



COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
Mar 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 9:15am.

1. ADOPTION OF MINUTES

The Minutes of the Regular Meeting held February 21, 2019 were distributed.

MOTION: 2019-03-01

MOVED/SECONDED To adopt the Mar 21/19 minutes as circulated. CARRIED

ADOPTION OF CLOSED MINUTES

The Minutes of the Closed Meeting held February 7, 2019 were distributed.

MOTION: 2019-03-02

MOVED/SECONDED To adopt the Feb 7/19 closed minutes as circulated. CARRIED

ADOPTION OF SPECIAL CLOSED MINUTES

The Minutes of the Special Closed Meeting held January 29, 2019 were distributed.

MOTION: 2019-03-03

MOVED/SECONDED To adopt the Jan 29/19 special closed minutes as circulated.
CARRIED

2. CONFLICT OF INTEREST

Item 10. CBSCA water service request, Chair, Lewis Penney will remove himself from the topic.

3. INTRODUCTION OF LATE ITEMS

- Gas Tax Funds
- Emergency Response Plan
- 1821 Wilmot Rd Strata Subdivision

4. BUSINESS ARISING FROM THE MINUTES

- Gas Tax Funds - Feb 21/19 meeting, follow up letter to CVRD, Cowichan Bay Director Lori Iannidinado.

5. OPERATIONS REPORT Operations Report

Island Flow Control Water Solutions Ltd., Joe Woolls provided a monthly service and maintenance report for February 2019

Two Sales quotes for the CL2 injection pump systems by Smith Cameron, approved Oct/18

6. ACCOUNTS FOR APPROVAL

The accounts payable for February 2019 was distributed.

MOTION: 2019-03-04

MOVED/SECONDED To approve the February 2019 accounts payable in the amounts of \$40,131.12 as distributed. CARRIED

7. ADMINISTRATION

• Annual General Meeting

AGM is Wednesday April 17, 2019 at 7:00pm

Registration 6:30 pm at the Cowichan Bay Fire Hall. Calvin Slade and Wendy Gregg for election. Letter of invitation to CVRD, Lori Iannidinaro, Director Area D Cowichan Bay.

• Renewal Reserves Transfer 2018

If there is any operating surplus available once the audit is complete a portion be transferred to Renewal Reserves to increase the fund for projects outlined in the master plan draft.

MOTION: 2019-03-05

MOVED/SECONDED To transfer 80% of the 2018 year to date surplus, following the audit, to the Renewal Reserves Fund. CARRIED

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

Letter from B. McDaniel, Ridgway and Company, draft of the proposed Memorandum of Understanding for Phase 3 of the Cowichan Bay estates subdivision Mar 20/19.

MOU meeting date to be set with the developer.

• Cowichan Bay Estates Phase 2 Offsite (Pump Station)

• Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots – CBWD

Engineer issued design criteria revisions March 4, 2019; waiting for resubmission.

• Cowichan Tribes – Jack Rd. – Fire Hydrant design preparation.

Administrator tour with Colum McCready, Capital Project Coordinator.

• Water shut offs – review of office policy and bylaw procedures for water toll accounts in arrears.

8. SAFETY AND MAINTENANCE

• Rubber safety mats for porch – complete

• Fire Extinguisher Inspection – in progress

• Map – apply valve locates to the water system

Request an estimate from CBWD engineer to include an electronic version

9. IN CAMERA MEETING

N/A

10. CORRESPONDENCE

• Cowichan Water Challenge

CBWD participation in the Cowichan Water Challenge developed by the Cowichan Watershed Board; the report will be released March 22, 2019 for World Water Day.

• Meter Reader Job Posting – successfully filled

- **CB Seniors & Comm. Assoc.** Re: Koksilah & Telegraph Rd requesting water service approval.
Chair, Lewis Penney removed himself from the discussion.
Discussion: Water facilities exist on Koksilah Rd to Cowichan Bay Rd and a portion of Telegraph Rd.

MOTION: 2019-03-06

MOVED/SECONDED To confirm CBWD has an existing water main at the requested location on Koksilah Rd and Cowichan Bay Rd. The Board of Trustees support the water service request provided all other provisions are met with the Cowichan Valley Regional District's approval.

CARRIED

11. NEW/OTHER BUSINESS

- **Emergency Response Plan** – Administrator to review for any updates and distribute a copy to the Trustees
- **1821 Wilmot Rd Strata Subdivision** – CBWD engineer is currently completing a feasibility study to supply a proposed strata subdivision consisting of 15 units.
- **Trustees and assistant administrator to complete a tour of CBWD facilities-** May/June
- **Special meeting April 18/19** - District Administrator review

12. DATE FOR NEXT MEETING

Next regular meeting, April 25, 2019 at 9:15am.

13. ADJOURNMENT

The meeting adjourned at 10:55am.

Chairperson

District Administrator