

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
April 28, 2016
District Office – 9:15 a.m.**

PRESENT: Rick Mellson, Trustee
Lew Penney, Trustee
Judi Baker, Trustee
Calvin Slade, Trustee
Wendy Gregg, Trustee
Donna Muir, District Administrator

REGRETS: David Martin, GR Martin Contracting Ltd.

1. ELECTION OF CHAIR

L. Penney nominates R. Mellson for Chairperson for the 2016/17 year. J. Baker 2nd.
R. Mellson accepts.

2. ADOPTION OF MINUTES

The Minutes of the Regular Meeting held Mar 31/16 were distributed.

MOTION: 2016-04-01

MOVED/SECONDED To adopt the Mar 31/16 minutes as circulated.

CARRIED

3. CONFLICT OF INTEREST

A reminder that Trustee C. Slade is an owner of Drillwell Enterprises Ltd. , a company sometimes hired by the District. Mr. Slade would abstain from any decisions made in reference to the company.

4. INTRODUCTION OF LATE ITEMS

- Performance Appraisal for District Administrator
- CWSA Conference review
- Reservoir Inspection
- Tour of District
- Lunch with outgoing Trustee

5. BUSINESS ARISING FROM THE MINUTES

N/A

6. OPERATIONS

D. Martin, GR Martin Contracting Ltd, is not in attendance.

7. ACCOUNTS FOR APPROVAL

The accounts payable for March 2016 from ISCU was distributed.

MOTION: 2016-04-02

MOVED/SECONDED To approve the March 2016 accounts payable in the amount of \$39,705.71 as distributed.

CARRIED

8. **QUARTERLY FINANCIAL STATEMENTS**

District Administrator, D. Muir, distributed the year to date Income Statement prior to the meeting. It was reviewed and discussed with budget variances. The adjusting entries provided from the Auditor, MNP are being processed, so the Balance Sheet was not considered in today's meeting.

9. **ADMINISTRATION**

- **Signing Authorities**

The signing authorities for the District needs updating to reflect the Trustee changes at the AGM.

MOTION: 2016-04-03

MOVED/SECONDED to delete B. Claus and add W. Gregg as signing authorities for the District. CARRIED

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**

No change since last meeting. This matter is ongoing.

- **Tommy Road Subdivision**

This project is still in design stage. This matter is ongoing.

- **KIL-PAH-LAS Reserve #9 Botwood Lane**

Cowichan Tribes has submitted a payment for the feasibility study to be performed by the District's Engineer, O. Dubek, P. Eng, Associated Engineering. This matter is ongoing.

- **Watering Restrictions**

The District is participating in the regional watering restrictions schedule. The restrictions which begin May 1st are posted on the website.

10. **SAFETY AND MAINTENANCE UPDATE**

- **Micro Drip Irrigation**

Warmland Irrigation has installed micro drip irrigation in front of the main office.

- **Parking Lot**

The parking lot in front of the main office has now been paved.

11. **CORRESPONDENCE**

N/A

12. **IN CAMERA MEETING**

N/A

13. **NEW/OTHER BUSINESS**

- CWSA Conference. R. Mellson and L. Penney attended the Coastal Water Suppliers Association conference in Nanaimo on April 8, 2016. It was recommended that at least one Trustee attend every year.
- The Board directs D. Muir to contact MTS for pricing on reservoir cleaning.
- Tour of District. R. Ikona will be asked to do a tour for any Trustees and staff that have not had one. He will visit and discuss each site, and answer questions. This will occur after the next meeting.
- District Administrator, D. Muir's, performance evaluation will occur after this meeting with Trustee J. Baker.
- A date will be set for B. Claus, outgoing Trustee, for lunch at his convenience.

14. **DATE FOR NEXT MEETING**

Next regular meeting Wednesday, May 18, 2016 at 9:15am with tour to follow.

15. **ADJOURNMENT**

The meeting adjourned at 10:52am.

Chairperson

District Administrator