

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Jan 20, 2016
District Office – 9:15 a.m.**

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

REGRETS: N/A

1. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Dec 16/15 were distributed.

MOTION: 2016-01-01

MOVED/SECONDED To adopt the Dec16/15 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.

D. Martin retired from the meeting.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for December 2015 from both ISCU and CIBC was distributed.

MOTION: 2016-01-02

MOVED/SECONDED To approve the December 2015 accounts payable in the amount of \$30,151.47 from ISCU and \$ 5,295.35 CIBC as distributed. CARRIED

7. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Onsite**

The District's Engineer, O. Dubek, P. Eng., AE Engineering has issued the letter of Acceptance of Works. This matter is ongoing.

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

The developer reports they want to finish the reservoir very soon. They need the lots to be signed off on in order to start selling. The subdivision is currently at the Land Titles Office. This matter is ongoing.

- **Tommy Road Subdivision**

Nothing new to report. This matter is ongoing.

- **Banking -Transfer of Funds**

Wood Gundy has transferred most of the District's funds over to ISCU. In accordance with the Improvement District Manual, funds for the Renewal Reserve Fund and Capital Expenditure Charge Fund must be held in a separate account. ISCU is awaiting the Districts instructions.

MOTION: 2016-01-03

MOVED/SECONDED to transfer the Renewal Reserve fund of \$349,668.83 from ISCU checking account into a separate 9 + 9 month redeemable term, which averages 1.5%. CARRIED

MOTION: 2016-01-04

MOVED/SECONDED to transfer the Capital Expenditure fund of \$233,587.27 from ISCU checking account into a separate 9 + 9 month redeemable term, which averages 1.5%. CARRIED

8. **SAFETY AND MAINTENANCE UPDATE**

- The tree reported as hanging over a hydrant on Ordano Road was reviewed and it was felt it did not pose a risk.
- The idea of adding the District's logo to the safety vests was discussed as a form of identification for staff.

9. **CORRESPONDENCE**

N/A

10. **IN CAMERA MEETING**

N/A

11. **NEW/OTHER BUSINESS**

Staff Evaluations will take place Feb 18, 2016 at 10:00am.

12. **DATE FOR NEXT MEETING**

Thursday February 25, 2016 at 9:15am

13. **ADJOURNMENT**

The meeting adjourned at 10:25am.

Chairperson

District Administrator