

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
Mar 31, 2016
District Office – 9:15 a.m.**

PRESENT: Bob Claus, Chair
Lew Penney, Trustee
Judi Baker, Trustee
Rick Mellson, Trustee
Calvin Slade, 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 Feb 25/16 were distributed.

MOTION: 2016-03-01

MOVED/SECONDED To adopt the Feb 25/16 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. **AUDITOR'S REPORT**

Cory Vanderhorst, CA, MNP distributed and discussed the District's draft audited Financial Statements for the year ended December 31, 2015. The statements will be presented at the Annual General Meeting for approval.

MOTION: 2016-03-02

MOVED/SECONDED to approve the draft audited Financial Statements for the year ended December 31, 2015.

CARRIED

6. **OPERATIONS**

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

It was noted that there were no issues resulting from GR Martin not performing routine checks on weekends.

7. **ACCOUNTS FOR APPROVAL**

The accounts payable for February 2016 from ISCU was distributed.

MOTION: 2016-03-03

MOVED/SECONDED To approve the February 2016 accounts payable in the amount of \$22,340.85 as distributed.

CARRIED

8. **ADMINISTRATION**

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

District Administrator, D. Muir, spoke with the District's lawyer, B. McDaniel, regarding the reservoir. A letter outlining the conversation followed. It was decided that the reservoir needs to be completed regardless of the developer's situation. Fees incurred will be billed back to the developer.

MOTION: 2016-03-04

MOVED/SECONDED to take over completion of the Ordano Road Reservoir and bill back the developer, Cowichan Bay Estates. CARRIED

- **Tommy Road Subdivision**

Nothing new to report. This matter is ongoing.

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

Chatwin Engineering submitted a feasibility study on behalf of Cowichan Tribes to determine whether or not water is available. Cowichan Tribes will need to submit a prepayment for the study prior to the review being performed by the District's Engineer, O. Dubek, P. Eng, Associated Engineering. This matter is ongoing.

- **2016 Victoria Pietrzykowski Agreement Bylaw No 286**

Bylaw No 286-2016, A bylaw to authorize the execution of an agreement with Victoria Pietrzykowski, hair stylist was introduced and given first reading. The rental unit at 1760A Pavenham Road will be leased for one year beginning April 1, 2016.

MOTION: 2016-03-05

MOVED/SECONDED to approve Agreement Bylaw No 286-2016, a bylaw to authorize the execution of an agreement with Victoria Pietrzykowski, hair stylist, to lease the rental unit at 1670A Pavenham Road for one year beginning April 1, 2016. CARRIED

- **Annual General Meeting**

The date confirmed for the AGM is Wednesday, April 20, 2016 at 7:00pm. There are two positions up for election.

- **Watering Restrictions**

The District is participating in the regional watering restrictions schedule. As such our logo has been added to the half page newspaper ads and door knockers. The door knockers will be enclosed in the Parcel Tax bills to customers in May. The restrictions which begin May 1st are posted on the website.

9. **SAFETY AND MAINTENANCE UPDATE**

- **2016 Killen's Landscaping Agreement Bylaw No 287**

Bylaw No 287-2016, a bylaw to authorize the execution of an agreement with Killen's Landscaping was introduced and given first reading. The District will enter into a contract to have the grass cut regularly during the 2016 year at all sites.

MOTION: 2016-03-06

MOVED/SECONDED to approve Agreement Bylaw No 287-2016, a bylaw to authorize the execution of an agreement with Killen's Landscaping, whereas the grass will be cut regularly at all sites during the 2016 year. CARRIED

- **Micro Drip Irrigation**

Warmland Irrigation will install micro drip irrigation in front of the main office in April.

10. **CORRESPONDENCE**

- Letter dated March 7, 2016 from District lawyer, B. McDaniel, regarding the reservoir completion on Ordano Road.
- Design report for KIL-PAH-LAS Reserve #9 Botwood Lane submitted by Chatwin Engineering.
- Water Restriction proof for newspaper

11. **IN CAMERA MEETING**

N/A

12. **NEW/OTHER BUSINESS**

There will be 2 Board members going to the Coastal Water Suppliers Conference on April 8, 2016 in Nanaimo. Expenses will be reimbursed accordingly within the District's policies.

13. **DATE FOR NEXT MEETING**

AGM Wednesday April 20, 2016 at 7:00pm
Next regular meeting Thursday April 28, 2016 at 9:15am

14. **ADJOURNMENT**

The meeting adjourned at 10:54am.

Chairperson

District Administrator