

**DIAMOND IMPROVEMENT DISTRICT  
MINUTES**

**MONDAY, February 28, 2018 – 7 p.m. – Diamond Hall**

**Present:** Elizabeth Suttie (Chair), Debby Baker, Dan Judson, Doug Copp, Bob Kitching

**Absent:** Peter Burns

**Minutes:**

Moved: Doug Copp

Seconded: Bob Kitching

That the minutes of January 17, 2018 and January 31, 2018, be adopted as typed and circulated.

Carried

**Agenda:**

Moved: Bob Kitching

Seconded: Doug Copp

That the agenda be adopted as circulated.

Carried

**Delegations:**

None.

**Discussion on where we are going in 2018**

Bob Kitching thinks that we should look into an alternate water source and look into opportunities. He doesn't want to spent too much money but would like to investigate.

Doug Copp advised that Derek Beeston called him about lot 5. He spoke with Sheldon, the pit manager. Asked if Christie pit would be up for sale. He says that it would. Doug is concerned about the maintenance of the system. Feels that it is falling by the wayside. Painting hydrants, connections, clearing around hydrants need to be done.

We should pick a date for flushing in April. Put it in the newsletter.

Future developments – feels that we need to be more proactive in getting what we want and what is good for the District not just the developer.

Dan asked about the meter reader. Administrator to revise the job description so that it just

pertains to reading of the meters and a visual check of the meters. Remove any reference to repair work.

Discussion on painting of hydrants and yellow footprints needs to be done.

**Business arising from minutes:**

**Budget:**

Moved: Bob Kitching  
Seconded: Dan Judson

That the provisional budget be accepted.

Carried

**Correspondence:**

**Coastal Water Association Conference:**

Administrator to attend the Administrator's conference on April 9, 2018.

**Reports:**

**Water report:**

Attached as exhibit "A" to these minutes. Administrator to send delinquent letters. March 12<sup>th</sup> will be shut off date. Red tags to go up on March 11<sup>th</sup>.

**Financial report:**

Attached as exhibit "B" to these minutes. Administrator to send delinquent letters to those who still owe for parcel tax.

**Maintenance:**

Dan getting prices on water meters.

**Hall rentals:**

Hall rentals increased 25% over last year in January. Recommend getting pump bottles of soap and see how it goes. If they start to go missing we will go to dispensaries. We are getting a quote for floor cleaning and will email to all to review. The sink is leaking in the bathroom. Dan to check it out. We are to get a quote from Sud Off regarding cleaning of the chairs. Tai Chi need a letter about direct deposit. Administrator to send that to them.

**Building permits:**

None

**Bylaws:**

Bylaw 194 Parcel tax

Moved:                 Bob Kitching  
Seconded:             Dan Judson

That Bylaw 194 be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

Carried.

**Coastal Water Association:**

Moved:                 Bob Kitching  
Seconded:             Doug Copp

That the Diamond Improvement District pay the membership fee for Coastal Water Association.

Carried.

**Bills:**

Island Hosting	\$ 23.35
Coastal Water Suppliers Association	\$100.00
Coastal Water Suppliers Association	\$150.00
Debby Baker	\$ 32.26
Home Hardware	\$ 7.82
Debby Baker	\$ 88.48
Trustees	\$ 50.00 each

Moved:                 Bob Kitching  
Seconded:             Dan Judson

That we pay the bills if found correct.

Carried

**Next meeting:**

March 21, 2018 at 6 p.m.  
April 11, 2018 at 7 p.m. (pre-AGM meeting)  
April 25, 2018 at 7 p.m. (AGM)

**Adjourn:**

Moved:                      Bob Kitching

That the meeting be adjourned.    (8:49 p.m.)

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Elizabeth Suttie, Chair

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Debby Baker, Administrator