

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
July 27, 2017
District Office – 9:15 a.m.**

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

REGRETS: Lew Penney, Trustee

The Chairperson, R. Mellson, called the meeting to order at 9:14am

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held June 22/17 were distributed.

MOTION: 2017-07-01

MOVED/SECONDED To adopt the June 22/17 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

- Contract for GR Martin Contracting Ltd.
- Watering Restrictions

4. **BUSINESS ARISING FROM THE MINUTES**

- **Meeting with CVRD.** Trustee Gregg, Penney, and District Administrator, D. Monteith, met with Rob Conway, Manager, Development Services Division, Land Use Services Department of the CVRD. The water service application at 1750 Koksilah Road was discussed. Generally it was agreed that at a minimum the OCP needs amending to include the proper map of services and boundaries of the District. As well the needs of the District must be addressed, and wording to include water connections outside of the development areas without amending the OCP needs to be added. D. Monteith will prepare draft amendments and Mr. Conway will review and circulate prior to it going to the CVRD Board. In the meantime the Province will be updated in regards to the boundary extension and asked to approve it. The potential customer will also be contacted. This matter is ongoing.
- **Driveway repairs.** The District Administrator met with a concrete company onsite at Falcon Crescent and Davenport Roads to obtain estimates to repair the driveways. A price of \$3,200 was received. Work will not proceed until August or later. Regular operating funds will be used which is within the yearly budget.

5. **OPERATIONS**

- District Administrator, D. Monteith, explained the rationale for delaying the repairs at Telegraph Road reservoir. The test to bypass the reservoir did not go as planned. The office received calls almost immediately in regards to no water. The stainless steel valve preferred is not available until December either. We would prefer to have the best valve and do more testing. This could also include bringing the small reservoir at Valleyview back online.

D. Martin, GR Martin Contracting Ltd, gave a written report which is attached and forms part of these minutes.

Item #3 A certified backflow device tester will be contacted

Item #4 Agreed that a meter will be installed and a letter written regarding the garden hose.

Item #5 Research will be done into 1797 Cowichan Bay Road to see if an agreement is in place. The meter will need to be located.

- Sprinkling Regulations – Although the District agreed to participate in the regional plan for water conservation, Operator D. Martin reports the Valleyview wells are pumping 14-19 hours per day. The region is still in Stage 1. Typically our District is in Stage 2 at the beginning of July and our customers have become accustomed to conserving water at that time. It was agreed District Administrator, D. Monteith, can go to Stage 2 and/or Stage 3 when it is felt necessary.
- GR Martin Contracting Ltd. contract – This contract expires tomorrow. D. Martin has not provided a new contract.

MOTION: 2017-07-02

MOVED/SECONDED to extend GR Martin Contracting Ltd.'s contract for one month under the current rates and conditions. CARRIED

D. Martin was requested by the Board to provide proposed changes to the contract prior to the next board meeting for consideration.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for June 2017 was distributed.

MOTION: 2017-07-03

MOVED/SECONDED To approve the June 2017 accounts payable in the amounts of \$34,737.45 as distributed. CARRIED

7. **ADMINISTRATION**

- **Cowichan Tribes Water Service Agreement**

The District Administrator has reviewed the proposed changes from Cowichan Tribes to the draft agreement, as well as our Specs and Standards, and Cowichan Tribes agreement with the City of Duncan. Since it is in full review she has proposed some changes as well. The whole package has been forwarded to the District's lawyer, B. McDaniel. Cowichan Tribes has been notified.

- **Jack Road Feasibility Study**

The feasibility study for Jack Road was completed and sent to the Board and Cowichan Tribes Engineer. The Engineer then asked the District to perform the study based on INAC standards, not ours. Since the District's standards exceed INAC's the request was rejected for now. This matter is ongoing.

- **Vadim Software Schedule**

A kick off conference call occurred in order to set up the schedule for implementing the new billing and accounting system. The first week of September is onsite training for the Financial and Payroll modules; second week is data conversion; group training for billing and cash receipting is third week in North Cedar; last week is meter reading and live testing. The new system will run parallel to Rightwater during this time. The District Administrator has a number of conference calls and data preparation spreadsheets to do in August with a deadline of August 25, 2017.

8. **SAFETY AND MAINTENANCE UPDATE**

- The Ordano site will be done when Killan's can fit it into their schedule and when it is safe to use a chain saw.

9. **CORRESPONDENCE**

- Jack Road feasibility study from O. Dubek, P. Eng., Associated Engineering dated July 18, 2017
- Quote from D Mann Contracting for driveway repairs on Falcon Cres and Davenport Roads dated July 25, 2017.

10. **NEW/OTHER BUSINESS**

11. **IN CAMERA MEETING**

N/A

12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Aug 24, 2017 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 10:57am.

Chairperson

District Administrator