



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm September 26, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Julia Balabanowicz, Trustee
Jonas Shandel, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee

Staff: Anne Nippard, District Administrator
Scott McCartney, Chief Water Operator

Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:05pm.

Traditional Territorial Acknowledgement

The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.

Approval of Agenda

Moved by Pete/**Seconded** by Wendy to adopt Agenda **CARRIED**

Conflict of Interest Declaration No declarations occurred

Adoption of Minutes

Regular Board Meeting August 22, 2024 **Moved /Seconded** **CARRIED**
Wendy/Julia
Committee of the Whole Minutes September 12, 2024 Approved with amendment
Julia/Wendy

Business Arising from the Minutes / Unfinished Business - none

Petitions and Delegations – None

Correspondence – none

Water Operations and Maintenance Report

Motion to adopt Water Operations Report for August **Moved** Pete / **Seconded** Wendy **CARRIED**

Motion to increase the previously budgeted amount for the Valleyview Well enclosure from \$6480 to \$8000 **Moved** Pete / **Seconded** Wendy **CARRIED**

Motion to Budget \$1,459.32 to add reflectors to the fire hydrants **Moved** Wendy / **Seconded** Pete **CARRIED**

District Administrator Report

- **Water Shut-Off notices**

Motion: To approve the resolution that anyone who hasn't paid their bill in over 90 days, who's amount owing is \$88.00 and above be given a notice that their water will be shut off in November if payments are not received by November 12.

Moved Wendy / **Seconded** Julia **CARRIED**

Finance Officers Report

- Accounts Receivable Report

Moved by Julia / **Seconded** by Jonas to accept Financial Reports as presented **CARRIED**

Subdivision Request / New Connections

Capital Project Planning

- JUB/Cowichan Bay Rd segment – No Updates
- Cubic foot meter replacement project – almost done – Only a few left
- New well location search – in Progress
- Scada upgrades – in progress
- Master Plan updates – Seeking more information
- Action Plan Update – Will be updated soon
- Service Map upgrade – Seeking more information
- Engineering Specs – End of June delayed to (waiting for Jon to reply)

Safety and Maintenance – Monthly Staff Meeting – no issues

New Business - None

Resolutions

In Camera

Moved by Pete / Seconded by Wendy at 6:50 CARRIED

Date for Next Meeting 4th Thursday of each Month – Next Regular Meeting October 24, 2024 at 5:00pm

Adjournment at 6:50 pm



Chairperson



District Administrator