



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
430 pm, February 27, 2024.
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Judi Baker, Trustee
Jula Balanabowicz, Trustee [arrived 454 pm]
Pete Edgar, Trustee
Wendy Gregg, Trustee

Staff: Cheryl Wirsz, District Administrator

1. Call Meeting to Order

Chairperson Calvin Slade called the meeting to Order at 437 pm.

2. Traditional Territory Acknowledgement

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

3. Approval of Agenda

Moved/Seconded to adopt the agenda.

CARRIED

4. Late Agenda Items

Moved/Seconded to adopt the Late Agenda items.

CARRIED

5. Conflict of Interest Declarations

No declarations occurred.

6. Adoption of Minutes

Moved/Seconded to adopt the Minutes of the January 23, 2024 Board Meeting.

CARRIED

Moved/Seconded to adopt the Minutes of the February 20, 2024 Committee of the Whole Meeting.

CARRIED

7. Business Arising From the Committee of the Whole Minutes

Moved/Seconded to empower Ridgeway and Associates to pursue a solution to the deficiencies and outstanding warranty issues at Ordano Staton that include CBWD obtaining an engineer to design a solution to the booster pump deficiencies for approval by Cowichan Bay Estates, with an eye to CBWD implementing at CBE expense.

CARRIED

8. Unfinished Business

Water Use Report Format – Discussion on information required for the Board for the 2024 Water Production and Water Consumption Reports occurred. The Reports will be revised each Quarter to clearly note quarterly consumption, in comparison to monthly production rates.

The Trustees discussed water conservation efforts at Cowichan Bay Marine Centre/Wooden Boat Society.

Moved/Seconded to replace the cartridges and taps at the Cowichan Bay Marine Centre/Wooden Boat Society in order to lower water use in the facility and in the public washrooms at the facility as part of the 2024 Water Audit Process.

CARRIED

Trustee Email Addresses – Discussion on the use of email addresses for internal and external correspondence. The District Administrator will obtain Trustee Balabanowicz's user name and temporary password for the Cowichan Bay Waterworks email address, along with instructions on how to sign in.

Telegraph road resident correspondence – Discussion on a series of correspondence and draft responses resulted in the District Administrator being requested to draft one final response to the December, January and February correspondence for the Chairperson to sign.

9. Correspondence – Receive

Moved/Seconded to receive the following correspondence:

- Liberty Manual Insurance – Notice of AGM
- Cowichan Bay Rd resident – removal of land from the Improvement District
- Associated Engineering – Ordano Station
- Telegraph Rd resident – taxation concerns
- Office of Sonia Furstenau, MLA – Telegraph Rd resident taxation concerns
- Cowichan Bay Rd resident – foreshore lease water rates
- Valleyview Tenant – water rates
- Ramsey Lampman Rhodes – Valleyview Water rates
- Davenport Rd resident – low snowpack and drought fears
- Telegraph Rd resident correspondence
 - Feb 7, 1011 am – request for response to October correspondence
 - Feb 7, 1102 am – clarification regarding January service request
 - Feb 7, 1231 – staff complaint
- 2024 BC Assessment Notices

CARRIED

10. District Administrator Reports

The District Administrator provided a verbal update on the ongoing 2023 Audit.

The auditors will be asked for financial statement templates to assist in the monthly reporting to the Trustees and to advise on the creation of additional sub-ledgers to help in managing the finances.

The District Administrator provided a January 24, 2024 estimate for the Wilmot Road Capital Work and advised that the \$377 392 estimate may change, given the conditions and issues that arose during construction.

Moved/Seconded to receive the Preliminary Design from McElhanney Engineering for the Pavenham Treatment Station and that any further decisions on funding the project be tabled until the 2023 Audit Report is received.

CARRIED

Moved/Seconded to receive the investment account update.

CARRIED

Moved/Seconded to direct the District Administrator to transfer \$40 000 from Reserve [Bylaw 351] and allocate that money to the 2023 tax account.

CARRIED

Moved/Seconded to:

1. Authorize the transfer of \$209 110.84 from the 2023 tax portion of the savings account in order to pay the Progress Payment for the Wilmot Rd watermain replacement project;
2. Authorized the transfer of \$138 958 from the 2022 portion of the savings account in order to pay the invoice for the Wessex Rd watermain replacement project, as per the 5 Year Capital Plan.

CARRIED

Court of Revision – The tentative date for the Court of Revision is Thursday, April 18, 2024. Trustee Baker will conduct a search for a community volunteer to be the third member.

The District Administrator presented draft formats for the January Financial Reports.

Moved/Seconded to table the draft reports as we await input from the audit team.

CARRIED

On line payments – Discussion around the approval process for online payments resulted in a request to alternate through the Trustees for approval and ensure adequate detail is provided to assist in decision making.

The draft 2024 budget was presented for discussion. The District Administrator will work on the format and revise the numbers once the 2023vAudit is complete.

The draft Water Model Update Report from McElhanney was presented to assist in the 2024 capital project budget planning.

Moved/Seconded to receive the draft Model Update Report.

CARRIED

11. Finance Officer Reports

Moved/Seconded to receive the January 2023 Cheque/Payment Report.

CARRIED

12. In Camera

Moved/Seconded to move In Camera at 732 pm as per s. 90.1, c, d and e of the *Community Charter*.

CARRIED

The Trustees arose without Report from In Camera at 855 pm.

13. Date for Next Board Meeting

Board Meeting – March 26
Court of Revision – April 18
Board Meeting – April 23

14. Adjournment

The Meeting adjourned at 856 pm.



Chairperson

Acting



District Administrator