

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
March 2, 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

REGRETS: N/A

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Jan 26/17 were distributed.

MOTION: 2017-03-01

MOVED/SECONDED To adopt the Jan 26/17 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

N/A

4. **BUSINESS ARISING FROM THE MINUTES**

A third estimate will still be required to replace the interior office window.

D. Martin arrived at the meeting.

5. **OPERATIONS**

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

- Fire hydrant maintenance is complete for 2017.
- Ordano Reservoir- The final tie in is scheduled for Thursday March 9, 2017. Site clean-up required after that.
- Telegraph Reservoir Shutdown – A meeting will be booked, and a bylaw may be required to perform the complete repair.
- The service repair in front of the Rock Cod Café is scheduled for Monday March 13, 2017.
- Once the weather clears up the driveway repairs to two customers will be completed. One on Falcon Cres and the other on Davenport.
- The flow meter for hydrants has arrived.
- D. Martin is continuing with ongoing educational credits every year, and WHMIS has been renewed.

D. Martin retired from the meeting.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for Jan and Feb 2017 was distributed.

MOTION: 2017-03-02

MOVED/SECONDED To approve the Jan and Feb 2017 accounts payable in the amounts of \$39,015.83 and \$24,471.98 respectively as distributed. CARRIED

7. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**

Covered in the Operations report. This matter is ongoing.

- **Petition to Extend a Boundary**

A petition to extend a boundary has been received from Lot 2, Sect 3, Rge 4 Cowichan District, Plan 2300, PID 003-242-684. The anticipated civic address is 1750 Koksilah Road. District Administrator, D. Monteith, notes the water main already passes by this property with existing customers on each side.

MOTION: 2017-03-03

MOVED/SECONDED to accept a petition to extend a boundary at Lot 2, Section 3, Range 4, Cowichan District, Plan 2300, PID 003-242-684 whereas the anticipated civic address is 1750 Koksilah Road. CARRIED

- **Annual General Meeting**

Two dates were chosen and D. Monteith, District Administrator, will reserve one with the Fire Hall depending on their schedule. The dates chosen were April 25 or 27th.

- **CWSA Conference April 7, 2017**

It was decided that Chair, Rick Mellson, and Trustee Calvin Slade, will attend the conference this year in Nanaimo.

- **Staff Evaluation Procedure**

It was decided that the District Administrator does not require a Board Member present to perform staff evaluations.

- **Groundwater Well Licensing Application**

The groundwater licenses for Kidd Well, Office, and both Valleyview wells are underway. However the District Administrator wonders if we should also license George Road. Although the well is currently not being used, it perhaps could be if needed. It was agreed to include the George Road well.

8. **SAFETY AND MAINTENANCE UPDATE**

- Salting around the office and tenants building is being done regularly.
- Tenant Building Reno – The hot water tank has been installed. Electrical has been updated from the panel to the tank. Cupboards still to do.

9. **CORRESPONDENCE**

- Petition to extend a boundary Lot 2, Sect 3, Rge 4 Cowichan District, Plan 2300, PID 003-242-684 (Koksilah Road) received March 1, 2017.

10. **NEW/OTHER BUSINESS**

N/A

11. **IN CAMERA MEETING**
N/A

12. **DATE FOR NEXT MEETING**
Next regular meeting Thursday, March 30, 2017 at 9:15am.

13. **ADJOURNMENT**
The meeting adjourned at 10:45am.

Chairperson

District Administrator