



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
4:30 pm, January 29, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Julia Balanabowicz, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee

Absent: Cheryl Wirsz, District Administrator

Staff: Annie Nippard, Acting District Administrator
Pam Bendes, Finance Officer

Call Meeting to Order

Chairperson Slade called the meeting to Order at 430 pm.

1. Approval of Agenda

Moved/Seconded to approve the agenda and revised agenda as circulated.

CARRIED

2. Traditional Territory Acknowledgement

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

3. Conflict of Interest Declarations

No declarations occurred.

4. Adoption of Minutes

Moved / Seconded to approve the Minutes of the December 7/23 Special Board Meeting [Engineering Specifications Workshop]

Moved /Seconded to approve the Minutes of the December 11, 2023 Board Meeting.

Moved /Seconded to approve the Minutes of the December 15, 2023 Special Board Meeting.

CARRIED

5. Business Arising from Minutes / Unfinished Business

Pavenham Station - Walk Through of Shack: Discovered drainage issue, but it was better when drain around it was created.

6. Water Operations Report

Moved /Seconded to receive the December/January Water Operations Report.

CARRIED

Moved /Seconded to authorize repairs at Telegraph Reservoir. As per the Quote from Western Tank & Lining Ltd: to perform this inspection, repair, and coatings for \$7,200.00 + GST. An additional cost for equipment = cost + 10% + applicable taxes.

CARRIED

7. Water use

Action: There is a need to provide a better report, a template of what needs to be seen each month will be created, in which we can observe the relationship between consumption and revenue.

8. VV ground water infiltration

Action: Moved / Seconded Due to Safety Issues needing to be addressed, it is advisable that a meeting be held with our lawyers to investigate our right to amend and modify the building and then if passed, to have a feasibility study done to know the costs involved.

CARRIED

9. Correspondence:

Revised tax invoice for Telegraph Rd residence [date correction]
Moss report – 1760A Pavenham
Thanks: Email from Cowichan Estuary
CWSA Newsletter

Action: There is a need to ensure that all Board Members can access their email platform so that personal emails are not used in official correspondence. To be done by the March meeting at the latest.

Moved /Seconded It is advisable to refer this individual to Municipal Affairs since we have corrected the issue and have handled it as best as possible and in good faith.

CARRIED

Action: In the future, a policy is needed clarifying the responsibility of the individual/s who wish/es their statement to be read out loud at a meeting.

Action: Apologize for not ensuring adequate protection of an individual's email address in agenda information.

Action: In the future a family member should not be hired.

10. 2024 Cost of living Allowance

Moved by /Seconded That there be a 3.9% wage increase for staff effective February 1, based on the BC Stats Consumer Report.

CARRIED

11. Moved /Seconded that the Court of Revision be moved by one month, and the date be determined at the next board meeting.

CARRIED

12. Finance Officer Reports

Moved /Seconded that the Financial Report be received.

CARRIED

Action: Communication needs:

- There is a need to know when a project was completed, and the cost incurred.
- Capital Projects need to be separated, so that we know which projects we go over on
- "Prepays" reminder to hold in trust and keep separate

Action: Change pre-authorized payments policy. Make a report of proposed changes. Certain invoices can be paid by a pre-payment plan. Such authority would or may be analyzed once per year. Include items such as: for photocopy machine, benefit plan, point of sale, Shaw, Mastercard.

13. Capital Project Planning

Pavenham backup well and treatment: Chairperson Slade updated the Trustees on the Electrical and floor repairs to be done this week

14. New Business

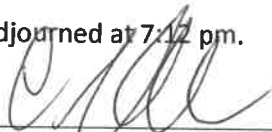
Maritime Centre: "Water Audit"

15. Date for Next Board Meeting:

February 27, 2024

16. Adjournment

The Meeting adjourned at 7:12 pm.



Chairperson



District Administrator