

**Cowichan Bay Waterworks District  
Regular Board Meeting Minutes  
November 16, 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

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

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Oct 26/17 were distributed.

**MOTION:** 2017-11-01

MOVED/SECONDED To adopt the Oct 26/17 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Administration - Letter from 4675 Davenport Road

4. **BUSINESS ARISING FROM THE MINUTES**

District Administrator, D. Monteith has completed another professional development course at Capilano University. As a result a Code of Conduct for the District's Board and Staff will be drafted.

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 temporarily from the meeting to wait for two others to arrive.

6. **Financial Statements YTD and 2018 Proposed Budget**

Prior to the meeting District Administrator, D. Monteith, distributed the draft financial statements for the period ended September 30, 2017 and the proposed budget for 2018. It was discussed. Revisions will be made and the budget resubmitted for approval at the next meeting.

**MOTION:** 2017-11-02

MOVED/SECONDED to transfer \$50,000 of parcel tax revenue to the Renewal Reserves fund.

CARRIED

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for October 2017 was distributed.

**MOTION:** 2017-11-03

MOVED/SECONDED To approve the October 2017 accounts payable in the amounts of \$43,790.44 as distributed. CARRIED

D. Martin of GR Martin Contracting Ltd, Oleh Dubek P. Eng of Associated Engineering, and Willis Marsh of WL Solutions arrived at the meeting to discuss the repairs to the Telegraph Road reservoir. Since the isolation valve will not completely close and needs to be replaced the initial testing was not successful. An alternative method has been brought forward. This would entail having the second pump at Valleyview running continuously with the pressure relief valve set to discharge at approximately 105 psi, and a temporary pressure relief valve installed on a hydrant near Telegraph and Cowichan Bay Road. The hope is to maintain 40psi in the area so customers would not be out of water for long periods of time. O. Dubek will summarize the discussion in a memo. Test of this method is targeted to occur by Dec 15, 2017.

D. Martin, O. Dubek, and W. Marsh retired from the meeting.

8. **ADMINISTRATION**

- **ISCU Term Deposit**

The term deposit for the general account matures in January 2018. It is currently set to auto renew at the best rate available.

**MOTION:** 2017-11-04

MOVED/SECONDED to auto renew the general account term deposit with ISCU for a 9mo+9mo cashable term on January 28, 2018 at the best rate available that day. CARRIED

- **Yearly Audit**

The Audit contract is expiring this year. The District is asking for quotes from accounting firms to consider at the next board meeting.

- **Regional Water Meeting**

District Administrator, D. Monteith, attended the regional water meeting on November 9, 2017 at the North Cowichan Municipality office. This was a year end wrap up meeting to discuss how water conservation efforts and sprinkling regulations went for the Districts. The group, which is lead by the Cowichan Watershed Board, will meet again next year.

- **Letter from 4675 Davenport Road**

A letter from the owners at this address was circulated to all the Board members. The Board directed the District Administrator to respond in writing.

9. **SAFETY AND MAINTENANCE UPDATE**

- **Snow Removal.** D. Monteith has confirmed Jason Whitehead Contracting will continue to do snow removal this season. The District has already purchased 10 bags of salt.

- Ordano site. The sign needs replacing on the gate due to vandalism.
- Floor inside rental building. Unfortunately the entire floor needs replacing as the tiles are breaking when being pulled up. The glue underneath is carpet glue, thus the issue. It was agreed to replace the floor with an interlocking linoleum floor instead of tile.

10. **CORRESPONDENCE**

N/A

11. **NEW/OTHER BUSINESS**

N/A

12. **IN CAMERA MEETING**

N/A

13. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Dec 21, 2017 at 9:15am.

14. **ADJOURNMENT**

The meeting adjourned at 11:37am.

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Chairperson

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District Administrator