



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm October 24, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Jonas Shandel, Trustee
Wendy Gregg, Trustee

Staff: Anne Nippard, District Administrator

Absent: Julia Balabanowicz, Trustee
Pete Edgar, Trustee

Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:15pm.

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 Wendy/Seconded by Jonas to adopt Agenda **CARRIED**

Conflict of Interest Declaration No declarations occurred

Adoption of Minutes

Regular Board Meeting Minutes September 26, 2024	Moved /Seconded Jonas/Wendy	CARRIED
In Camera Meeting Minutes September 26, 2024	Jonas/Wendy	

Business Arising from the Minutes / Unfinished Business - none

Petitions and Delegations – None

Correspondence – Received

- New 'Cowichan Adapts' website for updated climate change information
- Rental request – Not approved
- Rogers Cellular Tower – Not approved

Water Operations and Maintenance Report

Motion to adopt Water Operations Report for September
Moved Jonas / Seconded Wendy **CARRIED**

District Administrator Report

- **Municipal Pension Plan:**

MOTION: The CBWD Board approves a motion to request enrollment in the Municipal Pension Plan effective January 1, 2025
Moved Wendy / Seconded Jonas **CARRIED**

- **Snow Removal Contract:**
MOTION to allow the Chairperson and District Administrator to execute the Snow Removal Service Contract with Hillside Stone and Gravel **Moved Wendy / Seconded Jonas CARRIED**
- **Meter Obstruction**
MOTION Send two operators to remove wood pile off of our meter on November 5, 2024 after a final warning on November 4. **Moved Wendy / Seconded Jonas CARRIED**

Finance Officers Report

- **Accounts Receivable Report**
MOTION: to accept Financial Reports as presented **Moved Wendy / Seconded Jonas CARRIED**

Subdivision Request / New Connections none

Capital Project Planning

- JUB/Cowichan Bay Rd segment – MNC/Parsons working on San FM design; will coordinate with ML as required
- Cubic foot meter replacement project – almost done – only a few special meters left
- New well location search – In progress
- Telegraph Booster Station – In progress
- Scada upgrades – In progress
- Master Plan update – Seeking more information
- Action Plan update – Will be updated soon
- Service Map upgrade – Will be updated soon
- Engineering Specs – Reviewing

Safety and Maintenance – Monthly Staff Meeting – no issues

New Business – None

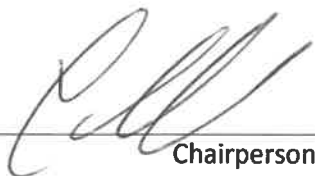
Resolutions

In Camera

Date for Next Meeting

- Committee of the Whole, November 21 at 5:00 pm
- Regular Board Meeting, November 28 at 5:00 pm
- Regular Board Meeting, December 10 at 5:00 pm

Adjournment at 7:05 pm



 Chairperson



 District Administrator