



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm August 22, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Julia Balabanowicz, Trustee
Jonas Shandel, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee

Staff: Anne Nippard, District Administrator
Pam Bendes, Assistant District Administrator
Scott McCartney, Chief Water Operator

Guest: Jon Irving, P. Engineer

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

Conflict of Interest Declaration No declarations occurred

Adoption of Minutes

Regular Board Meeting (With Correction) July 25, 2024 **Moved /Seconded** **CARRIED**
Julia/Jonas

Business Arising from the Minutes / Unfinished Business - none

Guest Speaker – Jon Irving P. Eng. From McElhanney discussed 2024 Water Model Update Draft, Cowichan Bay Road Village Watermain Upgrade Draft (90%),
Amendments / Revisions discussed: New draft to follow

Petitions and Delegations – None

Water Operations and Maintenance Report

Motion by Wendy/Seconded Pete to adopt Water Operations Report for August **CARRIED**

- Discussion of temporary emergency Eyewash/Shower at Valleyview until a more permanent solution is constructed
- Asbestos Testing – Results received – No asbestos found. Information to be published to the public, including costs of testing, on Website or Newsletter.

Correspondence – Island Health Letter – No action required

District Administrator Report

- **JUB meeting** – Recap of meeting

Finance Officers Report

- Accounts Receivable Report with revised copy delivered
- Balance Sheet July 2024

- Payments July 2024
 - Bank Reconciliation (two accounts) July 2024
 - 2024 Budget vs Actuals to June 30, 2024
- Motioned** by Julia/Seconded by Pete to accept Financial Reports as presented **CARRIED**

Subdivision Request / New Connections

1520 Longwood – Subdivision request received to split into three lots – information only

Capital Project Planning

- JUB/Cowichan Bay Rd segment – Meeting held
- Cubic foot meter replacement project – almost done
- New well location search – in Progress
- Scada upgrades – in progress
- Master Plan updates – Seeking more information
- Action Plan Update – Will be updated soon
- Service Map upgrade – Seeking more information
- Engineering Specs – Delayed

Safety and Maintenance – Monthly Staff Meeting – no issues

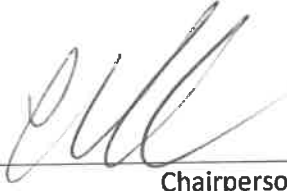
New Business - None

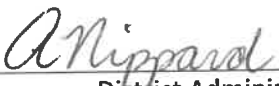
Resolutions – None

In Camera

Date for Next Meeting 4th Thursday of each Month – Next Regular Meeting September 26, 2024 at 5:00pm

Adjournment at 6:55 pm


Chairperson

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District Administrator