



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
4:30 pm March 26, 2024.
1760 Pavenham Road, Cowichan Bay BC**

- Present:** Calvin Slade, Chairperson
Judi Baker, Trustee
Jula Balanabowicz, Trustee
Pete Edgar, Trustee
Wendy Gregg, Trustee
- Staff:** Pam Bendes, Acting Administrator
Annie Nippard, Finance officer (left at 5:30pm)
- Absent:** Cheryl Wirsz, District Administrator
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1. **Call Meeting to Order**
Chairperson Calvin Slade called meeting to Order 4:33pm.
2. **Traditional Territorial 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 Agenda.
4. **Late Agenda Items** **CARRIED**
Moved /Seconded to adopt Late Agenda Items.
5. **Conflict of Interest Declaration** **CARRIED**
No declarations occurred
6. **Adoption of Minutes**
Moved /Seconded to adopt the Minutes of February 27, 2024 Board meeting.
7. **Business Arising from the Minutes / Unfinished Business** **CARRIED**
Nothing to report.
8. **Petitions and Delegations**
None
9. **Water Operations and Maintenance Report**
Moved /Seconded to adopt Water Operations Report for February/March. **CARRIED**

10. Correspondence

Moved /Seconded to receive Correspondence with the following two actions.

- CVRD Official Community Plan for the Electoral Areas Bylaw 4373 Referral – Comments to be made on behalf of CBWD as follows:
Ensure procedures in place to involve the CBWD in ongoing consultations and conversations. Inform the CVRD that the CBWD is working on a New Water Model and will share same when complete.
- Receive email from Telegraph Resident and accept drafted Letter that is to be mailed and then e-mailed to Telegraph Resident, signed by the Board Chairperson

CARRIED

Acting District Administrator Report

11. **Moved /Seconded** to Authorize Pam Bendes to renew and make changes to our ICBC Insurance for our 2007 Dodge/Ram 1500 Vehicle Plate RF800L – Letter signed by Two Trustees to ICBC.

CARRIED

12. Acting Pay Compensation **MOVED TO IN CAMERA**

13. STAT Pay Clarification

Moved /Seconded to Authorize STAT Pay for Part-time Employees as follows:
Employees working 3 days a week shall receive the equivalent of 60% of the 13 federal STAT days divided over the 26 Annual Pay days, the amount is to be shown separately on Pay slip. Effective immediately. Board would like a costing done for April Meeting.

CARRIED

14. Authorize By-Laws

By-Law 372 – 1780 Vee Road Subdivision

Moved /Seconded to adopt By-Law 372.

CARRIED

By-Law 373 – 1530 Cowichan Bay Road Subdivision

Moved /Seconded to adopt By-Law 373.

CARRIED

15. Work at Maritime Center- Complete – Invoice received \$561.83 from Guardian Elec. & Plumbing

16. **Moved /Seconded** to Authorize Transfer of \$42,645.57 from Savings Account (Parcel Taxes) to Chequeing Account to cover expenses so far for the WESSEX and WILMOT Projects. (Worksheet Recap attached)

CARRIED

17. **Moved /Seconded** to Authorize Cashing In \$170,000.00 (part of \$300,000.00 Reserve Fund Investment) as per By-Law 367 to cover Expenses as per Recap and Breakdown. Deposit \$70,000.00 to Chequeing Account and \$100,000.00 to the Savings Account. Letter signed by two Trustees.

CARRIED

18. Investment Renewal

MOTION to approve Investment Renewals as listed and to deposit Interest to the Savings Account as follows: Interest deposited to Savings Account \$50,861.27 and \$34,030.95

1. Renewed \$790,250.38 Restricted Renewal Reserve @ 3.13% Matures Feb. 1, 2025
2. Renewed \$300,000.00 Restricted Renewal Reserve Step Up 6+6
1.25% / 6.75% Avg. 3.75% Matures Feb. 1, 2025
3. Renewed \$756,243.26 CEC Fund @ 3.13% Matures Feb. 1, 2025

CARRIED

19. Water Permits not allowed as per Water Conservation By-Law 363

20. Court of Revision April 18, 2024 from 9 to 11am

21. COVID Policy needs to be updated – discuss at April Board Meeting

22. AGM – Date to be Booked – either May 29 or 30, 2024

23. Election Policy – discuss at April Board Meeting

Finance Officer Reports

24. Accounts Receivable Report – Parcel Taxes and Water Tolls

25. Cheque Register

26. Bank Reconciliation (Board is OK with SAGE Version)

27. Balance Sheet

Moved /Seconded to adopt Finance Officer Report Items 24 to 27.

CARRIED

28. Budget Income vs. Expenses – Board would prefer Quarterly after Water Billing done.

29. New Connections / Ongoing Development Projects- No updates available due to Staff Shortage

30. Road

The Board discussed the creation of a “Vendor of Record” list for qualified Engineers – to be addressed when time permits (Scott)

31. Capital Project Planning – No updates available due to Staff Shortage

32. Wessex Main – complete? Invoices still outstanding

33. Wilmot Main – Pritchard to Cow Bay Rd – complete? Invoices still outstanding

34. New Well – consultation initiated

35. JUB/Cowichan Bay Rd segment – collaborating with JUB

36. Battery upgrade / Generator – in progress

37. VV Transducers – in progress

38. Cubic foot meter replacement project – in progress

39. Pavenham backup well and treatment – in progress

40. Scada upgrades – in progress

41. Master Plan update

42. Action Plan update

43. Service Map upgrade

44. Safety and Maintenance – None to report

45. New Business/Late Items

Auditor - **Moved /Seconded** to authorize Pam Bendes and Scott McCartney to communicate with the Auditors, MNP, to provide and receive information as required. Also, any emails sent to Scott must be cc'd to Pam so she is able to keep the Board informed.

CARRIED

Rental Unit –

Moved /Seconded to give 4 months Notice by April 1st to be out by July 31st, 2024.

CARRIED

(Amended to fit with form which is preformatted for Four Months)

1780 Vee Rd. - Board confirmed that Motion from Sept. 18, 2023 still applies to this address for Engineering Invoices.

46. Resolutions – None

47. Board moved In Camera at 7pm

48. Date for Next Meeting Tuesday, April 23, 2024 at 4:30pm

49. Adjournment at approx. 8pm



Chairperson



District Administrator