

**Cowichan Bay Waterworks District  
Regular Board Meeting Minutes  
Dec 15, 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

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1. **ADOPTION OF MINUTES**

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

**MOTION:** 2016-12-01

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

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

Office Window – Safety and Maintenance

Christmas Dinner – Administration

Nov 30<sup>th</sup> Workshop Review – New Business

4. **BUSINESS ARISING FROM THE MINUTES**

The Master Plan is to be brought forward a minimum of twice yearly. The draft is currently being reviewed. Revisions will go to the Districts Engineer, O. Dubek, P. Eng. Associated Engineering. Once the draft is complete the intention is to present it at the AGM.

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, provided a written report, which is attached and forms part of these minutes. In addition he suggests the District purchase a tank sampler for use on all reservoirs. Agreed.

D. Martin retired from the meeting.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for Nov 2016 was distributed.

**MOTION:** 2016-12-02

MOVED/SECONDED To approve the Nov 2016 accounts payable in the amount of \$31,135.05 as distributed.

CARRIED

7. **ADMINISTRATION**

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

Nothing new to report. This matter is ongoing.

- **Audit**

D. Monteith, District Administrator, will check to see if there is one more year left on the audit contract. If not she will get three quotes for the next meeting.

- **Parcel Tax Revenue Transfer**

D. Monteith, District Administrator, would like to transfer a minimum of \$50,000 from the parcel tax revenue to the Renewal Reserves Fund. If there is surplus available once the audit is complete it was suggested more be transferred in order to build the fund up for projects outlined in the master plan draft.

**MOTION:** 2016-12-03

MOVED/SECONDED To transfer \$50,000 from parcel tax revenue, currently sitting in the general operating account, to the Renewal Reserves Fund. CARRIED

**MOTION:** 2016-12-04

MOVED/SECONDED To transfer 80% of the 2016 year to date surplus, following the audit, to the Renewal Reserves Fund. CARRIED

8. **SAFETY AND MAINTENANCE UPDATE**

- Salting around the office and tenants building is being done regularly, sometimes twice per day.
- A quote has been received to replace the inside office window. However it was decided to get another one for comparison. The District Administrator may use her own discretion for this item.

9. **CORRESPONDENCE**

- Quote for office window replacement from Jason Whitehead dated Dec 14, 2016.
- 2017 Taxation Bylaw No. 291 stamped and approved by the Deputy Inspector of Municipalities.

10. **NEW/OTHER BUSINESS**

- Christmas dinner is at the Maritime Centre at 6:00pm
- Trustee Governance and Roles Workshop hosted by Coastal Water Suppliers Association was attended by Trustees W. Gregg and J. Baker. There was lots of basic information and the speaker was very good.

11. **IN CAMERA MEETING**

The meeting went in camera to discuss a matter under Section 90 1(c) of the Community Charter. The in camera meeting was adjourned and arose with the following report.

**MOTION:** 2016-12-04

MOVED/SECONDED Benefits for new eligible employees will commence upon the successful completion of a three month probation period. CARRIED

12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, Jan 26, 2017 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 11:24am.

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Chairperson

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District Administrator