

**Cowichan Bay Waterworks District  
Regular Board Meeting Minutes  
October 18, 2018  
District Office – 9:15 a.m.**

PRESENT:                   Lew Penney, Trustee  
                              Calvin Slade, Trustee  
                              Judi Baker, Trustee  
                              Wendy Gregg, Trustee  
                              Peter Edgar, Trustee  
                              Donna Monteith, District Administrator

REGRETS:                 Joe Woolls, IFC

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Chair, Lewis Penney, called the meeting to order at 9:18 am.

1.     **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Sept 20/18 were distributed.

**MOTION:** 2018-10-05

MOVED/SECONDED To adopt the Sept 20/18 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**

Joe Woolls, Island Flow Control Water Solutions, provided a written report prior to the meeting. The report was distributed to the Board.

In the report he recommended purchasing and installing a second CL2 Pump and Solution Tank at the Valleyview Pump Station. As well he recommends relocating the existing CL2 injection point.

**MOTION:** 2018-10-06

MOVED/SECONDED to purchase and install a second CL2 Pump and solution tank, and relocated the injection point, in the Valleyview Pump Station.

CARRIED

6.     **ACCOUNTS FOR APPROVAL**

The accounts payable for Sept 2018 was distributed.

**MOTION:** 2018-10-07

MOVED/SECONDED To approve the September 2018 accounts payable in the amount of \$16,803.70 as distributed.

CARRIED

7. **ADMINISTRATION**

- **Financial Statements YTD Sept 30, 2018**

District Administrator, D. Monteith, presented the draft financial statements to September 30, 2018.

**MOTION:** 2018-10-08

MOVED/SECONDED To approve the Financial Statements to September 30, 2018 as distributed. CARRIED

- **Waterworth Review**

The Administrator discussed the Waterworth software progress. The Renewal Reserve information and Asset Management Schedule has been entered into one scenario showing Parcel Taxes as the source of revenue. From there we can show how tax increases affect the cash flow in that fund against the planned renewal reserves projects. Next steps is to have our new Operator or the Engineering review the assets to see what projects should actually be a priority as well as which ones can wait as the end of life could be adjusted.

The other scenario is our General and Operating Fund which is backed largely by the Water Tolls. Although much of the information has been entered dating back to 2015, there are still some adjustments to make. The new Administrator will carry on with Waterworth, and has a webinar November 8<sup>th</sup>.

- **Proposed Budget 2019**

District Administrator, D. Monteith, presented a draft budget for 2019. It was noted that decisions to be made for the next meeting are increases, if any, for parcel taxes and water tolls, wages, operations contingencies, and hydrant clearing contracts. The new Administrator will present the final budget for approval.

8. **SAFETY AND MAINTENANCE UPDATE**

N/A

9. **CORRESPONDENCE**10. **NEW/OTHER BUSINESS**

N/A

11. **IN CAMERA MEETING**12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, November 22, 2018 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 11:32am.

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Chairperson

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District Administrator