

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
December 20, 2018
District Office – 9:15 a.m.**

PRESENT: Lew Penney, Trustee
 Calvin Slade, Trustee
 Judi Baker, Trustee
 Wendy Gregg, Trustee
 Peter Edgar, Trustee
 Debra Soke, Assistant Administrator

REGRETS: Island Flow Control Water Solutions Ltd.,
 Joe Woolls
 Caroling Stillinger, Administrator

Chair, Lewis Penney, called the meeting to order at 9:15 am.

1. ADOPTION OF MINUTES

The Minutes of the Regular Meeting held November 22, 2018 were distributed.

MOTION: 2018-12-01

MOVED/SECONDED To adopt the Nov 22/18 minutes as circulated. CARRIED

ADOPTION OF CLOSED MINUTES

The Minutes of the Closed Meeting held Nov 22/18 were distributed.

MOTION: 2018-12-02

MOVED/SECONDED To adopt the Nov 22/18 closed minutes with an amendment to the Motion 2018-11-07 to be stated as follows: “to increase all three hourly employee’s wages by 2.6%”.

CARRIED

2. CONFLICT OF INTEREST

N/A

3. INTRODUCTION OF LATE ITEMS

N/A

4. BUSINESS ARISING FROM THE MINUTES

Cowichan Bay Estates pumping station was discussed. The Administrator has requested payment of \$210,441.00 from Cowichan Bay Estates Ltd. Mr. G. Schmidt was contacted and informed that payment was due now.

5. OPERATIONS REPORT

Joe Woolls, Island Flow Control Water Solutions, provided a written report prior to the meeting.

In the report, safety concerns were brought forward on the well sites:

“Old Office Reservoir” – Access ladder requires an extension and ladder security hatch to facilitate safe access for reservoir inspections.

“Valley View Well Site”, “Telegraph Reservoir” and “Kidd Well” – Old pumps, motors and large cast fittings need to be removed from the sites as they pose safety concerns. Joe recommends hiring a picker truck with a flatbed that could extract and haul away old heavy equipment and cast fittings at all three sites.

“Ordano Reservoir” – Ladder access will require a new locking access hatch at bottom of ladder to restrict unauthorized access to the top of Ordano reservoir.

MOTION: 2018-12-03

MOVED/SECONDED to have Safety Committee created and address these concerns.

CARRIED

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for November 2018 were distributed.

MOTION: 2018-12-04

MOVED/SECONDED To approve the November 2018 accounts payable in the amount of \$30,066.60 as distributed.

CARRIED

7. **ADMINISTRATION**

Renewal Reserves Transfer

If there is any operating surplus available once the audit is complete it was suggested some be transferred to Renewal Reserves in order to build the fund up for projects outlined in the master plan draft.

MOTION: 2018-12-05

MOVED/SECONDED To transfer 80% of the 2017 year to date surplus, following the audit to the Renewal Reserves Fund.

CARRIED

8. **SAFETY AND MAINTENANCE**

2019 Killen’s Landscaping Agreement Bylaw No. 308

Bylaw No. 308, a bylaw to authorize the execution of an agreement with Killen’s Landscaping, was introduced and given first reading. The agreement is for lawn maintenance at all of the district sites for the 2019 season.

MOTION: 2018-12-06

MOVED/SECONDED to approve Agreement Bylaw No. 308, a bylaw to authorize the execution of an agreement with Killen’s Landscaping.

CARRIED

2019 Killen's Landscaping Agreement Bylaw No. 309

Bylaw No. 309, a bylaw to authorize the execution of an agreement with Killen's Landscaping, was introduced and given first reading. The agreement is for fire hydrant maintenance at all of the district sites for the 2019 season.

MOTION: 2018-12-07

MOVED/SECONDED to approve Agreement Bylaw No. 309, a bylaw to authorize the execution of an agreement with Killen's Landscaping. CARRIED

9. IN CAMERA MEETING

The Assistant Operator's job description was discussed and deferred to the January 2019 meeting when the administrator could be present at the meeting.

10. CORRESPONDENCE

N/A

11. NEW/OTHER BUSINESS

Discussion about Cowichan Bay Water District's legal responsibilities in response to inquiries about subdividing and opening a shrimp farm (aquaculture business) at 2276 Cowichan Bay Road.

Bylaw 147 and Bylaw 230 were discussed. Board of Trustees would like to know our legal obligations about this property because Bylaw 147 may not be relevant to the changes proposed to the property.

MOTION: 2018-12-08

MOVED/SECONDED to have our lawyer, R. Brian McDaniel, at Ridgway & Company, review Bylaw 147 and Bylaw 230 and all associated information and documentation. Lawyer to advise about our legal obligations to 2276 Cowichan Bay Road.

12. DATE FOR NEXT MEETING

Next regular meeting Thursday, January 24, 2019 at 9:15 am.

13. ADJOURNMENT

The meeting adjourned at 10:30 am.

Chairperson

District Administrator