

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
April 19, 2018
District Office – 9:15 a.m.**

PRESENT: Rick Mellson, Trustee
Lew Penney, Trustee
Calvin Slade, Trustee
Wendy Gregg, Trustee
Peter Edgar, Ratepayer
Donna Monteith, District Administrator
David Martin, GR Martin Contracting Ltd.

REGRETS: Judi Baker, Trustee

The Chairperson, Rick Mellson, called the meeting to order at 9:15am.

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Mar 29/18 were distributed.

MOTION: 2018-04-01

MOVED/SECONDED To adopt the Mar 29/18 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

N/A

4. **BUSINESS ARISING FROM THE MINUTES**

N/A

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, submitted a written report which was distributed prior to the meeting. No questions arose.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for March 2018 was distributed.

MOTION: 2018-04-02

MOVED/SECONDED To approve the March 2018 accounts payable in the amounts of \$50,594.64 as distributed.

CARRIED

7. **ADMINISTRATION**

- **Annual General Meeting**

A reminder that the AGM is Thursday April 26, 2018 at 7:00pm at the Cowichan Bay Fire Hall. R. Mellson and J. Baker are up for election.

- **Design Charrette**

District Administrator, D. Monteith, and Trustee Penney attended a design charrette facilitated by the CVRD on April 6, 2018. The charrette entailed public engagement for future potential designs of the Cowichan Bay village. There were many ideas compiled, however no conversation regarding the existing infrastructures underneath the ground such as water or sewer. As mentioned in our draft Master Plan there are mains throughout the village that need replacement. The Administrator would like to work together with the CVRD in terms of funding in order to have the water mains replaced before the village is renewed. Recommendation from the Administrator is for Associated Engineering to perform a feasibility study to replace the a/c water main between the Botwood Lane/Cowichan Bay Road intersection and 1838 Cowichan Bay Road (The Cannery).

MOTION: 2018-04-03

MOVED/SECONDED To have Associated Engineering perform a feasibility study to replace the asbestos cement water main between the Botwood Lane/Cowichan Bay Road intersection and 1838 Cowichan Bay Road (The Cannery). CARRIED

- **CWSA Conference**

Feedback from the Coastal Water Suppliers Association was very good from those who attended. Trustees recommend attending again next year.

8. **SAFETY AND MAINTENANCE UPDATE**

- The District’s site inspection will be performed by Island Health on Monday April 30, 2018.

9. **CORRESPONDENCE**

N/A

10. **NEW/OTHER BUSINESS**

N/A

11. **IN CAMERA MEETING**

N/A

12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, May 31, 2018 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 11:06am.

Chairperson

District Administrator