

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Oct 20, 2016
District Office – 9:15 a.m.**

PRESENT: Rick Mellson, Trustee
Lew Penney, Trustee
Judi Baker, Trustee
Wendy Gregg, Trustee
Donna Monteith, District Administrator
David Martin, GR Martin Contracting Ltd.
Peter Edgar, Ratepayer

REGRETS: Calvin Slade, Trustee

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Sept 29/16 were distributed.

MOTION: 2016-10-01

MOVED/SECONDED To adopt the Sept 29/16 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

D. Martin arrived at the meeting.

5. **OPERATIONS**

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

Item #5 It was agreed to purchase a hydrant meter.

MOTION: 2016-10-02

MOVED/SECONDED To purchase a hydrant meter for the District at an approximate cost of \$1,200.

CARRIED

D. Martin retired from the meeting.

6. **FINANCIAL STATEMENTS YTD AND PROPOSED 2017 BUDGET**

District Administrator, D. Monteith, presented the Financial Statements to Sept 30/16. The statements were reviewed and discussed.

MOTION: 2016-10-03

MOVED/SECONDED To adopt the Financial Statements to Sept 30/16 as distributed.

CARRIED

The 2017 proposed budget was distributed and discussed. Of note budget items included an increase to the annual parcel taxes, implementation costs for a new billing system, cost of living increases for staff, Scada upgrades, and the new photocopying lease.

MOTION: 2016-10-04

MOVED/SECONDED To adopt the proposed 2017 Budget as distributed. CARRIED

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for Sept 2016 was distributed.

MOTION: 2016-10-05

MOVED/SECONDED To approve the Sept 2016 accounts payable in the amount of \$14,536.01 as distributed. CARRIED

8. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**

The developer's contractor, Draycor Construction, flushed the in ground lines and GR Martin Contracting Ltd. took a source water sample as well as two distribution samples. Test results are pending as of this meeting. This matter is ongoing.

- **Tommy Road Subdivision**

District Administrator, D. Monteith, received written approval of the project on October 3, 2106. Cowichan Tribes has been notified. This matter is ongoing.

- **Taxation Bylaw No. 291-2017**

Taxation Bylaw No 291-2017, a bylaw for imposing taxes upon lands in the improvement district and to provide for imposing a percentage addition to encourage prompt payment thereof, was distributed and given first reading.

MOTION: 2016-10-06

MOVED/SECONDED to approve Taxation Bylaw No 291-2017, a bylaw for imposing taxes upon lands in the improvement district and to provide for imposing a percentage addition to encourage prompt payment thereof, as distributed. CARRIED

- **Upcoming Workshops**

District Administrator, D. Monteith, will be attending two workshops in the upcoming month. They are a BCWWA Small Water Systems seminar in Victoria Oct 26, and a Groundwater Licensing workshop in Duncan on Nov 8th. Both are free. As well CWSA is having a free workshop in North Cedar on Nov 30th on Trustee roles and governance. Our Trustees are invited to attend.

9. **SAFETY AND MAINTENANCE UPDATE**

District Administrator, D. Monteith, will be taking Emergency First Aid for Industry (OFA Level 1 Equivalent) on November 8, 2016.

10. **CORRESPONDENCE**

- Email from B. Large, Countryview Centre dated Oct 3/16 regarding the Tommy Road project.

11. **IN CAMERA MEETING**

N/A

12. **NEW/OTHER BUSINESS**

N/A

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Nov 17, 2016 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:00am.

Chairperson

District Administrator