

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

June 21, 2021

In response to the current COVID-19 Pandemic, all participants met via conference call.

Trustees: Suzanne LaRoy, Chair
Tom Plensky
Linda McKay
Tony Botica
Robert Hale
Claire Hilscher

Regrets: Colin Thompson

Staff: Leslie Carter, Administrator
Don Buchner, Operator
George Lenz, Fire Chief

Call to Order: 7:01 pm

Introduction of late items:

Discussion of method for next meeting – New Business

Motion: to approve agenda as amended for current meeting

Tom Plensky Seconded: Robert Hale Vote: Carried

Petitions and Delegations

Randy Jenkins, Magnum Project Management (MPM)

Ryan Fisher, Magnum Project Management

Christo Kuun, Owner Representative, Fire Hall Project

Randy reviewed the June 21, 2021 Project Update.

1. Project status: no change
2. Status of Building: Plumbing, electrical, HVAC ongoing.
3. Division 1 – General Conditions - MPM work continues within original budget. Level 3 first aid in place as required, COVID-19 plan in place, ongoing.
4. Division 2 – Civil Works - First, Second, Third and Fourth Stages: exterior grading to not completed. Grading scope not decided by DBID as of this report.
5. Division 3 – Concrete – Concrete polishing is completed as per original budget, touch ups planned

- a. Options are being discussed re concrete cracking
- b. Cracks are cosmetic only – McGill Engineering commented

A small slab will be placed adjacent to the North side door

Genset slab for modified container – 25 lm from Northwest side of hall

6. Division 4 – Masonry: completed.
7. Division 5 – Metals – Structure completed. Workmanship warranty extended from 1-year to 3-years.

8. Division 6 – Woods & Plastics: Exterior deck sheeting & vinyl are completed, stairs & railing to follow
9. Division 7 – Thermal Protection: Completed.
10. Division 8 – Doors: Electric doors completed, all doors install both floors, some of the doors are being painted & hardware installed.
11. Division 9 – Finishes
 - a. Drywall completed.
 - b. Paint primer completed.
 - c. Paint first coat completed.
 - d. Upstairs floor treatment costed, pending availability – ordered soon.
 - e. Cabinetry lower installed.
 - f. Truck hall perimeter wood installed.
 - g. Trim at 90%.
12. Division 10 – Specialties: Turn out gear racks have arrived, installation is pending
13. Division 15 – Mechanical & Plumbing
 - a. Interior final ducting in progress.
 - b. Heat pump & head units (2) installed
 - c. Final plumbing on lower floor is substantially completed
14. Division 16 – Electrical: McCormack is onsite installing as required, lower floor substantially (97%) completed.
15. Overall – Balance of building pricing: either out for pricing or pending out for pricing on remainder. New upstairs flooring is subject to availability, very little is not accounted for currently.
16. Upstairs – Summary
 - a. We are currently waiting for HVAC items, on order
 - i. Reportedly towards end of June, unit has shipped
 - ii. Contractor communicates any updates
 - b. Order of installations:
 - i. HVAC in ceiling area
 - ii. T-bar ceiling – remainder
 - iii. Kitchen & counters
 - iv. Remainder of plumbing/electrical/painting/trim works
 - c. Upper Deck area
 - i. Stairs
 - ii. Railing
 - iii. Scheduled late June/early July
17. Quick Summary

- a. Upstairs 75% complete
- b. Lower floor is substantially completed (97%) of value (original scope/budget)
- c. Exterior concrete & driveway works to be finalized/scope confirmed
- d. Exterior deck in progress – railings/stairs remain
- e. We remain on target within budget, no major concerns

Recommendations for dealing with concrete cracking are still being determined, there is a company coming out next week to meet with Christo and Randy. Solutions could include a combination of epoxy fill and installation of aluminum thresholds (some of which are required anyway).

Door hardware should be keyed the same for both inside and outside doors with the exception of the office and file storage area. Ryan will look into this.

Relocating of 2 compressors is being coordinated.

Current generator container does not have recognized fire proof rating, if the generator were to go under the deck it would need to be in a fire proofed container. Current container is required to be 16m. away from building.

Randy, Ryan and Christo left the meeting at this point.

