

**Cowichan Bay Waterworks District
Regular Board Meeting Minutes
May 18, 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. **ADOPTION OF MINUTES**

The Minutes of the Regular Meeting held Apr 28/16 were distributed.

MOTION: 2016-05-01

MOVED/SECONDED To adopt the Apr 28/16 minutes as circulated.

CARRIED

2. **CONFLICT OF INTEREST**

N/A

3. **INTRODUCTION OF LATE ITEMS**

4. **BUSINESS ARISING FROM THE MINUTES**

- Performance Evaluation of the District Administrator was completed and signed by D. Muir on April 28, 2016
- Reservoir Inspections – email with particulars sent to MTS following a telephone conversation
- Tour of District will be done with R. Ikona following this meeting
- Lunch with outgoing Trustee B. Claus was held May 12, 2016
- Email was sent to ISCU to start paperwork for new signing authorities

5. **OPERATIONS**

D. Martin, GR Martin Contracting Ltd, is not in attendance due to vacation. M. Lavoie is on call. District Administrator, D. Muir, reports that the fire hydrant maintenance is almost done and that clearing around hydrants will begin next week. Other work including new service connections, and repairs will be scheduled for June when Mr. Martin returns.

6. **ACCOUNTS FOR APPROVAL**

The accounts payable for April 2016 from ISCU was distributed.

MOTION: 2016-05-02

MOVED/SECONDED To approve the April 2016 accounts payable in the amount of \$42,665.29 as distributed.

CARRIED

7. **ADMINISTRATION**

- **Cowichan Bay Estates Phase 2 Offsite (Reservoir)**
Cowichan Bay Estates is scheduling Draycor to complete the chlorination of pipes so CBWD can send two water samples to the lab. This matter is ongoing.
- **Tommy Road Subdivision**
This project is in design stage. A letter will go to the Countryview Centre Ltd. owner to inform them of the design plan. This matter is ongoing.
- **KIL-PAH-LAS Reserve #9 Botwood Lane**
Feasibility study is being performed by the District's Engineer, O. Dubek, P. Eng, Associated Engineering. This matter is ongoing.
- **Connection Charge Bylaw No. 288-2016**
Connection Charge Bylaw No. 288-2016, a bylaw for fixing connection charges payable to the District and the time of payment, was distributed and given first reading.

MOTION: 2016-05-03

MOVED/SECONDED to approve Connection Charge Bylaw No 288-2016, a bylaw for fixing connection charges payable to the District and the time of payment thereof.

CARRIED

- **Community Meeting Area D**
Area D Director Iannidinardo requests a representative from CBWD go to the community meeting on May 26, 2016 to give a brief overview of the water district and conservation efforts within the community. District Administrator, D. Muir, will attend as well as Trustee C. Slade.
- **Court of Revision**
The court of revision date is June 23, 2016 at 10:00-11:00am

8. **SAFETY AND MAINTENANCE UPDATE**

- **Emergency Response Plan**
In light of the recent forest fires in Fort McMurray the plan was discussed and will undergo more updates.

9. **CORRESPONDENCE**

N/A

10. **IN CAMERA MEETING**

N/A

11. **NEW/OTHER BUSINESS**

N/A

12. **DATE FOR NEXT MEETING**

Next regular meeting Thursday, June 23, 2016 at 9:15am.

13. **ADJOURNMENT**

The meeting adjourned at 10:30am.

Chairperson

District Administrator