

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
May 31, 2018
District Office – 9:15 a.m.**

PRESENT: Calvin Slade, Trustee
Judi Baker, Trustee
Wendy Gregg, Trustee
Peter Edgar, Trustee
Donna Monteith, District Administrator
David Martin, GR Martin Contracting Ltd.

REGRETS: Low Penney, Trustee

Trustee Slade chaired the meeting and called the meeting to order at 9:15am.

1. **ELECTION OF CHAIR**

Tabled until next meeting

2. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Apr 19/18 were distributed.

MOTION: 2018-05-01

MOVED/SECONDED To adopt the Apr 19/18 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. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, submitted a written report which was distributed prior to the meeting. No questions arose. He added that the water main on Wessex Road has been shut off today in order to locate a potential leak. GR Martin Contracting's resignation letter was received and discussed with David. He is willing to work with the District to assist in the transition to a new operations company.

D. Martin retired from the meeting.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for April 2018 was distributed.

MOTION: 2018-05-02

MOVED/SECONDED To approve the April 2018 accounts payable in the amounts of \$47,739.31 as distributed.

CARRIED

8. **ADMINISTRATION**

- **Request for Proposal – Operations**

A draft RFP for the Operations and Maintenance Contract was distributed last week to the Board for review. A final draft was distributed for today's meeting.

MOTION: 2018-05-03

MOVED/SECONDED To approve the draft Request for Proposal for the Operations and Maintenance contract as distributed. CARRIED

The RFP will be sent out today to various locations such as CivicInfoBC and EOCP.

- **Court of Revision**

The court of revision date for parcel taxes is Thursday June 21, 2018 at 10:00am.

9. **SAFETY AND MAINTENANCE UPDATE**

- A staff meeting will be set up next month.

10. **CORRESPONDENCE**

- Letter of resignation from GR Martin Contracting Ltd. dated May 1, 2018.
- Request for Proposal for Operations.

11. **NEW/OTHER BUSINESS**

N/A

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, June 21, 2018 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 10:21am.

Chairperson

District Administrator