



COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
May 23, 2019 - 9:15AM
District Office

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

REGRETS: Calvin Slade, Trustee

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

1. OPERATIONS REPORT

March & April 2019

Delegate: 9:15am Island Flow Control Water Solutions Ltd., Joe Woolls
1813 Pritchard Rd Fire Hydrants (see 8. Safety & Maintenance)

- **Recommendations:** November 2018, March & April 2019 Operations Report
- Old Office Reservoir security, water turnover, electrical upgrade and possible future use or abandonment.
- Ordano Reservoir – currently manual chlorination, check with engineer for fire flow demands.
- Sample Stations – add sample stations to the Ordano Reservoir and Telegraph Reservoir; currently there are six sample stations in the district.
- Chlorination Injection Pump upgrade to ensure reliability if a failure or fault/includes notification backup. (2 quotes provided)
- Water Sampling Minimum Requirements - Cowichan Bay Estates: CBWD tie in's to existing water mains – Joe Woolls reviewed correct procedures for water sampling requirements and the responsibility of CBWD water operator, engineer, administrator and Trustees to follow Island Health regulations to provide safe water.
- CBWD Overview Distribution System Plan Map – to include all new upgrades and Water Main Isolation Valve locations, including Tommy Rd, Vee Rd and Wilmot Rd; also, accurate addresses and inset drawings.
- Water Operator, Joe Woolls will provide a recommendation priority list; administrator to review the asset management schedule with CBWD engineer.

2. ADOPTION OF MINUTES

The Minutes of the Meeting held April 25, 2019 were distributed.

MOTION: 2019-05-01

MOVED/SECONDED To adopt the Meeting Apr 25/19 minutes as circulated.

CARRIED

The Minutes of the Closed Meeting held April 25, 2019 were distributed.

MOTION: 2019-05-02

MOVED/SECONDED To adopt the Closed Meeting Apr 25/19 minutes as circulated.

CARRIED

3. **CONFLICT OF INTEREST**

N/A

4. **INTRODUCTION OF LATE ITEMS**

N/A

5. **BUSINESS ARISING FROM THE MINUTES**

N/A

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for April 2019 was distributed.

MOTION: 2019-05-03

MOVED/SECONDED To approve the April 2019 accounts payable in the amounts of \$69,823.60 as distributed.

CARRIED

7. **ADMINISTRATION**

- Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)
Request to install additional water services to CBE Phase 3 (8 Lots will be replacing a 30 unit multi-family complex). District Administrator reviewing approvals and zoning.
Legal Counsel Recommendation letter, May 17, 2019: CBWD bylaws 226, 230 & 246 must be followed and do not support the installation; the Trustees agreed.
Cowichan Bay Estates Phase 2 Offsite (Pump Station) – Legal Draft MOU March 20/19
MOU Phase 3 Onsite & Offsite Meeting with Mr. Schmidt May 3, 2019 signed.
- Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots – re: (CBWD- specs require a six meter right of way on one lot. Request: to straddle the 6.0m wide ROW between lot 11 - 2.0m & lot 12 – 4.0m. Legal Counsel, recommendation & Security of CBWD assets. Final design approval in process.
- 1821 Wilmot Road Proposed Building Strata Plan (15 units)
Feasibility Study in process.
- Gas Tax Fund Allocations – Infrastructure Upgrade
District Administrator report:
North Cedar Improvement District – 2019 \$1.13 million
Van Anda Improvement District – 2019 \$864,500
Cherry Creek Waterworks District – 2013 \$385,000 & 2017 \$625,000
Administrator to update Cowichan Bay Area D Director, Lori Iannidinardo (Cowichan Bay Rd Water Main replacement)
- North Cedar Improvement District – Trustee Orientation
Two Trustees to attend
- Petition to Extend a Boundary – 2140 Cowichan Bay Road
CBWD main line crosses the full frontage of the property

MOTION: 2019-05-04

MOVED/SECONDED to approve a petition to extend a boundary for 2140 Cowichan Bay Road.

CARRIED

8. **SAFETY AND MAINTENANCE**

- 1813 Pritchard Rd Fire Hydrants
Water Operator, Joe Woolls discussed the two live fire hydrants located at 1813 Pritchard Rd; during a water main upgrade years ago, one service remained connected to the old main and the fire hydrant remained connected. Joe Woolls recommended to re-service the meter at the property front; also, to establish standardized abandonment procedures and specifications on new developments, new water mains and station upgrades to CBWD Engineering Specification and Standard Drawings. (see March 2019 report)
Administration to clarify right of ways and investigate with CBWD engineer.

- Island Fire Protection Ltd. - fire extinguisher inspection – complete
- CBWD Sites Clean Up – heavy scrap, pumps, cast fittings etc – complete
- Associated Engineering – CBWD Fee Estimate Network Plan Administration to review contract to determine if it's included
- Tommy Road Meter Chamber – CBWD installed a lock on the meter chamber
- Cowichan Tribes – repairing a loose meter connection – in progress
- Valley View graffiti & Old Office Reservoir pressure washing in progress

9. **IN CAMERA MEETING**

N/A

10. **CORRESPONDENCE**

- Notice of Assessment to CBWD Residents: Court of Revision held at the office, 1760 Pavenham Rd at the regular board meeting June 20, 2019, 10am – 11am.
- Municipal Affairs and Housing, Local Government Act, Ministerial Order No. M169 CB Improvement District Letters Patent Amendment Regulation for 2054 Cowichan Bay Rd – boundary extension approved.
- Ministry of Municipal Affairs and Housing 2019 Annual Reporting
- Stage 1 Water Restrictions May 1 to Oct 31: Cowichan Valley Regional District, advertisement, 'New Normal' website; restrictions apply to ten water districts including CBWD.

11. **NEW/OTHER BUSINESS**

- Tour of the CBWD facilities for Trustees & Staff – Administration to set a date with CBWD Water Operator

12. **DATE FOR NEXT MEETING**

June 20, 2019 at 9:15am

Court of Revision set for 10am – 11am

13. **ADJOURNMENT**

The meeting adjourned at 11:30am.

Chairperson

District Administrator