



**Cowichan Bay Waterworks  
BOARD MEETING MINUTES  
5:00 pm July 25, 2024.  
1760 Pavenham Road, Cowichan Bay BC**

- Present:** Calvin Slade, Chairperson  
Julia Balabanowicz, Trustee  
Jonas Shandel, Trustee  
Pete Edgar, Trustee
- Staff:** Anne Nippard, District Administrator  
Pam Bendes, Assistant District Administrator  
Scott McCartney, Chief Water Operator
- Absent:** Wendy Gregg, Trustee
- 

**Call Meeting to Order**

Chairperson Calvin Slade called meeting to Order 5:00pm.

**Traditional Territorial Acknowledgement**

The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

**Approval of Agenda**

**Moved** by Pete/**Seconded** by Julia to adopt Agenda **CARRIED**

**Conflict of Interest Declaration** No declarations occurred

**Adoption of Minutes**

Regular Board Meeting June 24, 2024	<b>Moved /Seconded</b>	
	Pete/Julia	<b>CARRIED</b>
Special Board Meeting July 11, 2024	Julia/Pete	<b>CARRIED</b>

**Business Arising from the Minutes / Unfinished Business - none**

**Petitions and Delegations - None**

**Water Operations and Maintenance Report**

**Motion** by Julia/**Seconded** Pete to adopt Water Operations Report for July **CARRIED**

- The approved fence at the Valleyview Wells is to be cancelled and replaced with rocks, Scott to provide cost estimate which should be less than the previously approved \$6,480.00 plus GST
- Designed Air Systems Quote \$7,680.00 for Emergency Eyewash/Shower at Valleyview on hold till next meeting

**Asbestos Testing** – 3 sample bottles received, 2 sent away for testing

**Correspondence - none**

**District Administrator Report**

- **Village Watermain** -Discussed

- **Ordano**

**Motion** by Pete/**Seconded** by Julia to authorize staff to accept Islander Engineering 's proposal if reasonable, to ascertain actual costs and move the process forward, if competitive with previously received quotes. **CARRIED**

- **Valleyview / Countryview**  
**Motion** by Julia / **Seconded** by Jonas to accept Parcel Tax as Group G to be re-worded to say three Commercial Units at Countryview charged at the Flat rate of one parcel each and the Water flat fee will be charged directly to each Tenant who has water in their Unit. Noted that in the future such an agreement would never happen and positive dialogue to continue with Countryview since we are both community partners. **CARRIED**
  
- **Bylaw No. 373**  
**Motion** by Pete / **Seconded** by Julia to Amend the address on By-Law 373 from 1530 to 1500 Cowichan Bay Rd **CARRIED**
  
- **Leak Adjustment Request**  
 Discussion and Denied

**Finance Officers Report**

- Accounts Receivable Report
- Balance Sheet June 2024
- Payments June 2024
- Bank Reconciliation June 2024  
**Motioned** by Pete/**Seconded** by Julia to accept Financial Reports as presented **CARRIED**
  
- 2024 Budget vs Actuals to June 30, 2024 at next meeting

**New Connections / Ongoing Development Projects – None**

**Capital Project Planning**

- New Well – no news
- JUB/Cowichan Bay Rd segment – email sent by Pam in attempt to communicate
- VV Transducers – Scott advised they have been done
- Cubic foot meter replacement project – almost done
- Pavenham backup well and treatment – cancelled
- Scada upgrades – in progress
- Master Plan update – seeking more information
- Action Plan update – Will be updated soon
- Service Map upgrade – Seeking more information
- Engineering Specs – Will be updated soon

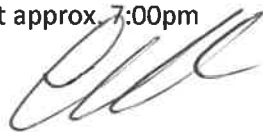
**Safety and Maintenance** – Monthly Staff Meeting – no issues

**New Business** - None

**Resolutions** – None

**Date for Next Meeting** Fourth Thursday of Month – Next Meeting August 22, 2024 at 5:00pm

**Adjournment** at approx. 7:00pm



Chairperson



District Administrator