

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
January 25, 2018
District Office – 9:15 a.m.**

PRESENT: Lew Penney, Trustee
 Judi Baker, Trustee
 Wendy Gregg, Trustee
 Calvin Slade, Trustee
 Peter Edgar, Ratepayer
 Donna Monteith, District Administrator
 David Martin, GR Martin Contracting Ltd.
 Cory Vanderhorst, CA MNP

REGRETS: Rick Mellson, Trustee

The Chairperson, Lewis Penney, called the meeting to order at 9:15am.

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Dec 21/17 were distributed.

MOTION: 2018-01-01

MOVED/SECONDED To adopt the Dec 21/17 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

N/A

4. **AUDITOR – C. VANDERHORST, CA, MNP**

C. Vanderhorst, CA, MNP presented the audit service plan. No questions arose.

C. Vanderhorst retired from the meeting.

5. **BUSINESS ARISING FROM THE MINUTES**

- The floor in the rental building is complete.
- The Board of Examiners awarded a \$700 grant towards the District Administrator's education within the Local Government Leadership Certificate.

D. Martin arrived at the meeting.

6. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, submitted a written report which was distributed prior to the meeting. No issues arose.

D. Martin retired from the meeting.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for December 2017 was distributed.

MOTION: 2018-01-02

MOVED/SECONDED To approve the December 2018 accounts payable in the amounts of \$26,901.52 as distributed.

CARRIED

8. **ADMINISTRATION**

- **Waterworth**

Prior to the meeting the Board was provided information on a water rates analytical tool provided by Econics. This is software that will allow us to better ensure sustainable service delivery. District Administrator, D. Monteith, would like to try out the software for one year following a demo in March. This would not lock the District into any long term contracts.

MOTION: 2018-01-03

MOVED/SECONDED to accept Econics one year quote of \$3,495 to subscribe to Waterworth as presented. CARRIED

- **Tommy Road**

A site visit will occur between all parties this afternoon. D. Monteith will contact the District's lawyer, B. McDaniel, in regards to an MOA for the works between Cowichan Tribes and CBWD. Prepayment for the project is on its way to us in the amount of \$112,065. This matter is ongoing.

9. **SAFETY AND MAINTENANCE UPDATE**

N/A

10. **CORRESPONDENCE**

- Waterworth pamphlet and quote from Econics dated January 17, 2018
- ISCU email regarding term deposit details dated January 24, 2018
- Correspondence from the Ministry of Government Communications and Public Engagement, Service Designer, Kevin Ehman regarding groundwater licences

11. **NEW/OTHER BUSINESS**

N/A

12. **IN CAMERA MEETING**

N/A

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Feb 22, 2018 at 1:00pm.

14. **ADJOURNMENT**

The meeting adjourned at 10:58am.

Chairperson

District Administrator