

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
July 28, 2016
District Office – 9:15 a.m.**

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

REGRETS: Wendy Gregg, Trustee

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held June 23/16 were distributed.

MOTION: 2016-07-01

MOVED/SECONDED To adopt the June 23/16 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**

D. Martin, GR Martin Contracting Ltd, provided a written report, which forms part of these minutes.

Item#4 Recommendation to have hydrant #1-H-13 on Wilmot Road replaced. An AVK hydrant is already in stock. Agreed.

D. Martin retired from the meeting.

6. **FINANCIAL STATEMENTS YTD**

The Financial Statements dated June 30, 2016 were distributed prior to the meeting. The statements were presented by D. Monteith, District Administrator, and discussed.

MOTION: 2016-07-02

MOVED/SECONDED to adopt the Financial Statements dated June 30, 2016 as distributed.

CARRIED

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for June 2016 was distributed.

MOTION: 2016-07-03

MOVED/SECONDED To approve the June 2016 accounts payable in the amount of \$33,983.36 as distributed.

CARRIED

8. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**
Cowichan Bay Estates has sold two lots that close the end of July. The developer will 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**
Nothing new to report. This matter is ongoing.
- **KIL-PAH-LAS Reserve #9 Botwood Lane**
Nothing new to report. This matter is ongoing.
- **Price's Alarm**
The call out list needs updating. Trustee L. Penney volunteers his name, with other Trustees to follow. Employee R. Ikona will remain as the first contact.
- **Investments**
There is a surplus of cash sitting in the District's operating account which generates no interest. Two options for a cashable GIC were provided by Island Savings Credit Union. They are cashable after 30 days earning 1.4% or cashable after 90 days earning 1.6%, both for a 12-18 month term. The potential need for available funds in case of emergency was discussed.

MOTION: 2016-07-04

MOVED/SECONDED to invest \$450,000 from the District's ISCU operating account in a GIC for 18 months, cashable after 30 days, earning 1.4% interest. **CARRIED**

- 2016 GR Martin Contracting Ltd. Agreement Bylaw No 289
D. Martin, GR Martin Contracting Ltd., distributed the proposed Water Maintenance & Operations contract prior to the meeting. The contract was discussed during the Operations report with him. D. Monteith, District Administrator, distributed the GR Martin Contracting Ltd. Agreement Bylaw No. 289, a bylaw to authorize the execution of an agreement. The bylaw was given first reading.

MOTION: 2016-07-05

- MOVED/SECONDED to adopt 2016 GR Martin Contracting Ltd. Agreement Bylaw No 289, a bylaw to authorize the execution of an agreement, between CBWD and GR Martin Contracting Ltd. **CARRIED**

9. **SAFETY AND MAINTENANCE UPDATE**

- First Aid Kit. According to WCB our office needs to have a level 1 first aid kit ready to take to the scene of an accident. The office has a kit which will be inspected to ensure all items required are present.

10. **CORRESPONDENCE**

N/A

11. **IN CAMERA MEETING**

N/A

12. **NEW/OTHER BUSINESS**

- Trustee, C. Slade, noted that he contacted Wayne at GPM in regards to looking at old pumps we no longer use. He requires model numbers and further information which Mr. Slade will gather for him.

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Aug 25, 2016 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:06am.

Chairperson

District Administrator