Minutes of the Regular Board Meeting held on May 19, 2021

Motion: to approve the minutes of Regular Board Meeting of May 19, 2021

Linda McKay Seconded: Claire Hilscher Vote: Carried

Business arising from the minutes: none

Operator Monthly Report:

Operations & Maintenance Report for May 12 – June 9, 2021

Water Delivery: May 12 – June 9, 2021: 3,402,520 Imp. Gal.

Average daily use/connection (620 connections):196 Imp. Gal. Previous Month – 149

Observation Well #310 Levels (meters): Jun 9, 2021: n/a (waiting on repairs)

Operator was asked to set up a system tour for interested trustees in September. Don will bring proposed dates to the next meeting.

Discussion regarding Well 310 – DBID is waiting on the province to perform on-site repairs. Tony has contacts with the Ministry and will follow up. Administrator to follow up with RDN contacts to see if they can assist.

Motion: to accept the Operator's report as presented

Tom Plensky Seconded: Robert Hale Vote: Carried

Motion: to determine if DBID is legally obligated to post signs with regards to video surveillance

Linda McKay Seconded: Suzanne LaRoy Vote: Carried

The DBID paid for the security cameras being used on the construction site. Christo to be asked to speak to Randy regarding these and if there is any plan or intent to use going forward.

Motion: to refer security of new building & site to facilities committee

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Don Buchner left the meeting at this point.

Operations & Maintenance Committee: no meeting

Fire Chief's Report:

Call outs for month of May: 3 (1 MVI, 1 First Responder, 1 Fire, 0 Misc.)

Call volumes are down considerably probably attributed to reduced travel.

Training is now back to once/week.

Question regarding EMBC callouts being stopped in Ladysmith area – no information has been received in this area.

Section to be added to the Pipeline regarding “new recruits welcome”, wording to be finalized with Fire Chief.

Question regarding training officers – qualification at the level they are training is not required but they must have their instructor's certificate.

Potential changes are coming for First Responder training that may require members to go to Victoria for the practical exam. Written test is currently done online. George will see if this has any budgetary affects going forward.

New tables have been purchased and there is a plan to purchase 6 more and potentially a couple of rolling white boards. These will be expensed from Supplies & Equipment.

Administrator to provide updated year to date budget to Fire Chief.

Motion: to accept the Fire Chief's report as presented

Tom Plensky Seconded: Robert Hale Vote: Carried

Fire Protection Committee: no meeting

Meeting proposed for June 30 at 7 pm via zoom. Administrator will coordinate.

Fire Hall Replacement Committee: no meeting

A working meeting was held June 18, 2021 at the request of Christo to review the concrete cracking.

Outside concrete budget is set to increase due to size requirements. Cost and suitability of asphalt is also being looked at.

George left the meeting at this point.

Finance Committee: no meeting

Total payments issued for May 2021 Water: **\$14,510.29**

Total payments issued for May 2021 Fire: **\$51,291.37**

Motion: to include comparative income statements in the meeting packages on a monthly basis to the end of 2021

Suzanne LaRoy Seconded: Robert Hale Vote: Carried

Bylaw Committee: no meeting

Environment and Emergency Committee: no meeting

Facilities Committee: no meeting

Meeting is still pending to review fencing requirements. It was suggested that a permanent DBID meeting space could be set up in the old hall once all fire department equipment has been moved.

Motion: to direct facilities committee to consider meeting spaces in the old and new halls.

Claire Hilscher Seconded: Linda McKay Vote: Carried

HR Committee: June 3, 2021 meeting

Committee report was reviewed

Motion: to approve Policy 21-06-01, Human Rights and Harassment Policy as presented

Tom Plensky Seconded: Linda McKay Vote: Carried

Motion: to approve Policy 21-06-02, Respectful Workplace Policy as amended

Robert Hale Seconded: Claire Hilscher Vote: Carried

Motion: to direct the HR committee to develop a policy regarding public behaviour

Suzanne LaRoy Seconded: Linda McKay Vote: Carried

Motion: to accept the HR Committee report as presented

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Planning Committee: no meeting

Correspondence In: none

Correspondence Out:

June 10, 2021 – MLA Osborne, Bowser Ambulance Station Changes

Motion: to deal with and file correspondence in and out

Claire Hilscher Seconded: Robert Hale Vote: Carried

Old Business: none

New Business

Motion: to table renewal of North Island 9-1-1 Corporation Agreement until it has been reviewed by the Fire Chief

