



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
915 am, July 18, 2022.
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Pete Edgar, Trustee

Staff: Cheryl Wirsz, District Administrator

Guest: Melodie McKnight, Water Operator

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 915 am.

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Motion 2022 07 01

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Adoption of Minutes

Motion 2022 07 02

Moved/Seconded to adopt the minutes of the June 20, 2022 Special and Regular Board Meeting.

CARRIED

Motion 2022 07 03

Moved/Seconded to adopt the minutes of the June 27, 2022 Special Board Meeting.

CARRIED

Motion 2022 07 04

Moved/Seconded to adopt the minutes of the June 30, 2022 Special Board Meeting.

CARRIED

6. Business Arising From Minutes / Unfinished Business

- Roof
- EOCP Application
- Emergency Water Supply
- Solar vs Generator – proceed with the generator option
- Master Plan

7. Correspondence – Receive

Motion 2022 07 05

Moved/Seconded to receive the Integrity Consulting email [Fire Hall water supply], the Fire Hall Study from Associated Engineering and the Great American Insurance 2022 Directors Liability Insurance Coverage Policy.

CARRIED

8. Correspondence – Action

Motion 2022 07 06

Moved/Seconded to send the thank you letter for water operations services to the Cowichan Valley Regional District.

CARRIED

9. District Administrator Reports

Motion 2022 07 07

Moved/Seconded to approve the Boundary Extension request for a portion of Lot A, Section 5, Range 4, Cowichan District, Plan 46073], PID 009 428 666, 1821 Wilmot Road.

CARRIED

The District Administrator will bring forth a Boundary Extension application policy.

Motion 2022 07 08

Moved/Seconded to decline Environmental Liability insurance coverage.

CARRIED

Motion 2022 07 09

Moved/Seconded to authorize the District Administrator and Chairperson to execute the Memorandum of Understanding for 1500 Cowichan Bay Road.

CARRIED

Leak Adjustment Policy

The District Administrator will continue drafting a new Leak Adjustment Policy.

Tax and Toll Framework

The District Administrator will initiate consultation with Valleyview Centre and the agricultural and commercial ratepayers regarding the potential to standardize toll rates and tiers to reflect the cost of production and provide for a consistent approach to conservation and water use.

Water Test Results

The Trustees discussed the water test results and next steps. Receipt of the Kidd Well Test results shall occur before taking further action. The Water Operator will provide a recommendation to begin planning for the re-start of the Pavenham Well as a viable back up source.

Motion 2022 07 10

Moved/Seconded to authorize the District Administrator and Chairperson to execute the HVAC and Heat Pump Maintenance Plan with West Isle Heating and Cooling.

CARRIED

Master Plan

The Trustees discussed the next draft of the Master Plan prepared by Associated Engineering. The District Administrator will review to determine the outstanding issues and how to address/continue requesting resolution.

Staff/Trustee Barbeque

There will be an outdoor summer BBQ to replace the Christmas 2021 and potentially the Christmas 2022 Christmas dinner because of Covid.

Landscaping

The District Administrator updated the Trustees on the landscape contract given the health issues being faced by the contractor and his team. The contractor is working hard to catch up.

10. Finance Officer Reports

Motion 2022 07 11

Moved/Seconded to receive the June 2022 Accounts Payable Report

CARRIED

Motion 2022 07 12

Moved/Seconded to receive the Consolidated Statement of Operations and Accumulated Surplus for the 6 month period ended June 30, 2022.

CARRIED

Motion 2022 07 13

Moved/Seconded to invest the balance in the high interest savings account in a 1 year term, redeemable after 30 days at a rate of 2.7% or at a higher rate that may be in effect on July 18.

CARRIED

11. Water Operations Reports

Motion 2022 07 14

Moved/Seconded to receive the Rounds Sheet to July 14, 2022.

CARRIED

The District Administrator and new Water Operator will continue developing a Weekly Activity Report template.

12. New Connections / Ongoing Developments

13. Capital Project Planning

The District Administrator updated the Trustees on the ongoing development applications.

14. Safety and Maintenance

The Water Operator will work with the District Administrator to purchase the necessary safety equipment for traffic management [pylons, barricades].

15. In Camera

Motion 2022 07 15

Moved/Seconded to move In Camera to consider items under s. 90 1 [a] [c] and [e] of the *Community Charter* at 1130 am.

CARRIED

The Trustees arose from In Camera at 11 50 am, without report.

16. Date for Next Board Meeting

- August 15, 2022, 2022

17. Adjournment

The Meeting adjourned at 1152 am.

Chairperson	District Administrator
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