



**COWICHAN BAY WATERWORKS DISTRICT
Regular Board Meeting Minutes
September 19, 2019 - 9:15 AM
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 9:15 am.

1. The Minutes of the Meeting Held August 22, 2019 were distributed.

MOTION: 2019-09-01
MOVED/SECONDED To adopt the Meeting Aug 22/19 minutes as circulated. CARRIED

The Special Minutes of the Meeting Held August 22, 2019 were distributed.

MOTION: 2019-09-02
MOVED/SECONDED To adopt the Special Meeting Aug 22/19 minutes as circulated. CARRIED

The Special Minutes of the Meeting Held August 22, 2019 were distributed.

MOTION: 2019-09-03
MOVED/SECONDED To adopt the Special Closed Meeting Aug 22/19 minutes as circulated. CARRIED

2. **CONFLICT OF INTEREST**
N/A

3. **INTRODUCTION OF LATE ITEMS**
Safety - eye wash station replacement
(Safety & Maintenance Sec. 8b)

4. **BUSINESS ARISING FROM THE MINUTES**
N/A

5. **OPERATIONS REPORT**

- a. Island Flow Control Water Solutions Ltd., Joe Woolls August 2019

MOTION: 2019-09-04
MOVED/SECONDED To approve the August 2019 Operations Report as distributed. CARRIED

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for July 2019 was distributed.

MOTION: 2019-09-05
MOVED/SECONDED To approve the August 2019 accounts payable in the amounts of \$42,982.01 as distributed. CARRIED

7. ADMINISTRATION

a. Financial Report as at August 31, 2019

MOTION: 2019-09-06

MOVED/SECONDED To approve to move the Capital Expenditure Charges in the amount of \$84,000.00 from the Rondeault Rd subdivision to a separate Guaranteed Investment Certificate account. CARRIED

b. Petition to Extend a Boundary

2270 Mattin Road, Lot 1, Plan VIP14635, Section 8, Range 1, Cowichan Land District
2290 Mattin Road, Plan VIP14635, Section 8, Range 1, Cowichan Land District, Portion & Range 2. District Administrator to consult with the property owner to provide more details; such as, an engineering feasibility study, the Cowichan Valley Regional District Planners, the Official Community Plan, Provincial Government regulations, estimated costs to install a water main to Mattin Rd and all at the expense of the applicant.

c. Cowichan Bay Estates Phase 3 Development of 49 lots (onsite)

Cowichan Bay Estates Phase 2 Offsite (Pump Station)

Associated Engineering Ltd., Technical Memorandum, Booster Station Design Requirements August 26, 2019.

Island Flow Control Water Solutions Ltd., Cowichan Bay Vee Road Hydrant Flow Test Report, September 12, 2019 (Road "B" Vee Road "Cowichan Bay Estates" Development).

Discussion: Pump Station Requirements – CBWD to abide by laws, rules & regulations regarding fire protection for the development.

Abandoned services/past development: District Administrator to give notice to the developer that CBWD must be in compliance with bylaws, policies and procedures and with others; therefore, all past development which abandoned services exist are to be closed at the main before the District will consider approval of any new development.

d. Rondeault Rd (1590 Cowichan Bay Rd) Proposed Subdivision of 22 Lots

Signed Memorandum of Understanding Sept 10, 2019

Final inspection date set for Sept 24/19.

e. 1821 Wilmot Road Proposed Building Strata Plan (15 units)

Feasibility Study complete. Water system upgrades to residual pressure and pipe velocity to meet fire flow conditions.

Option 1: To Achieve 150 l/s Fire Flow, approximately 865m of water main along Ordano Rd, George Bartlett Trail, Falcon Crescent and Wilmot need to be upgraded. Approximate cost of upgrades is \$675,781.00.

Option 2: To Achieve 100 l/s Fire Flow, approximately 275m of water main from Wilmot Rd from Falcon Crescent to George Rd need to be upgraded. Approximate cost of upgrades \$206,250.00.

Re: Associated Engineering Ltd., Eric Finney, P.Eng. Water Resources Engineer email report, August 30, 2019, provided flow rates to the developers as requested – not recommended to the water district.

Subdivision Water Regulations. District Administrator to review with CBWD engineer the CBWD bylaws, policies and regulations which include providing good water quality and fire flow within the district; minimum fire flow requirements do not meet these standards.

- f. Gas Tax Funds.
- g. Office Computer (1) Upgrade Estimate includes; installation of computer and Microsoft. (estimate \$1,400.00 in 2019 budget)
- h. Cowichan Bay Rd Water Main Replacement – Wessex to Botwood Road capital project. Feasibility Study July 2018 preliminary estimate cost - \$683,795.00. Island Savings – community bank - long term borrowing information in progress. District Administrator to prepare information for public notice at the Annual General Meeting regarding costs and approvals.
- i. Valley View Wells – documentation/land titles/ROW Meeting with Valley View Centre owner to discuss the water source protection in process.

8. SAFETY AND MAINTENANCE

- a. 1813 Pritchard Rd Fire Hydrants Meeting
- b. Safety eye wash stations replaced at all facilities.

9. IN CAMERA

MOTION: 2019-09-07

MOVED/SECONDED To move into in camera under Section 90 1 (c) of the Community Charter. CARRIED 11:00 am

The meeting adjourned at 11:25 am and rose with no report.

10. CORRESPONDENCE

Island Health, Drinking Water System Annual Report 2018 dispatched

11. NEW/OTHER BUSINESS

12. DATE FOR NEXT MEETING

October 24, 2019 at 9:15 am

13. ADJOURNMENT

The meeting adjourned at 11:37 am.

Chairperson

District Administrator