

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
March 29, 2018
District Office – 9:15 a.m.**

PRESENT: Lew Penney, Trustee
 Calvin Slade, Trustee
 Judi Baker, Trustee
 Wendy Gregg, Trustee
 Peter Edgar, Ratepayer
 Donna Monteith, District Administrator

REGRETS: Rick Mellson, Trustee
 David Martin, GR Martin Contracting Ltd.

The Chairperson, Lew Penney, called the meeting to order at 9:17am.

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Feb 22/18 were distributed.

MOTION: 2018-03-01

MOVED/SECONDED To adopt the Feb 22/18 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

- Feasibility Study 1590 Cowichan Bay Road – under New Business

4. **AUDITOR'S REPORT, MNP**

Graham Roberts, MNP presented the draft audited financial statements for the year ended December 31, 2017. No questions arose.

MOTION: 2018-03-02

MOVED/SECONDED to accept the audited financial statements for the year ended December 31, 2017 as presented by MNP.

CARRIED

5. **BUSINESS ARISING FROM THE MINUTES**

- Trustees Penney and Slade attended the Community Conversation at Bench School on Feb 22, 2018. We will invite Lori Iannidinardo, Area Director, to our AGM in order to continue to build relationships with the Regional District.

6. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, submitted a written report which was distributed prior to the meeting. He was not in attendance.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for February 2018 was distributed.

MOTION: 2018-03-03

MOVED/SECONDED To approve the February 2018 accounts payable in the amounts of \$77,738.24 as distributed.

CARRIED

8. **ADMINISTRATION**

- **Tommy Road**

The Districts lawyer, B. McDaniel of Ridgway and Co., has suggested an amendment to the current Water Service Agreement between Cowichan Tribes and CBWD, rather than writing a memorandum of agreement for the work being completed in regards to Est Patrolas Reserve No 4.

MOTION: 2018-03-04

MOVED/SECONDED to have the District's lawyer, B. McDaniel of Ridgway and Co., prepare an amendment to the current Water Service Agreement between Cowichan Tribes and CBWD for Est Patrolas reserve no 4 as suggested. CARRIED

- **Telegraph Road Water Main**

The contract has been awarded to Superior Excavating Ltd.

9. **SAFETY AND MAINTENANCE UPDATE**

- Spring cleanup such as pressure washing the office building will occur in warmer weather. A list of items is being prepared.
- District Administrator, D. Monteith, is beginning the process of creating a health and safety manual. Other agencies have been contacted to see what they can provide us with.

10. **CORRESPONDENCE**

- Letter from B. McDaniel, Ridgway and Company regarding Est Patrolas Reserve no 4 dated March 22, 2018.
- Notice of Award for the Telegraph Road water main upgrade to Superior Excavating Ltd. from Associated Engineering dated March 22, 2018.
- Feasibility Study from Associated Engineering dated March 27, 2018 for 1590 Cowichan Bay Road.

11. **NEW/OTHER BUSINESS**

- **Feasibility Study 1590 Cowichan Bay Road**

The owner of the property wishes to subdivide into 22 lots. The study has revealed that this triggers the need for a booster station to be built. The station was previously identified as a requirement for the next phase of Cowichan Bay Estates, and will benefit all properties south of the Ordano reservoir in terms of fire protection. In the District's draft master plan 80% of the project would be funded by CEC charges. The District's Engineer, O. Dubek, suggested in the report that the development proceed without the booster station until additional CEC funds are collected due to the cost to build it. However the developer should be made aware of the limited fire protection availability until the station is constructed.

MOTION: 2018-03-05

MOVED/SECONDED to allow the development at 1590 Cowichan Bay Road to proceed without the recommended booster station until such time as additional CEC funds are collected, and to ensure the developer is aware of the limited fire protection as a result. CARRIED

It was noted that the developer would be aware of the limitations as it is in the report, which will be provided to him.

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 nothing to report.

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, April 19, 2018 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:50am.

Chairperson

District Administrator