



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
9:15 am, December 19, 2022
1760 Pavenham Road, Cowichan Bay BC**

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

Absent: Pete Edgar, Trustee
Cheryl Wirsz, District Administrator

Staff: Pam Bendes, Acting District Administrator (Finance Officer)

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 9:17 am.

2. Approval of Agenda

Motion 2022 12 01

Moved /Seconded. All in Favour.

CARRIED

3. Traditional Territory Acknowledgement

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

4. Introduction of Late Items

Telephone system

5. Conflict of Interest Declarations

Trustee Gregg commented on a perceived conflict regarding Residential with Suite new rate

6. Adoption of Minutes

Board Meeting November 21, 2022

Motion 2022 12 02

Moved /Seconded. All in Favour.

CARRIED

Special Board Meeting November 30 and December1, 2022

Motion 2022 12 03

Moved /Seconded. All in Favour.

CARRIED

Committee of the Whole December 5, 2022

Motion 2022 12 04

Moved /Seconded. All in Favour.

CARRIED

7. Correspondence – Received

- a) Letter from BC Ombudsperson regarding closure of a file.
- b) Lot 43, Galdwell, Meter Fee paid – file closed.
- c) Breakdown from Water Operator regarding actions taken to repair the leak at 1740 Maple Glen Place

8. Correspondence – Actioned

- a) Letter dated December 4, 2022 from the residents of Maple Glen Place about replacement of AC pipes.

Motion 2022 12 05

Moved /Seconded

Letter to be sent advising residents that the AC pipe replacement is outlined in the Master Plan and that the recent leak was in fact a Service Line.

CARRIED

- b) Email from Melodie McKnight, Water Operator on December 7, 2022 describing damage to her personal vehicle, due to “snow and temperatures”.

Motion 2022 12 06

Moved /Seconded

Send email to Melodie in reply to her request for compensation as follows:

“The Board of Trustees met on December 19th, 2022 and discussed your email request of December 7th, 2022 regarding the damage to your vehicle. They offer their sympathies on the damage, however parking whether it is in front or behind the building is at the car owner’s own risk. They suggest you contact your Insurance Company for a resolution.

CARRIED

9. District Administrator Reports

10. Bylaws

10.1 Assessment By-Law 353

Motion 2022 12 07

Moved /Seconded to Introduce, give first reading, reconsider and finally pass.

CARRIED

10.2 Tax By-Law 356 – Clarification required on proposed Fee Structure

10.3 Toll By-Law 354
Motion 2022 12 08
Moved /Seconded to Introduce, give first reading, reconsider and finally pass.

CARRIED

10.4 Toll By-Law 355 (Cowichan Tribes)
Motion 2022 12 09
Moved /Seconded to Introduce, give first reading, reconsider and finally pass.

CARRIED

11. Finance Officer Reports

Accounts Receivable – November 2022
Motion 2022 12 10
Moved /Seconded to receive.

CARRIED

12. Finance Officer Reports

Accounts Paid – November 2022
Motion 2022 12 11
Moved /Seconded to receive.

CARRIED

13. Finance Officer Reports

Balance Sheet for November 2022
Motion 2022 12 12
Moved /Seconded to receive.

CARRIED

14. Budget for 2023

Budget for 2023 approved
Motion 2022 12 13
Moved /Seconded to approve.

CARRIED

15. Safety and Maintenance

Discussed confined space evaluation tentatively being done on January 5th, 2023 by Orca Safety, Trustee Slade and the District Administrator will attend.

Copies to be kept at the Office and at the applicable sites.

16. New Business

Phone system - Discussion held around getting in someone to provide input into upgrading the entire communication system including the well sites and Scada – priority for January when the District Administrator returns from vacation.

17. Date for Next Board Meeting and Committee of the Whole Meeting

January 23, 2023

18. Adjournment

The Meeting adjourned at 10:50am

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Chairperson	Acting District Administrator