



**COWICHAN BAY WATERWORKS DISTRICT**  
**Regular Board Meeting Minutes**  
**Thursday, November 26, 2020 – 9:15 AM**  
**(Zoom-Virtual - Safe Distancing - COVID-19 Mtg)**

PRESENT: Lewis Penney, Chair  
Wendy Gregg, Trustee  
Peter Edgar, Trustee  
Judi Baker, Trustee  
Caroline Stillinger, District Administrator

REGRETS: Calvin Slade, Trustee

DELEGATE: JP Joly, Waterworth

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Chair, Lewis Penney called the meeting to order at 9:23 am.

1. **WATERWORTH**

(web based to review water toll rates and infrastructure upgrades)

JP Joly discussed the Waterworth interactive graphs in the platform outlining CBWD water toll rates, tax rates and operating expenses including future increases.

Topics for 2021 meeting:

- a. Capital asset management plan – five-year plan
  - b. Capital reserves target
  - c. Renewal reserves fund transfer (annual)
- JP Joly left the meeting at 10:08 am.

2. **2021 DRAFT #2 BUDGET**

Revisions were made to the 2021 Draft #1 Budget after the Thursday, November 5, 2020 special meeting.

The 2021 Draft #2 Budget was distributed prior to the board meeting.

**MOTION:** 2020-11-01

MOVED/SECONDED To approve the 2021 Budget as revised. CARRIED

3. **ADMINISTRATION**

- a. Rondeault Road Development:  
Meeting with developer, CBWD administrator, engineer, and water operations.  
CBWD Final walk to check for deficiencies – November 24, 2020  
CBWD engineer, Associated Engineering Ltd. to issue an approval letter to release the warranty deposit.
- b. CBWD Christmas recognition for staff during COVID-19 (Dec 10/20 mtg)

4. **DATE FOR NEXT MEETING**

- a. Regular board meeting: December 10, 2020 at 9:15 am  
Location: Cowichan Bay Volunteer Fire Rescue (Safe Distancing COVID-19 Mtg)

5. **ADJOURNMENT**

The meeting adjourned at 10:41 am.

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Chairperson

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District Administrator