



**Cowichan Bay Waterworks
SECIAL BOARD MEETING MINUTES
915 am to noon, September 7th and 8th, 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
Pam Bendes, Finance Officer
Leslie Watt, Finance Officer

Guests: Robert Crane, Maple Facilities
Melodie McKnight, Maple Facilities

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 9 am and welcomed our guests from Maple Facilities, the water operator contractor.

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Moved/Seconded to adopt the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. Mission

The mission of the Cowichan Bay Waterworks District was discussed and updated.

Moved/Seconded to adopt the following Mission for Cowichan Bay Waterworks District:

Cowichan Bay Waterworks District is committed to providing our community with high quality drinking water that is safe, cost-effective and sustainable, including provisions for fire protection, now and in the future.

CARRIED

6. Master Plan Implementation

- Attendees reviewed priority items 1-28 from the recent Master Plan.
- The Trustees, Guests and Staff conducted a brain storming exercise to identify other priority items.
- Attendees began the process of prioritizing the identified priority items.

7. Temporary Adjournment

Moved/Seconded to adjourn at 1150 am and reconvene at 915 am September 8th, 2022.

CARRIED

8. Call Meeting to Order

Moved/Seconded to reconvene at 9 am on Thursday, September 8th, 2022.

CARRIED

9. Review

- Attendees reviewed the prioritization work from the previous day.
- Attendees reviewed the operational themes from the Master Plan.

10. Budget

- The Trustees discussed the various financing options in order to carry out the recommendations from the Master Plan.
- Options discussed were increasing taxes, adopting a special levy to cover the cost of a new well, adopting a Reserve Fund Disbursement bylaw and adopting a Capital Expenditure Charge Reserve Fund Disbursement bylaw.
- The District Administrator will prepare draft bylaws for review at the November Board meeting and prepare an Information Sheet to fully explain the proposals.

11. Capital Project Planning

- The District Administrator will do a Business Case for Kidd Well in order for Trustees to assess demolition vs a revenue source.
- The Water Operator will investigate whether to lease or purchase a treatment system for Pavenham Well until the new well is in operation
- The District Administrator will prepare a multi year project plan for a new well and initiate consultation with Cowichan Tribes
- The District Administrator will investigate whether taxes can be charged quarterly to lessen the burden on ratepayers
- The District Administrator will investigate taxation options. The current model is by parcel and the *Local Government Act* provides for the use of other models [group of parcels, area or value of land or improvements, or any combination of them].
- The District Administrator will prepare an Action Plan

12. Safety and Maintenance

The District Administrator and Water Operator will continue to make the identified safety upgrades a top priority.

13. Adjournment

The Meeting adjourned at 1130 am on September 8, 2022.

Chairperson

District Administrator

Cowichan Bay Waterworks District		2022- 2024 Action Plan Summary				
Project by Priority	Status	2022	2023	2024	AC Pipe Replacement Program	2026~2040
1. Office Filing System	Complete	x				
2. Demolish / Dispose George Rd Station	In progress	x				
3. Source Water Protection Plan	In progress	x				
4. Telegraph Reservoir Repairs	Complete	x				
5. System Water Quality Review / Pavenham Well Commission	In progress	x				
6. Scada – Ordano	In progress	x				
7. Scada Repairs – Valleyview	In progress	x				
8. Office Heat Pump	Complete	x				
9. Safety Upgrades	In progress	x				
10. Hyrdant Upgrades	In progress	x				
11. Valleyview Transducers	Planning phase	x				
12. Back up Generator	Complete N	x				
13. New Water Source	To start	x				
14. Chlorine Analyzer Re-Installation	In progress	x				
15. Cubic Feet to Cubic Meter Replacement	In progress	x				
16. Valve Assessment / Repair / Upgrade / Mapping	In progress	x				
17. Ordano Chlorine Analyzer	To do		x			
18. Valleyview Station Upgrade	Planning phase		x			
19. Flush Stations	To do		x			
20. SWPP Recommendations [tba]	To do		x			
21. Cow Bay Rd [Hecate to Botwood]	Planning phase		x			
22. Cow Bay Rd [Glen to Longwood]	To do			x		
23. Wilmot Rd [Pritchard to Cow Bay Rd]	To do			x		
24. Kidd Well Assessment/Decommission	To do			x		
25. Demolish Ordano Shed	To do			x		
26. Wessex Road	To do			x		
27. Bicks Rd	To do			x		

28. Pavenham Rd – 1964	To do				x	
29. Glen Rd [east of McGill] - 1964	To do				x	
30. George Rd – 1965	To do				x	
31. Longwood Rd – 1970	To do				x	
32. Fenwick Rd – 1972	To do				x	
33. Austin Place – 1972	To do				x	
34. McGill Rd – 1974	To do				x	
35. Glen Rd [west of McGill] - 1974	To do				x	
36. Alder Glen Rd – 1974	To do				x	
37. Maple Glen Rd - 1976	To do				x	
38. Wilmot Rd [George to Falcon]	To do				x	
39. Nelson Rd [prior to Booster]	To do				x	
40. Woods Rd [prior to Booster]	To do				x	
41. Sears Rd [prior to Booster]	To do				x	
42. Telegraph Booster Station [after AC pipe replacements]	To do					x
43. Demolish Pavenham cement reservoir	To do					x