



**COWICHAN BAY WATERWORKS DISTRICT  
Regular Board Meeting Minutes  
Feb 21, 2019 - 9:15 AM  
District Office**

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

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

1. **Delegate: Cowichan Valley Regional District, Cowichan Bay, Director, Lori Iannidinardo**
  - **Cowichan Bay Rd Water Main Replacement – Wessex Rd to Botwood Rd Improvements:**

Discussion: the possibilities to access available gas tax funds to Cowichan Bay Waterworks District to replace aging infrastructure. Improvements to the water main line replacement within the village core at the waterfront will maintain water quality and improve fire flow. The district engineer has investigated design considerations and estimated construction costs. Partnership with others to improve the village core will be explored which may result in reduced costs.
  - **Official Community Plan Area D – Village Containment Area**

Discussion: to improve the Cowichan Bay containment area to provide water to a property which fronts a water line that is readily available.
2. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held January 24, 2019 were distributed.

**MOTION:** 2019-02-02  
MOVED/SECONDED To adopt the Jan 24/19 minutes as circulated. CARRIED

**ADOPTION OF CLOSED MINUTES**

The Minutes of the Closed Meeting held January 24, 2019 were distributed.

**MOTION:** 2019-02-03  
MOVED/SECONDED To adopt the Jan 24/19 closed minutes as circulated. CARRIED
3. **CONFLICT OF INTEREST**

N/A
4. **INTRODUCTION OF LATE ITEMS**

N/A
5. **BUSINESS ARISING FROM THE MINUTES**
6. **OPERATIONS REPORT** Operations Report  
Island Flow Control Water Solutions Ltd., Joe Woolls provided a monthly service and maintenance report for January 2019.

## 7. ACCOUNTS FOR APPROVAL

The accounts payable for January 2019 were distributed.

**MOTION:** 2019-02-04

MOVED/SECONDED To approve the January 2019 accounts payable in the amount of \$25,181.69 as distributed. CARRIED

## 8. ADMINISTRATION

- **Victoria Pietrzykowski Agreement Bylaw No 310-2019  
Cowichan Bay Waterworks District Rental**

Victoria Pietrzykowski Agreement Bylaw No 310-2019 was distributed and given first reading and second reading.

**MOTION:** 2018-02-05 MOVED/SECONDED to adopt Bylaw No 310-2019 Victoria Pietrzykowski Agreement as presented. CARRIED

- **Coastal Water Suppliers Association Conference**

April 4-5, 2019 – Trustees and office staff to attend.

- **Water Tolls Bylaw No. 311-2019** – repealing Bylaw No. 306-2019 – adjustment to Section 8. Additional commercial unit's quarterly commercial metered rates, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, was distributed and given first reading.

**MOTION:** 2019-02-06 MOVED/SECONDED to approve Water Tolls Bylaw No. 311-2019, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, as distributed. Water Toll usage will increase five percent (5%). CARRIED

- **Annual General Meeting Date**

Target date April 17, 2019.

- **Gas Tax Funds**

Potential consultant to work in conjunction with CB Regional Director, budget and costs to be explored

- **2276 Cowichan Bay Road** – Bylaw No. 147 and Bylaw No. 230.

Re: Jan 30/19 legal counsel response. The Board is satisfied with legal counsel's response.

- **Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)**

Capital Expenditure Charges and fee estimates payment received.  
Memorandum of Understanding for onsite and offsite work in progress

- **Cowichan Bay Estates Phase 2 Offsite (Pump Station)** nothing new to report

- **Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots**

Kors Development Services Inc. submitted design drawings.

## 9. SAFETY AND MAINTENANCE

N/A

## 10. IN CAMERA MEETING

N/A

**11. CORRESPONDENCE**

Meter Reader Job Position posting

**12. NEW/OTHER BUSINESS**

Spring Newsletter – communication with Regional Director, Lori Iannidinardo

**13. DATE FOR NEXT MEETING**

Next regular meeting, March 21, 2019 at 9:15 am.

**14. ADJOURNMENT**

The meeting adjourned at 11:20 am.

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Chairperson

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District Administrator