



**COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
Thursday, January 30, 2020 - 9:15 AM
District Office**

PRESENT: Lewis Penney, Chair
Judi Baker, Trustee
Wendy Gregg, Trustee
Peter Edgar, Trustee
Caroline Stillinger, District Administrator

REGRETS: Calvin Slade, Trustee

Chair, Lewis Penney called the meeting to order at 9:22 am.

1. The Minutes of the Meeting Held December 19, 2019 were distributed.

MOTION: 2020-01-01

MOVED/SECONDED To adopt the Meeting Dec 19/19 minutes as circulated. **CARRIED**

The Minutes of the Closed Meeting Held December 19, 2019 were distributed.

MOTION: 2020-01-02

MOVED/SECONDED To adopt the Closed Meeting Dec 19/19 minutes as circulated.
CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Lighting. (see admin 9. f)

4. **BUSINESS ARISING FROM THE MINUTES**

N/A

5. **OPERATIONS REPORT**

Island Flow Control Water Solutions Ltd., Joe Woolls December 2019

MOTION: 2020-01-03

MOVED/SECONDED To approve the December 2019 Operations Report as distributed.
CARRIED

6. **SAFETY AND MAINTENANCE**

a. Valley View Well Site: Hydrogeologist – Water Supply Capacity

Moved to February 2020 meeting, Calvin Slade, Trustee and IFC Water Solutions Ltd.,
Joe Woolls to attend. **TABLED**

b. Repairs or Upgrade Recommendation Estimates

7. **FINANCIAL**

a. Financial Report as of December 31, 2019

MOTION: 2020-01-04 MOVED/SECONDED To approve the Financial Statements to
December 31, 2019 as distributed. **CARRIED**

b. 2020 Annual Budget as of December 31, 2019 before audit.

MOTION: 2020-01-05

MOVED/SECONDED To approve the 2020 Annual Budget as of December 31, 2019 before audit. CARRIED

8. ACCOUNTS FOR APPROVAL

The accounts payable for December 2019 was distributed.

MOTION: 2020-01-06

MOVED/SECONDED To approve the December 2019 accounts payable in the amounts of \$61,099.92 as distributed. CARRIED

9. ADMINISTRATION

a. 2019 Audit is scheduled with MNP Feb 3 – 7, 2020.

District Admin to advertise a request for tender for the 2020 Audit.

b. 1821 Wilmot Road. District Admin reviewed CBWD development process with Area Director, Lori Inniarinaro.

c. 1800 Pritchard Road Feasibility Study. District Admin report, for review until the Fire Pump Station is built and complete.

d. Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)

Cowichan Bay Estates Phase 2 Offsite (Pump Station in progress)

Report: Jan 23/20 Mtg with CBE & CBWD Eng. to discuss the review of Booster Pump Station design brief. Jan 13/20 CBE request to approve the 49 lot subdivision with a “no build” covenant. District Administrator informed the developer, it is a liability to the District; the fire booster pump station installation is required and as agreed upon.

e. Continuation of water. District Admin reviewed the water distribution bylaw prohibiting one premise to supply water to another residential building unless the property owner applies for a second service.

f. Trustee, Wendy Gregg report. CBWD property owners inquiring about the poor visibility street lighting in the District. W. Gregg to contact Area D, Director Lori Iannidinaro.

10. CORRESPONDENCE

Country View Centre Ltd.- Valley View Well Protection.

Chair, L. Penney to contact Mr. B. Large and coordinate a meeting to discuss the protection area at the well site.

11. IN CAMERA

Assistant Operator position

MOTION: 2020-01-07

MOVED/SECONDED to move the meeting to in camera to discuss a matter under Section 90 1(c) of the Community Charter. CARRIED 11:22 am

The In Camera arose with no report.

12. NEW/OTHER BUSINESS

N/A

13. DATE FOR NEXT MEETING

February 20, 2020 at 9:15 am

14. ADJOURNMENT

The meeting adjourned at 11:43 am.

Chairperson

District Administrator