

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Nov 17, 2016
District Office – 9:15 a.m.**

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

REGRETS: N/A

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Oct 20/16 were distributed.

MOTION: 2016-11-01

MOVED/SECONDED To adopt the Oct 20/16 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Salary Review – New Business

Telegraph Road Update – Operations

Email from renter – New Business

4. **BUSINESS ARISING FROM THE MINUTES**

N/A

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, provided a verbal report.

- Ordano Reservoir – Initial water samples passed at distribution, but failed in the pipework installed by the developer's contractor. Following flushing another set of water samples were taken and all passed. CBWD is taking over fixing deficiencies, disinfection, tie ins, and clean up. The developer will be billed. The first tie in is scheduled for Nov 22/16.
- 1759 Cowichan Bay Road repair – delayed as reservoir is the main priority
- Annual Flushing – Dates to be announced
- Telegraph Road – Surveyors from Associated Engineering went to the site in order to start the design work to replace the 2inch main between Sears and Wood Road, under Bylaw No. 290.

D. Martin retired from the meeting.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for Oct 2016 was distributed.

MOTION: 2016-11-02

MOVED/SECONDED To approve the Oct 2016 accounts payable in the amount of \$25,639.92 as distributed. CARRIED

7. **ADMINISTRATION**

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

As noted in Operations water samples have now passed and the reservoir is ready to be disinfected, tested, and tied into our system. Cowichan Bay Estates have asked that the \$30,000 we are holding as a warranty bond for the onsite lots be released and transferred to the reservoir project. This matter is ongoing.

- **Cowichan Tribes Water Service Agreement Bylaw No. 294-2016**

Cowichan Tribes Water Service Agreement Bylaw No. 294-2016, a bylaw to authorize the execution of an agreement with Cowichan Tribes, was distributed and given first reading. This agreement is in regards to Indian Reserve Est Patrolas No. 4, Cowichan Land District.

MOTION: 2016-11-03

MOVED/SECONDED to approve Cowichan Tribes Water Service Agreement Bylaw No. 294-2016, a bylaw to authorize the execution of an agreement with Cowichan Tribes, as distributed. CARRIED

- **Master Plan Draft**

The water system master plan draft created by O. Dubek, P. Eng, Associated Engineering was distributed prior to the meeting. Of note there is approximately 7km of AC pipe to replace over time. It will be important to keep residents aware of the need to protect the water system

- **Water Tolls Bylaw No. 292-2016**

Water Tolls Bylaw No 292-2016, 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: 2016-11-04

MOVED/SECONDED to approve Water Tolls Bylaw No 292-2016, 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. 293-2016**

Cowichan Tribes Water Tolls Bylaw No. 293-2016, 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: 2016-11-05

MOVED/SECONDED to approve Cowichan Tribes Water Tolls Bylaw No. 293-2016, 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

- **Petition to Extend a Boundary**

A completed petition to extend a boundary form was submitted by the owners of 4445 Telegraph Road, Lot 1, Plan 14647, Section 3, Range 5, Cowichan District.

MOTION: 2016-11-06

MOVED/SECONDED to approve a Petition to Extend a Boundary at 4445 Telegraph Road, Lot 1, Plan 14647, Section 3, Range 5, Cowichan District. CARRIED

- **Assistant Administrator Position**

District Administrator, D. Monteith, will short list and arrange interviews for Thursday November 24th. Trustee, W. Gregg, will sit in on the panel.

- **Christmas Dinner**

Saturday December 17, 2016 at a place to be determined.

8. **SAFETY AND MAINTENANCE UPDATE**

District Administrator, D. Monteith, took the Emergency First Aid for Industry (OFA Level 1 Equivalent) course on November 8, 2016. A copy of the certificate was provided for the HR file.

9. **CORRESPONDENCE**

- Water system master plan draft dated October 2016 from Associated Engineering
- Emergency First Aid for Industry (OFA Level 1 Equivalent) certificate for Donna Monteith, dated November 8, 2016
- Petition to Extend a Boundary at 4445 Telegraph Road dated November 7, 2016

10. **IN CAMERA MEETING**

N/A

11. **NEW/OTHER BUSINESS**

- The District's renter, V. Pietrzykowski, would like to enquire about an on demand hot water system, or a larger hot water tank. There was a 9 gallon tank put in recently but it does not meet the needs of her type of business. She submitted a price of \$2,300-2,500. There was discussion regarding the fact that the building was set up for an office, not a salon or residence. If the renter wants the District to fund a renovation then we need to get our own estimates for the work, and decide if we would participate at that time. The District Administrator was directed to obtain such estimates.
- Chairman Mellson would like to have wage/salary review completed. It was noted that Coastal Water Suppliers Association is currently undertaking this task. Once completed it will be compiled and provided to our Board.

12. **DATE FOR NEXT MEETING**

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

13. **ADJOURNMENT**

The meeting adjourned at 11:15am.

Chairperson

District Administrator