

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
December 21, 2017
District Office – 9:15 a.m.**

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

REGRETS: N/A

The Chairperson, R. Mellson, called the meeting to order at 9:15am.

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Nov 16/17 were distributed.

MOTION: 2017-12-01

MOVED/SECONDED To adopt the Nov 16/17 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

N/A

4. **BUSINESS ARISING FROM THE MINUTES**

- The District needs to find out how to access Gas Tax Funding through the Regional District. It is suggested that this would be a good avenue to have our waterfront section within the village core replaced. District Administrator, D. Monteith, will begin to put together a proposal and invite the Area Director to an upcoming meeting.

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, submitted a written report which was distributed prior to the meeting. No issues arose.

D. Martin retired from the meeting.

6. **2018 Proposed Budget**

Prior to the meeting District Administrator, D. Monteith, distributed the proposed budget for 2018 with the changes requested at the last meeting. It was discussed and further changes were made.

MOTION: 2017-12-02

MOVED/SECONDED to increase water tolls by \$3 for every flat rate, and 3% for each and every consumption tier.

CARRIED

MOTION: 2017-12-03

MOVED/SECONDED to approve the 2018 Budget as revised.

CARRIED

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for November 2017 was distributed.

MOTION: 2017-12-04

MOVED/SECONDED To approve the November 2017 accounts payable in the amounts of \$20,287.61 as distributed. CARRIED

8. **ADMINISTRATION**

- **Yearly Audit**

The District received two quotes from accounting firms to consider. The quotes were distributed prior to the meeting.

MOTION: 2017-12-05

MOVED/SECONDED to accept MNP's three year quote to conduct the District's yearly audit as presented. CARRIED

- **Water Tolls Bylaw No. 301-2018**

Water Tolls Bylaw No 301-2018, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, was distributed and given first reading.

MOTION: 2017-12-06

MOVED/SECONDED to approve Water Tolls Bylaw No 301-2018, a bylaw with respect to water tolls and other charges payable to the district and the terms of payment thereof, as distributed. CARRIED

- **Cowichan Tribes Water Tolls Bylaw No. 302-2018**

Cowichan Tribes Water Tolls Bylaw No. 302-2018, a bylaw for fixing tolls and other charges payable to the Improvement District by the Cowichan Tribes and the terms of payment thereof, was distributed and given first reading.

MOTION: 2017-12-07

MOVED/SECONDED to approve Cowichan Tribes Water Tolls Bylaw No. 302-2018, a bylaw for fixing tolls and other charges payable to the Improvement District by the Cowichan Tribes and the terms of payment thereof, as distributed. CARRIED

- **Renewal Reserves Transfer**

If there is any operating surplus available once the audit is complete it was suggested some be transferred to Renewal Reserves in order to build the fund up for projects outlined in the master plan draft.

MOTION: 2017-12-08

MOVED/SECONDED To transfer 80% of the 2017 year to date surplus, following the audit, to the Renewal Reserves Fund. CARRIED

- **Water Sustainability Act Regulations Amendment**

The Ministry of Environment and Climate Change Strategy has announced that the groundwater licence application fee waiver period is now extended to March 1, 2019.

9. **SAFETY AND MAINTENANCE UPDATE**

- Snow removal has been performed, as well as regular salting
- Floor inside rental building has been scheduled to be replaced.

10. **CORRESPONDENCE**

- Audit quote from MNP dated November 15, 2017
- Audit quote from Grant Thornton dated December 11, 2017
- Media release dated December 15, 2017 from the Ministry of Environment & Climate Change Strategy
- Email from the District's lawyer, B. McDaniel regarding his firm change to Ridgway & Company

11. **NEW/OTHER BUSINESS**

N/A

12. **IN CAMERA MEETING**

N/A

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Jan 24, 2018 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:08am.

Chairperson

District Administrator