Suzanne LaRoy Seconded: Claire Hilscher Vote: Carried

Motion: to introduce and give first reading of Bylaw No. 246 “CVRD / SPID Mutual Aid Agreement Bylaw 2021” to authorize the execution of an agreement with the Comox Valley Regional District and Ships Point Improvement District

Claire Hilscher Seconded: Tom Plensky Vote: Carried

Motion: to reconsider and finally pass Bylaw No. 246 “CVRD / SPID Mutual Aid Agreement Bylaw 2021” to authorize the execution of an agreement with the Comox Valley Regional District and Ships Point Improvement District

Linda McKay Seconded: Robert Hale Vote: Carried

July Pipeline reviewed Fire Hall info to be updated from MPM recent report, section to be added regarding new FD recruits. Status of burn restrictions will be confirmed prior to printing.

Motion: to include a copy of the Fire Hall budget sheet with the minutes posted on the website.

Tom Plensky Seconded: Claire Hilscher Vote: Carried

Resolution No. 140: that identified properties will be given 24 hour written notice that water will be shut off due to tolls or other charges owing for 90 days or longer.

Claire Hilscher Seconded: Tony Botica Vote: Carried

Discussion regarding method of next board meeting (July 21, 2021) – public health orders could allow an in-person meeting to be held.

Motion: to direct Administrator to engage trustees via email starting July 5 to determine whether an in person meeting can be held for July 21 meeting based on public health orders with decision to be finalized by July 15, 2021.

Claire Hilscher Seconded: Robert Hale Vote: Carried

Discussion regarding AGM and trustee elections to be added to the July agenda.

Question Period: none

There being no further business the meeting was adjourned to move in-camera at 9:30 pm.

The above minutes were approved by the Board of Trustees on July 21, 2021.

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	330,140.00	298,505.62
2	Site Construction	Excavation	86,000.00	100,210.00	99,242.28
3	Concrete	Forming, rebar, concrete	135,512.00	151,901.25	120,471.40
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	118,316.43	116,538.54
7	Thermal & Moisture Protection		10,000.00	21,893.00	21,893.19
8	Doors & Windows	Doors - interior, overhead x 4	4,200.00	38,345.00	38,281.21
9	Finishes	Drywall, built-ins, cabinetry	88,400.00	148,305.00	113,769.49
10	Specialties	Turn out gear rack	15,000.00	19,700.00	19,699.77
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15	Mechanical	Heating & plumbing	190,253.00	227,796.20	181,960.83
16	Electrical (includes alarm system)		74,755.00	127,172.28	73,879.39
		SUBTOTAL	1,647,346.00	1,856,811.02	1,657,256.58
		Contingency 10%	164,735.00		
		Escalation 5%	82,367.00		
		MAGNUM CONSTRUCTION BUDGET APR 18/19	1,894,448.00	1,856,811.02	1,657,256.58
	Borrowing Costs	RBC	40,000.00	40,000.00	16,293.45
		5% Additional Contingency for Borrowing Limit	82,367.00		
		BOARD ADJUSTED BUDGET MAY 25/19	2,016,815.00	1,896,811.02	1,673,550.03
	Design Work	Prof. work to develop budget	74,375.00	73,621.81	73,621.81
	Administration costs Includes Referendum costs: \$2382.45 (not capitalized)	Staff time, DBID office costs	0.00	5,600.00	4,641.63
		TOTAL PROJECT COSTS:	\$2,091,190.00	\$1,976,032.83	\$1,751,813.47
		Less 2019 Costs			-\$77,352.05
		Less 2020 Costs*			-\$1,178,180.76
		2021 Costs			\$496,280.66

*Holdbacks to Dec 31/20 not included: \$74,818

RBC Drawdown	
Total available funds:	\$2,000,000
Draws to date	\$1,673,911
Remaining available funds	\$326,089

Fire Hall Building Fund	
Building Fund Dec 31/20	46,993.00
Building Tax 2021	33,042.00
2021 Expenses to date	-10,521.62
	\$69,513.38

Building Donations		Second floor
To Dec 31/20	102,825.00	21,000.00
2021 to date		10,000.00
	\$102,825.00	\$31,000.00
Expensed (deck)		\$13,573.19