



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
4:30 pm May 27, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Julia Balabanowicz, Trustee
Judi Baker, Trustee
Wendy Gregg, Trustee
Staff: Annie Nippard, District Administrator
Pam Bendes, Acting Administrator
Absent: Pete Edgar, Trustee

1. Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 4:30pm.

2. Traditional Territorial Acknowledgement

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

3. Approval of Agenda

Moved by Judi/Seconded by Wendy to adopt Agenda.

CARRIED

4. Late Agenda Items

5. Conflict of Interest Declaration No declarations occurred

6. Adoption of Minutes

	Moved /Seconded	
- Regular Board Meeting April 23, 2024	Wendy/Judi	CARRIED
- Court of Revision 2023 Amended	Wendy/Judi	CARRIED
- Court of Revision 2024 April 18, 2024	Wendy/Calvin	CARRIED
- Special Board Meeting May 2, 2024	Judi/Wendy	CARRIED
- In-Camera Board Meeting May 2, 2024	Wendy/Judi	CARRIED
- In-Camera Board Meeting May 15, 2024	Judi/Wendy	CARRIED

7. Business Arising from the Minutes / Unfinished Business

8. Petitions and Delegations None

9. Water Operations and Maintenance Report

Moved Julia/Seconded Wendy to adopt Water Operations Report for April/May. **CARRIED**

Correspondence

10. Received

- Letter from Jeff Drozdiak Re: Ordano
- Water Model Update authorized McElhanney
- WLRS -Water, Land and Resource Stewardship -Survey letter

- Potential Drought Conditions 2024
 - Ridgway letter
11. Action: none

Acting District Administrator Report

12. AGM – May 27, 2024 at Bench School at 7:30pm
Discussed Agenda, etc.
13. AGM Election Policy – discussed
14. Posting/Job Description – Finance Officer position filed – Renessa Morris
15. 2nd Quarter Newsletter - discussed

Finance Officers Report

16. Leak adjustments:
- a) 1795 Vee Rd Leak Adjustment - Motioned to allow 50% of adjustment amount calculated in the Staff Report due to time taken to correct (\$394.00 divided by 2) \$197.00
Motioned by Wendy Seconded by Judi CARRIED
 - b) Discussed allowing staff to have the authority to make leak adjustments, as long as the guidelines are followed, up to \$200.00 without Board approval.
Motioned by Judi Seconded by Wendy CARRIED
17. Bank Reconciliation April 2024 **Motioned by Wendy Seconded by Judi CARRIED**

New Connections / Ongoing Development Projects - None

Capital Project Planning (No updates available due to staff shortage)

- 18. New Well – consultation initiated
 - 19. JUB/Cowichan Bay Rd segment – collaborating with JUB
 - 20. Battery upgrade / Generator – in progress
 - 21. VV Transducers – in progress
 - 22. Cubic foot meter replacement project – in progress
 - 23. Pavenham backup well and treatment – in progress
 - 24. Scada upgrades – in progress
 - 25. Master Plan update
 - 26. Action Plan update
 - 27. Service Map upgrade
28. **Safety and Maintenance** – None to report
29. **New Business/Late Items**
30. **Resolutions** – None
31. **In Camera** moved In Camera approx. 5:30pm
32. **Date for Next Meeting** TBD
33. **Adjournment** at approx. 5:45pm



Chairperson



District Administrator