



**Cowichan Bay Waterworks  
SPECIAL BOARD MEETING MINUTES  
915 am, JUNE 8, 2022.  
1760 Pavenham Road, Cowichan Bay BC**

**Present:** Lew Penney, Chairperson  
Judi Baker, Trustee  
Pete Edgar, Trustee  
Wendy Gregg, Trustee  
Calvin Slade, Trustee

**Staff:** Cheryl Wirsz, District Administrator  
Diane Zureski, Finance Officer

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**1. Call Meeting to Order**

The District Administrator called the meeting to order at 915 am.

**2. Election of the Chairperson**

The District Administrator called for nominations for Chairperson.

Trustee Lew Penney was nominated for Chairperson.

No other nominations were received.

Trustee Lew Penney accepted the Chairperson position.

**3. Traditional Territory Acknowledgement**

The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

**4. Approval of Agenda**

Motion 2022 06 01

**Moved/Seconded** that the agenda be approved as circulated, with the addition of item 8[a] – Water Quality Testing and Evaluation work.

**CARRIED**

**5. Conflict of Interest Declarations**

No declarations occurred.

**6. District Administrator Reports**

The Board discussed the various options for the Water Operator Contract. The District Administrator was directed to set up a Special Board Meeting with one of the firms to discuss next steps.

The Finance Officer was directed to bring cost estimates to the next Board meeting as the cost of producing and distributing safe drinking water will increase with every option.

The District Administrator and Finance Officer presented a Discussion Paper for the 2022 Insurance coverage. Staff were directed to increase the general liability to \$10 million and to further investigate coverage for the water mains and wells and to reduce coverage for abandoned buildings [liability only].

Master Plan Final Edits – Trustee Slade provided additional edits to the draft, which the District Administrator will forward to Associated Engineering.

Trustee Slade presented an option for the water quality testing and evaluation and treatment recommendations. It was recommended that an alert go out when the work commences as water will be discharged for 24 hours into the southern ditch along Pavenham Road.

Motion 2022 06 02

**Moved/Seconded to proceed** with Independent Pump’s proposal to evaluate the water quality and provide recommendations for subsequent water treatment as per the implementation of the top priority in the Master Plan and to conduct the annual full spectrum testing for Island Health at the Valleyview and Pavenham wells.

**CARRIED**

**7. Date for Next Board Meeting**

A Special Board meeting will be at the call of the Chair to meet with a potential water operator contractor. The next Board meeting is June 20, 2022 at 915 am and there will be a Special Board meeting to discuss implementation of the Master Plan on the afternoon of June 20, 2022.

**8. Adjournment**

The Meeting adjourned at 1145 am.

Chairperson	District Administrator
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