heroldengineering.com

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From: christokuundesign@shaw.ca <christokuundesign@shaw.ca>

Sent: Thursday, February 22, 2024 12:12 PM

To: Craig Appelman <CAppelman@heroldengineering.com>

Subject: Fw: Deep Bay Reservoir

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Hi Craig,

Just resending this. Many of the rate payers have been asking about the report as they couldn't figure it out from first report.

Looking forward to your response.

Yours Truly, Christo

From: christokuundesign@shaw.ca <christokuundesign@shaw.ca>
Sent: Tuesday, February 13, 2024 10:53 AM
To: CAppleman@heroldengineering.com <CAppleman@heroldengineering.com>
Cc: janine <janine@dbid.ca>; Craig Kerstens <cwkerstens@shaw.ca>; Diane Koch <DianeK.DBID@gmail.com>
Subject: Deep Bay Reservoir

Hi Craig,

Thanks for coming to do the internal inspection.

Just read your report, but this is not what we were looking for.

Firstly, we would prefer a separate report dealing just with the interior. The exterior report to be kept as is.

Observations in section 3.0, 8 to 14.

Put these in the interior report and address each of the pictures as to how they impact the structure if at all.

Also what could be done from outside to remedy these. As we discussed about injecting poly urethane into the cracks, since doing any work on the inside is costly due to confined space issue. The cracks on the outside, that I showed you, are very small. Can you suggest how these could be monitored, to see if they will open up more over time.

If nothing was done to seal the water weeping out, would that be an issue? Do you think that there is a possibility of freeze thaw being an issue, since the cracks are so small and filled with calcium chloride? or whatever that is weeping out and building up?

You mentioned sounding the concrete, and a weak surface layer. Is this an issue?

Yours Truly,

Christo