



**COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
June 27, 2019 - 9:15AM
District Office**

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

Chair, Lewis Penney called the meeting to order at 9:13am.

1. The Minutes of the Meeting held May 23, 2019 were distributed.

MOTION: 2019-06-01

MOVED/SECONDED To adopt the Meeting May 23/19 minutes as circulated.

CARRIED

The Minutes of the Tour of CBWD Facilities Meeting held June 4, 2019 were distributed.

MOTION: 2019-06-02

MOVED/SECONDED To adopt the Tour of CBWD Facilities Meeting June 4/19 minutes as circulated.

CARRIED

The Minutes of the Special Board Meeting held June 6, 2019 were distributed.

MOTION: 2019-06-03

MOVED/SECONDED To adopt the Special Board Meeting June 6/19 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 REPORT AND RECOMMENDATION PRIORITY LIST**

Island Flow Control Water Solutions Ltd., Joe Woolls May 2019

Report: recommendation – to establish standardized abandonment procedures for any new water main or station upgrades (Spec book procedures)

Trustees budget recommendation: District Administrator, CBWD Engineer and Water Operator to establish estimate costs for projects recommended in the May report by CBWD Water Operator.

Valley View Pump Station

Installation of a second CL2 Pump and Solution Tank Package to build in safe redundancy to eliminate the possibility of a disinfection failure. Two Smith Cameron quotes for two options for CL2 injection pump systems received Jan/19 (\$10,325.00 & \$12,890.00). District Administrator to provide a full estimate for installation.

MOTION: 2019-06-04

MOVED/SECONDED To approve the purchase and installation of a second CL2 Pump and Solution Tank Package up to \$20,000.00. CARRIED

6. ACCOUNTS FOR APPROVAL

The accounts payable for May 2019 was distributed.

MOTION: 2019-06-05

MOVED/SECONDED To approve the May 2019 accounts payable in the amounts of \$39,060.85 as distributed. CARRIED

7. ADMINISTRATION

a. Financial Statements YTD May 30, 2019

b. Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)
Water inspection for Vee Rd in process – CBWD engineer & water operator.
Cowichan Bay Estates Phase 2 Offsite (Pump Station)
Feasibility Study in process.

c. Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots
Final design, "Issued for Approval", issue date of March 25, 2019
(Drawing No. 18-065-C00 to 18065-C07) Principals for Project Dev. & Subdivision Applications complete 05/23/2019. CEC fees (21 lots) and Fee Estimates for Construction Administration, paid May 30, 2019 (\$114,202.80). Legal counsel drawing MOU to include a Statutory Right of Way which will straddle the 6.0m wide ROW between lot 11 - 2.0m & lot 12 – 4.0m.

d. 1821 Wilmot Road Proposed Building Strata Plan (15 units)
Feasibility Study in process.

e. Valley View Wells
Administrator to compile land titles, right of ways and all documentation required to research the possibility of adding another well to the Valley View site.

f. Commercial Insurance Proposal
CapriCMW Insurance Services Ltd. has replaced Aon Reed Stenhouse Inc.
A two year policy is recommended to lock in the premium with no obligation to renew; an increase from 2018 is approximately \$300.00.

MOTION: 2019-06-06

MOVED/SECONDED To approve the Commercial Insurance Proposal for a year from July 1, 2019 to June 30, 2020 for \$15,305.00 and to lock in the premium with no obligation to renew for two years. CARRIED

g. Gas Tax Funds
Cowichan Bay Rd/Wessex Rd/Botwood Rd water main upgrade project.
Discussion: Infrastructure project financing and options for funds are, the possibility to access gas tax funds, collaborate with others making improvements to the Village area in Cowichan Bay to save costs, planning for parcel tax rates and a long term borrowing process.

Parcel Tax recommendation: to discuss the asset management plan process with the Ministry of Municipal Affairs & Housing to include a public meeting for rate payers and a parcel tax rate increase for the capital improvement and the possibility of hiring a consultant.
District Administrator meeting July 3, 2019 with Cowichan Bay, Director, Lori Iannidardo to discuss the main upgrade project.

- h. BCWWA Conference (May 26-28) District Administrator attended.
- i. CBWD engineer (James Rees transition to Jonathan Musser)
- j. Asset Management Schedule: Administrator to review with engineer
Fee estimate required.

8. Safety and Maintenance

- a. 1813 Pritchard Rd Fire Hydrants
IFC Water Solutions Ltd., Joe Woolls information sent to CBWD engineer – Administrator to clarify right of ways and investigate with engineer.
- b. Associated Engineering – CBWD Fee Estimate Network Plan

MOTION: 2019-06-07

MOVED/SECONDED To approve the Associated Engineering, Fee Estimate CBWD Network Plan for \$3,654.00 with gst to include any additional upgrades in 2019. CARRIED

- c. George Rd Reservoir – Heater
- d. Tommy Road Meter Connection repair, Cowichan Tribes - in progress
- e. Valley View graffiti & Old Office Reservoir pressure washing complete

9. **IN CAMERA MEETING**

N/A

10. **CORRESPONDENCE**

- a. 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 published in the Cowichan Valley Citizen, Black Press June 14, 2019.
- b. Stage 2 Water Restrictions June 14, 2019. CVRD New Normal Cowichan advertisement.
- c. CVRD Economic Development Cowichan - Design Charrette Update and Discussion
June 20, 2019 (District Admin & Trustee, P. Edgar attended)
Discussion, to collaborate with others making improvements to the Village area in Cowichan Bay to save costs include, CBWD water main line upgrade, vehicle parking and safe walking.
- d. Central Square Training complete (Vadim – utility billing, accounts payable program)

11. **NEW/OTHER BUSINESS**

N/A

12. **DATE FOR NEXT MEETING**

13. **DATE FOR NEXT MEETING**

July 25, 2019 at 9:15am

14. **ADJOURNMENT**

The meeting adjourned at 11:08am.

Chairperson

District Administrator