

**DIAMOND IMPROVEMENT DISTRICT
MINUTES**

WEDNESDAY, October 17, 2018 – 4 p.m. – Diamond Hall

Present: Elizabeth Suttie (Chair), Debby Baker, Peter Burns, Stephanie Irvine, Perry Daly,

Absent: Bob Kitching

Minutes:

Moved: Perry Daly

Seconded: Stephanie Irvine

That the minutes of September 19, 2018 be adopted as circulated.

Carried

Agenda:

Moved: Perry Daly

Seconded: Stephanie Irving

That the agenda be adopted as circulated with the addition of the following items:

1. Potential postal strike;
2. Meter reader

Carried

Postal strike

Moved: Peter Burns

Seconded: Stephanie Irvine

That the Diamond Improvement District purchase a steel mailbox to be inserted in the Diamond Hall.

Carried

Trustees asked that in the event of a postal strike, Administrator email poll Trustees on whether we need to hand deliver notices of where to pay and/or email notices to residents.

Meter reader:

Tony Skarvig has resigned his position. Howard Williams has accepted the position of meter reader. Glenn Irvine will check on whether reading the main will present a confined space issue. Trustees questioned whether Howard had any hi-vis vest and if not that the Diamond would reimburse for the purchase of a safety vest. Administrator will contact Don Gilson to see if he is willing to show Howard around.

The Administrator will provide Howard with the job description which includes that he must wear safety equipment.

Discussion 2018:

Discussion regarding reclassifying parcels to add in different rates for parcel tax for those parcels that have suites or multi-family uses. Administrator to provide Trustees with information on what we need to do and examples from other Districts.

Surveyors:

Moved: Peter Burns

Seconded: Perry Daly

That the decision to hire the surveyors for the pipe project be ratified.

Carried

Business arising:

Tax delinquents:

There are two outstanding residents who are delinquent more than 24 months. The addresses were published in the newsletter that was sent out. These properties are likely to go to tax sale.

John Lewis:

Memorandum of Understanding not yet signed. The Administrator is to contact John to see if he is still interested. If not we will move on to other options.

John had mentioned that there needed to be servicing done on manhole.

Moved: Peter Burns

Seconded: Stephanie Irvine

That the 2 PRV vales be serviced.

Carried

Correspondence:

Coastal Water Suppliers Conference:

The Coastal Water Suppliers Conference will be held in Parksville on Thursday, October 25, 2018. The following people will be attending:

Elizabeth Suttie – Chair

Stephanie Irvine – Trustee

Perry Daly – Trustee

Debby Baker – Administrator

CVRD/Cowichan Bay

File correspondence as read, dealt with and filed

Interest Rates circular:

Trustees would like to see the interest rates posted in the next newsletter in December.

Water report:

We have not received the invoice from the Town of Ladysmith yet so we are not able to calculate the amount of water used/bought.

Financial report:

Trustees would like to move \$40K into an interest bearing account.

Maintenance:

Howard is to paint the footprints and hydrants.

Administrator to follow up with Dan Judson on whether he has heard from Jesse Jamison of Heart Lake Roofing as to when he can do the walk up roof.

Building permits:

McKie property is now ready for hook-up for water. Administrator to contact the McKie's and arrange hook-up.

Hall rentals:

Bylaws:

Moved: Bob Kitching

Seconded: Perry Daly

Hall:

Custodian had a number of requests as follows:

1. Wax for floor – we still have not received the promised wax from Mastercraft. Elizabeth will follow up on that.
2. Santa Parade – Administrator will purchase the items requested and bring them to the hall on the day of the parade.
3. Fire extinguisher – Administrator to arrange for servicing of the fire extinguisher.
4. Lighting in men's washroom – Trustees felt that this was fine.
5. Painting – Trustees felt that there was not money in the budget for painting. Discussion that the hall had a number of upgrades this year. Can be discussed again at budget time.

Administrator to meet with Custodian to discuss changes in the insurance for renters.

Bills:

Moved: Peter Burns
Seconded: Stephanie Irvine

Brilliant Business Solutions	\$588.41
BC Hydro	\$647.98
Home Hardware	\$1.40

That we pay the bills if found correct.

Carried

Next meeting: November 21, 2018 at 6 p.m.

Adjourn:

Moved: Peter Burns

That the meeting be adjourned. (7:24 p.m.)



Elizabeth Suttie, Chair

Debby Baker, Administrator