



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

Present: Calvin Slade, Chairperson
Julia Balabanowicz, Trustee (arrived at 5:15pm)
Jonas Shandel, Trustee
Wendy Gregg, Trustee
Pete Edgar, Trustee

Staff: Pam Bendes, Acting Administrator

Absent: Anne Nippard, District Administrator

1. Motion to appoint Chairperson for the new term – Motioned by Pete and seconded by Wendy to appoint Calvin Slade as Chairperson – CARRIED. Calvin accepted

2. Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:00pm.

3. Traditional Territorial Acknowledgement

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

4. Approval of Agenda

Moved by Pete/**Seconded** by Wendy to adopt Agenda.

CARRIED

5. Late Agenda Items

6. Conflict of Interest Declaration No declarations occurred

7. Adoption of Minutes

- Regular Board Meeting May 27, 2024
- In-Camera Board Meeting May 27, 2024

Moved /Seconded

Wendy/Calvin
Wendy/Calvin

CARRIED

CARRIED

8. Business Arising from the Minutes / Unfinished Business

9. Petitions and Delegations None

10. Water Operations and Maintenance Report

Motion by Julia/**Seconded** Pete to adopt Water Operations Report for May/June **CARRIED**

Motion by Julia/**Seconded** Jonas to address concern raised at the AGM regarding possible Asbestos in the pipes and start with 3 tests of possible asbestos issues, and to get 5 kits in total so when the next leak occurs, we can test that water as well. Also, Scott is to investigate best practices/protocol with other water providers.

Correspondence

11. Received

- Rogers Proposed Wireless Telecommunications Installation

12. Action: none

District Administrator Report

- **Motion** to add Anne Nippard and Jonas Shandel as signing officers at Island Savings Credit Union
Motioned by Pete/Seconded by Julia **CARRIED**
- **Motion** not needed since the expense within the District Administrators spending authority
- Insurance Coverage July 1, 2024, to June 30, 2025 – Renewal
Motioned by Wendy/Seconded by Pete **CARRIED**
- Infrastructure Planning Grant – Reapplying at the next available review date offered in 2024



Finance Officers Report

- Accounts Receivable Report
 - Balance Sheet April/May
 - Payments April/May
 - 2024 Budget vs Actuals to March 31, 2024
 - Bank Reconciliation May 2024
- Motioned** by Wendy/Seconded by Pete to accept Financial Reports as presented **CARRIED**
- Motioned** by Wendy/Seconded by Julia to transfer \$20,191.62 from Savings to Chequing to complete and close By-Law 352 (Back up Generator cancelled and Ordano demolition deferred)
CARRIED
- Motioned** by Wendy/Seconded by Jonas (Julia abstained) to transfer \$50,000.00 from Savings to Chequing to cover unforeseen expense and Engineering Specs. of \$14,851.83 so far for By-Law 367
CARRIED

New Connections / Ongoing Development Projects - None

Capital Project Planning

- New Well – District Administrator to work on contacts for possible locations and start contacting same to initiate communication
 - JUB/Cowichan Bay Rd segment – contact Joint Utility Board at CVRD to obtain status
 - Battery upgrade / Generator - Done
 - VV Transducers – Contact Scott to see where White Pacific is at with this
 - Cubic foot meter replacement project – in progress
 - Pavenham backup well and treatment – CANCELLED
 - Scada upgrades – Contact Scott to see where White Pacific is at with this
 - Master Plan update
 - Action Plan update – COW to be scheduled to review
 - Service Map upgrade
 - Engineering Specs – Final Draft expected end of June from McElhanney
- **Safety and Maintenance** – Monthly All Staff Meetings – no issues
 - **New Business/Late Items**
 - **Resolutions** – None
 - **Date for Next Meeting** Fourth Thursday of Month – Next Meeting July 25, 2024 at 5pm
 - **Adjournment** at approx 7:00pm

 Chairperson |  District Administrator