



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
920 am, April 5, 2023.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee
Lew Penney, Trustee

Staff: Cheryl Wirsz, District Administrator
Pam Bendes, Finance Officer
Leslie Watt, Finance Officer

1. Call Meeting to Order

Chairperson Lew Penney called the meeting to Order at 920 am.

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Moved/Seconded to approve the agenda as circulated.

CARRIED

4. Conflict of Interest Declarations

No declarations occurred.

5. District Administrator Reports

Moved/Seconded to accept the financial update for Bylaw 351, 2022 Unrestricted Reserve Disbursement Bylaw.

CARRIED

Moved/Seconded

“Whereas Cowichan Bay Waterworks District has hired a water operations team to oversee the operations and maintenance of the domestic water supply system;
And Whereas safety gear, tools, equipment and a truck are a necessity for the water operations team to operate and maintain the system in accordance with the Drinking Water Regulations;
And Whereas the District Administrator and Trustees have researched options with regards to purchasing or leasing a new or used truck or van, both from local dealerships and online;
And Whereas it has been determined in this research that supply and demand of new and used vehicles are in short supply low and high demand, due to a shortage of battery components, computer chips and other supply chain issues;

And Whereas it has come to the attention of the Trustees that a 2008 Dodge 4x4 truck is on the market by S. McCartney;
And Whereas the Trustees arranged for an independent third party inspection of the 2008 Dodge 4x4 truck by Dickson and Fraser Auto Repair;
And That the comprehensive safety inspection indicated the truck is in good condition;
And Whereas, the Trustees believe that the price of \$8000 is fair and reasonable;
And Whereas, the purchase of the truck can be funded from the monies allocated in Reserve Disbursement Bylaw 351;
And That the Chairperson and District Administrator be authorized to purchase the 2008 Dodge 4x4 truck for Water Operations.”

CARRIED

Moved/Seconded to authorize an increase to the limit on the District credit card to \$10,000.

CARRIED

6. Trustee Penney updated the Trustees on his intent to resign from the Board of Trustees due to medical reasons. The Trustees regretfully accepted the intent to resign and expressed appreciation to Trustee Penney for his nine years of service to the residents of Cowichan Bay.

7. Date for Next Board Meeting

April 17, 2023

8. Date for Annual General Meeting

May 3, 2023

9. Adjournment

The Meeting adjourned at 1012am.

Chairperson

District Administrator