

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
May 25, 2017
District Office – 9:15 a.m.**

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

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

District Administrator, D. Monteith, called the meeting to order at 9:16am

1. **ELECTION OF CHAIR**

R. Mellson, Trustee, could not be at this meeting. He submitted a letter indicating he would like to remain as Chair.

MOTION: 2017-05-01

MOVED/SECONDED to appoint Trustee Rick Mellson as Chairperson for the 2017-18 year. CARRIED

Trustee L. Penney will chair the balance of the meeting.

2. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Mar 30/17 were distributed.

MOTION: 2017-05-02

MOVED/SECONDED To adopt the Mar 30/17 minutes as circulated. CARRIED

3. **CONFLICT OF INTEREST**

N/A

4. **INTRODUCTION OF LATE ITEMS**

N/A

5. **BUSINESS ARISING FROM THE MINUTES**

- CIBC agreed to drop the electronic banking fees
- Vadim software contract has been signed
- Master plan is in review

6. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, is unable to attend. District Administrator, D. Monteith gave a verbal report.

- Flush out replacements on Hillbank and Koksilah are complete.
- Western Tank is providing an estimate for repairs to the Telegraph Rd. reservoir.
- Telegraph Rd water main replacement project is ready to go to tender.
- Scrap Metal has been removed from Ordano site.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for March and April 2017 was distributed.

MOTION: 2017-05-03

MOVED/SECONDED To approve the March and April 2017 accounts payable in the amounts of \$28,568.12 and \$27,546.02 respectively as distributed. **CARRIED**

8. **ADMINISTRATION**

- **YTD Financial Statements**

Financial statements as of March 31, 2017 were distributed prior to the meeting. No questions arose.

MOTION: 2017-05-04

MOVED/SECONDED to approve the Financial Statements dated March 31, 2017 as presented. **CARRIED**

- **Court of Revision**

The date for Court of Revision is June 22, 2017 at 10:00-11:00am. Notice went out with the Parcel Tax bills.

9. **SAFETY AND MAINTENANCE UPDATE**

- **Landscaping**

The Ordano site is in need of clean up all around the fence line. As well some dead shrubs need removing at the office. Killan's Landscaping will do it outside of their regular contract.

- The new window inside the office has been installed. The old one can be listed for sale as it is in very good condition.

10. **CORRESPONDENCE**

- April 26, 2017 letter from O. Dubek, Associated Engineering, regarding an estimate for a feasibility study for Jack Road.

11. **NEW/OTHER BUSINESS**

N/A

12. **IN CAMERA MEETING**

N/A

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, June 22, 2017 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 10:22am.

Chairperson

District Administrator