

**OPEN SESSION MINUTES**

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**PRESENT:**

Colin Thompson, Chair  
Alissa Woodward  
Diane Koch (remote)  
Craig Kerstens  
Christo Kuun  
Suzanne LaRoy

**STAFF:**

James Moller - Administrator  
Janine Sibley – Assistant Admin

**GUESTS:**

Jim McKerr - Core Water Management  
Adam Norman – Core Water Management

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**A. CALL TO ORDER**

The meeting was called to order at 7:00 PM.

The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

**B. ADOPTION OF MINUTES**

December 3, 2024 Regular Open Session Minutes

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the Board approve the December 3, 2024 Regular Open Session Minutes as circulated.

**CARRIED**

January 8, 2025 Operations and Maintenance Committee Meeting Minutes

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the Board accept the January 8, 2025 Operations and Maintenance Meeting Minutes as circulated.

**CARRIED**

**C. INTRODUCTION OF LATE ITEMS**

1. Introduction Of New Administrator James Moller

**D. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS**

None

**E. PETITIONS & DELEGATIONS**

None

**F. CORRESPONDENCE**

None

**G. REPORTS**

1. November and December Water Operator's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee LaRoy

THAT the November and December Water Operator's Reports be received for information.

**CARRIED**

2. November and December Fire Chief's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the November and December Fire Chief's Report be received for information.

**CARRIED**

3. Financial Reports

- a. Total cheques issued for Water Department for November 2024:  
\$213,556.36

- b. Total cheques issued for Fire Department for November 2024: \$41,343.21



- c. Total cheques issued for Water Department for December 2024: \$97,774.42
- d. Total cheques issued for Fire Department for December 2024: \$22,740.30
- e. Quarterly Financials for both Water and Fire accounts.

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the November and December cheque registers and Quarterly Financials be received for information.

**CARRIED**

- 4. Thompson Clarke West (TCW) Committee Report – Trustee Kerstens – Verbal Report

**H. BYLAWS**

None

**I. RESOLUTIONS**

None

**J. NEW BUSINESS**

**1. DBID Financial Signing Authorities**

- a. First Credit Union

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Board of Trustees add James Moller as an Authorized Signatory for the Deep Bay Improvement District accounts with the First Credit Union.

**CARRIED**

- b. RBC Dominion Securities

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Woodward

THAT the Board of Trustees add James Moller as an Authorized Signatory for the Deep Bay Improvement District accounts with RBC Dominion Securities.

**CARRIED**

**2. MNP Audit 2024, Engagement letter and Audit plan**

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the Board of Trustees accept the MNP Engagement letter and audit plan and authorize the Administrator to sign and return to MNP.

**CARRIED**

**3. DBID discussion on recent water testing and turbidity, ratepayers can send questions to the DBID office**

**4. Confined space at bunker wells 1, 2, 3 and 4**

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Administrator contact Orca Safety to request an estimate on providing an approved method of entry to wells 1, 2, 3, 4 and the (PRV) Pressure Reducing Value.

**CARRIED**

**5. TCW watermain remediation**

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the estimates received by Trustee Kerstens be forwarded to the Administrator to come back to the Board with his report and a recommendation to the Board as to who would do the remediation.

**CARRIED**

**K. QUESTION PERIOD**

Questions were asked by members of the public gallery in relation to the following topics:

- Budgets and estimates regarding to the TCW remediation and SROW (Statutory Right of Way)
- Water distribution and quality questions
- TCW committee report, request a written report
- Differences between the Administrator roles and the Board

**Date:** January 21, 2025

- Discussion on Water and Parcel Tax rates
- Reservoir discussion and timelines
- TAC committee update

**L. ADJOURNMENT**

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Board adjourn into closed session to discuss matters that are or are related to employee relations and other Human Resources matters, and the approval of minutes for a closed session of a committee or Board meeting.

**CARRIED**

*The meeting adjourned into a closed session at 8:21 pm*

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Chair of the Trustees

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Corporate Officer