

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
June 23, 2016
District Office – 9:15 a.m.**

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

REGRETS: N/A

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held May 18/16 were distributed.

MOTION: 2016-06-01

MOVED/SECONDED To adopt the May 18/16 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

- Well Licensing
- Old well pumps

4. **BUSINESS ARISING FROM THE MINUTES**

- District Administrator, D. Monteith, and Trustee, C. Slade, attended the Area D Community Meeting on May 23, 2016. Donna gave a brief overview of the system and conservation efforts within the District to a full room of Cowichan Bay residents.
- The estimate from MTS to perform the two reservoir inspections was reviewed and discussed.

MOTION: 2016-06-02

MOVED/SECONDED to have MTS perform an inspection of the reservoirs located at Telegraph Road and Pavenham Road under the scope of work provided at an estimated price of \$3,650 plus applicable taxes.

CARRIED

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, provided a written report, which forms part of these minutes. It was noted that Item #3 is in regards to 1771 Wilmot Road's 2 lot subdivision. Item #4 has been delayed. The Board requests cold mix to be placed around the meter box to avoid a tripping hazard.

6. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**
Cowichan Bay Estates is awaiting the sale of more lots to schedule Draycor to complete the chlorination of pipes, so CBWD can send two water samples to the lab. This matter is ongoing.

- **Tommy Road Subdivision**

This project is in design stage. A letter with photos has gone to the owners of Countryview Centre Ltd. to inform them of the design plan. This matter is ongoing.

- **KIL-PAH-LAS Reserve #9 Botwood Lane**

Feasibility study was performed by the District's Engineer, O. Dubek, P. Eng, Associated Engineering. The study was forwarded to the Trustees, and Cowichan Tribes. This matter is ongoing.

D. Martin retired from the meeting.

- **Insurance policy**

The District's insurance policies with Aon Reed Stenhouse Inc. have been auto renewed based on the proposal distributed to the Trustees prior to the meeting. However there is an option to renew for two years rather than one. As well there is an option under the Directors and Officer's Insurance for breeches in security and privacy. The option provides some coverage for breeches under regulatory action and privacy events. The cost is \$118.

MOTION: 2016-06-03

MOVED/SECONDED To renew the District's Insurance Policy for two years based on the proposal provided by Aon Reed Stenhouse Inc., and to include the \$118 option for security and privacy breeches under Directors and Officers Insurance. CARRIED

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for May 2016 from ISCU was distributed.

MOTION: 2016-06-04

MOVED/SECONDED To approve the May 2016 accounts payable in the amount of \$37,923.12 as distributed. CARRIED

8. **SAFETY AND MAINTENANCE UPDATE**

- **Removal of pipes**

Trustee, C. Slade, removed the 2 and 3 inch scrap pipes from the office well house for disposal.

- **Fire Extinguisher Inspection**

Fire extinguishers at all sites were inspected and serviced where necessary.

- **WCB**

It was noted that as we are getting bigger in size the District needs to ensure we are meeting WorkSafeBC standards. As it stands the District employs less than 20 people, thus a more informal program.

9. **CORRESPONDENCE**

- Renewal Proposal from Aon Reed Stenhouse Inc. via email dated June 22, 2016.
- Estimate from MTS dated June 2, 2016 for the reservoir inspections.

10. **IN CAMERA MEETING**

N/A

11. **NEW/OTHER BUSINESS**

- Well Licensing – The District needs to go through the process of applying for a license for our groundwater wells. This is a new requirement for all groundwater users under the Water Sustainability Act. Forms have been provided and D. Monteith, District Administrator, will start the application.
- Trustee, C. Slade, will contact Wayne at GPM in regards to looking at old pumps we no longer use. The District may be able to sell them.

12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, July 28, 2016 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 11:00am.

Chairperson

District Administrator