



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm November 28, 2024.
1760 Pavenham Road, Cowichan Bay BC**

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

Staff: Anne Nippard, District Administrator
Pam Bendes, Assistant District Administrator
Scott McCartney, Chief Operator
Hailey Power, Operator
Pete Dale, Operator

Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:05 pm.

Traditional Territorial Acknowledgement

The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

Approval of Agenda	Moved /Seconded Pete/Jonas	CARRIED
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Conflict of Interest Declaration	No declarations occurred	
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Adoption of Minutes Regular Board Meeting Minutes October 24, 2024	Moved /Seconded Jonas/Wendy	CARRIED
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Business Arising from the Minutes / Unfinished Business - none

Petitions and Delegations – None

Correspondence – Received

- Letter from Ridgway & Company with statement of account

Water Operations and Maintenance Report

Motion to adopt Water Operations Report for October

Moved Julia / Seconded Jonas CARRIED

District Administrator Report

- **Holiday Office Hours:**

MOTION: to approve office closures to the public for the holidays from December 19th
4:00pm until January 7th at 9:00am.

Moved Julia / Seconded Jonas CARRIED

- **Resolution – Municipal Pension Plan:** Breakdown of costs to be made available for the December meeting.
- **Draft Budget** – Discussed, to be adjusted for the December meeting
- **Water Tolls and Parcel Tax** – Discussed, to be adjusted for the December meeting

Finance Officers Report

- Accounts Receivable Report
- Balance Sheet
- Payments
- Bank Reconciliation

MOTION: To accept Financial Reports as presented **Moved Pete / Seconded Wendy CARRIED**

Subdivision Request / New Connections none

Capital Project Planning

- **2025 Capital Projects:**
 - Cowichan Bay Rd (Village) Watermain
 - New Well
- **Scada Upgrades** – Discussed
- **Service Map Upgrade** – In progress
- **Engineering Specs** – Under final review

Safety and Maintenance

- Monthly Staff Meetings in office – no issues

New Business/Late Items

- Wilmot Watermain Break – Discussed
- Well Licences - Discussed

Resolutions - none

In Camera

Date for Next Meeting

- Regular Board Meeting, Tuesday December 10 at 5:00 pm

Adjournment at 8:15 pm




Chairperson
 District Administrator