

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Feb 25, 2016
District Office – 9:15 a.m.**

PRESENT: Bob Claus, Chair
Lew Penney, Trustee
Judi Baker, Trustee
Rick Mellson, Trustee
Donna Muir, District Administrator
David Martin, GR Martin Contracting Ltd.

REGRETS: Calvin Slade, Trustee

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Jan 20/16 were distributed.

MOTION: 2016-02-01

MOVED/SECONDED To adopt the Jan 20/16 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

N/A

4. **BUSINESS ARISING FROM THE MINUTES**

N/A

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, gave a written report. It is attached and forms part of these minutes.

Item #4 D. Muir to send a reminder letter to the Fire Department outlining the procedures when water is drawn from a hydrant.

Item #5 GR Martin Contracting will not perform routine checks on the weekends as a trial period. The pump houses should not need visits 7 days a week as the system is automated and alarmed.

6. **COWICHAN BAY ESTATES**

Developer, Mr. G. Schmidt, and C. Williams, Cowichan Engineering Ltd. arrived to the meeting to discuss completing the reservoir on Ordano Road. They report that the subdivision of 30 lots on Vee Road was registered at Land Titles two weeks ago. One lot has been sold. They need a couple more to sell and then they can complete the reservoir. The delay was in large part due to design changes with drainage. The Trustees reinforced the need to get the reservoir on line as soon as possible.

Mr. Schmidt and Mr. Williams retired from the meeting.

D. Martin discussed the procedure left in regards to getting the reservoir on line. The process is Chlorination of all pipes and reservoir, flush out, 2 lab tests, and then tie in. The Trustees discussed using other funds to finish the job as time is of the essence. D. Muir was directed to contact the Districts lawyer, B. McDaniel for advice.

D. Martin retired from the meeting.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for January 2016 from ISCU was distributed.

MOTION: 2016-02-02

MOVED/SECONDED To approve the January 2016 accounts payable in the amount of \$18,721.95 as distributed. CARRIED

8. **ADMINISTRATION**

- **Engineering Specifications and Standards**

The new standards prepared by the Districts Engineer, Associated Engineering, was distributed prior to the meeting.

MOTION: 2016-02-03

MOVED/SECONDED To approve the Engineering Specifications and Standards prepared by Associated Engineering as distributed. CARRIED

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

Discussed above

- **Tommy Road Subdivision**

Nothing new to report. This matter is ongoing.

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

D. Muir, District Administrator, attended a site visit with Cowichan Tribes, Baker Plumbing, and Chatwin Engineering to discuss what the plans for the reserve is and what has been installed in the ground. D. Muir explained that there must be a design plan submitted to the District for a feasibility study to determine whether or not water is available. CBWD awaits the written plan.

- **Annual General Meeting**

The date of the meeting will be April 20 or 27, 2016 depending on which day is available at the Fire Hall. B. Claus, Chairperson, will book the room.

9. **SAFETY AND MAINTENANCE UPDATE**

- There has been some 4x4 activity around the upper building at Valleyview. D. Martin has been instructed to install no posts to block access.

10. **CORRESPONDENCE**

- Engineering Specifications and Standards from Associated Engineering dated February 2016

11. **IN CAMERA MEETING**

The meeting went in camera to discuss staffing at 10:30am. D. Muir, District Administrator was instructed to leave the meeting at 10:50am. D. Muir returned at 10:58am. The in camera meeting arose with the following motion.

MOTION: 2016-02-04

MOVED/SECONDED to increase all wages and salaries for District staff by 1.2% retroactive to January 1, 2016. CARRIED

12. **NEW/OTHER BUSINESS**
N/A
13. **DATE FOR NEXT MEETING**
Thursday March 31, 2016 at 9:15am
14. **ADJOURNMENT**
The meeting adjourned at 11:06am.

Chairperson

District Administrator