

**DIAMOND IMPROVEMENT DISTRICT
MINUTES**

WEDNESDAY, September 19, 2018 – 4 p.m. – Diamond Hall

Present: Elizabeth Suttie (Chair), Debby Baker, Bob Kitching, Stephanie Irvine, Perry Daly,

Absent: Peter Burns

Minutes:

Moved: Bob Kitching
Seconded: Stephanie Irvine

That the minutes of August 22, 2018 be adopted as circulated.

Carried

Agenda:

Moved: Bob Kitching
Seconded: Stephanie Irving

That the agenda be adopted as circulated with the addition of quote for pipe and newsletter item.

Carried

Discussion 2018:

Elizabeth heard back from Cascara Consulting Engineers regarding the section of pipe that we are considering replacing on Grouhel Road. This project would replace 240 m of AC pipe with PVC. The estimate is \$26,260.00 which does not include topography and legal survey. Cascara would tender the project for us. As Elizabeth just received the response from Cascara she had not had an opportunity to send to everyone. She will do that so that Trustees and Administrator can review.

Business arising:

John Lewis:

Administrator advised that she had a conversation with John. His company has just taken on Cow Bay and so they are busy. He had come questions about the MOU being that he wanted to know if we would supply the supplies or whether he would purchase and charge us 10% stocking fee. We would be supplying any supplies or provide purchase Orders. He also had a question about insurance and indemnification. Administrator advised him that we have insurance but cannot indemnify him for any of the work that he does. He will get back to us regarding signing the MOU.

There was also discussion that we can place an ad for a water operator.

Tax delinquents:

We still have 4 tax delinquents. All properties have had notice that they are in arrears. We will be putting the property addresses in the newsletter.

Policy on leaks:

Administrator had a discussion with John Goodman. He is willing to be on a call list in the event that we have a break.

Variance for hall custodian:

Krista has withdrawn her application for a variance as she would still not be able to be paid once per year.

Newsletter:

Discussion that Elizabeth would like to see the newsletter before it goes out. She would like to see something inserted into the next newsletter about landlord/tenant situations to say that if you have a tenant you (landlord) is responsible for working out the amount if the tenant is moving out in the middle of a billing cycle. We do not issue interim bills.

She would also like to see that it is said that the increase in water user fees is solely as a result of the Town of Ladysmith increasing amounts for parcel tax.

Correspondence:

The letter from Work Safe BC be filed.

Water report:

None

Financial report:

Financial report is attached to these minutes as schedule "A"

Note to Administrator to ask Bookkeeper if the consulting invoice contains any GST

Maintenance:

Dan Judson and Doug Copp replaced the log no-posts in the parking lot that were rotting out.

Jesse from Heart Lake Roofing still has not been by to redo the roof above the entrance. Dan Judson was to contact him. Elizabeth got a message from him.

Hall rentals:

August was slow month.

Discussion on what time to hold Board meetings as the renter is not taking Wednesday nights so the hall is free for whatever time we want. Majority of Trustees were in favour of a 6 p.m. start.

Bylaws:

Moved: Bob Kitching
Seconded: Perry Daly

That bylaw 198 receive first and second reading.

Carried

Resolutions:

None

New business:

Christmas party

We booked the Mahle House on Sunday, December 9, 2018 at 6 p.m. Dan Judson and Doug Copp are the last Trustees off the Board and will be invited to the Christmas party.

Tony Skarvig – Stephanie is to call Tony to advise him that Administrator has a key for him. Still have not heard if Tony has completed the mapping.

Trustee gathering:

Discussion regarding whether the Trustee gathering would be held this year. Trustees felt that they did not get a big turnout in previous years and decided not to hold a gathering this year.

Bills:

Moved: Bob Kitching
Seconded: Perry Daly

Brilliant Business Solutions	\$1,049.48
BC Hydro	\$60.05
BC Hydro	\$647.98
Town of Ladysmith	\$36,992.54

That we pay the bills if found correct.


Carried

Next meeting: October 17, 2018 at 6 p.m.

Adjourn:

Moved: Bob Kitching

That the meeting be adjourned. (5:02 p.m.)



Elizabeth Suttie, Chair

Debby Baker, Administrator