

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Jan 26, 2017
District Office – 9:15 a.m.**

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

REGRETS: N/A

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Dec 15/16 were distributed.

MOTION: 2017-01-01

MOVED/SECONDED To adopt the Dec 15/16 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Safety & Maintenance - Rental Building Reno

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

C. Vanderhorst, CA, MNP presented MNP's audit plan. One change to the accounting rules this year is that the materiality threshold is now \$15,000 rather than \$10,000. The audit is planned to begin the week of Feb 20, 2017.

Mr. Vanderhorst retired from the meeting.

5. **BUSINESS ARISING FROM THE MINUTES**

Thermo Proof will provide an estimate for the interior office window replacement next week. A third estimate will still be required.

D. Martin arrived at the meeting.

6. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, provided a verbal report.

- Ordano Reservoir- Altitude valve is installed. One tie in left to perform that does not affect the actual function of the reservoir. Site clean-up required after that.
- Telegraph Reservoir Shutdown – David has reviewed the District's Engineer, O. Dubek's, proposal to shut down the reservoir for repairs with Willis Marsh, WL Solutions. It is felt that more discussion is required with the Engineer as there are questions about using a submersible pump. O. Dubek is away until mid-February. However D. Monteith, District Administrator, will let Mr. Marsh know we will be putting together a meeting after Mr. Dubek returns.

- Annual Flushing has been completed.
- The District had a couple of leaks during the month which will require some concrete repairs on Falcon Crescent and Davenport. It will be arranged when the weather is better.
- The service repair in front of the Rock Cod Café is still in the works. A hydro vac truck will be required.
- The 2017 hydrant maintenance is not a full tear down like last year. Due to begin in February.

D. Martin retired from the meeting.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for Dec 2016 was distributed.

MOTION: 2017-01-02

MOVED/SECONDED To approve the Dec 2016 accounts payable in the amount of \$43,921.63 as distributed. CARRIED

8. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**
Covered in the Operations report. This matter is ongoing.
- **Boundary Extension response re: 4445 Telegraph Road**
A motion to extend the boundary to include 4445 Telegraph Road was passed by the Trustees in November 2016. The Ministry contacted D. Monteith, District Administrator, with an email forwarded from the CVRD indicating that area is not within the OCP expansion area and should be denied until the OCP is amended. The District Administrator's position is such that this property is in between two roads already serviced by CBWD and should be considered for approval. The owners are not asking for irrigation, only drinking water. As well the owners are currently trucking in drinking water as they do not have potable water in their home. Further to that the District's draft Master Plan indicates that a main on that piece of Telegraph Road would complete a loop, thus increasing fire flows in that area. D. Monteith spoke with Mike Tippett, Manager Community and Regional Planning, CVRD, who indicated that the OCP has specific language for exceptions outside the OCP for sewer but not drinking water. The District Administrator feels the OCP needs amending for these types of circumstances. She also spoke with the Ministry who will take all of the information into account and make a decision. This matter is ongoing.

9. **SAFETY AND MAINTENANCE UPDATE**

- Salting around the office and tenants building is being done regularly.
- In regards to the proposed hot water tank and cupboards renovation for the tenant building, the following has been offered by her contractor:

Donation of a residential sized hot water tank. Donation of the building materials to redo all of the cabinets in the main space (not bathroom). Donation of his labour for the carpentry work required. In return the District would pay for the electrician to update the wiring for the hot water tank, and the plumber to connect the tank to the system. It is estimated that our portion will be less than the \$1,000 budget for maintenance for that building. It was agreed to proceed with the reno. No motion required as it is within the approved yearly budget.

10. **CORRESPONDENCE**

- Email dated January 25/17 from Simon Rasmussen, Ministry of Community, Sport and Cultural Development regarding a boundary extension at 4445 Telegraph Road.

11. **NEW/OTHER BUSINESS**

N/A

12. **IN CAMERA MEETING**

The meeting went in camera to discuss a matter under Section 90 1(c) of the Community Charter. The in camera meeting was adjourned and arose with the following report.

MOTION: 2017-01-03

MOVED/SECONDED that the new Assistant Administrator's wage will increase to \$21/hr upon successful completion of probation. CARRIED

MOTION: 2017-01-04

MOVED/SECONDED that the District Administrator can work up to 4 hrs/wk above the current contract when necessary, and will be paid the equivalent hourly rate. CARRIED

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Feb 23, 2017 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:15am.

Chairperson

District Administrator