



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
4:30 pm April 23, 2024.
1760 Pavenham Road, Cowichan Bay BC**

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

Staff: Pam Bendes, Acting Administrator
Annie Nippard, Finance officer

Absent: Cheryl Wirsz, District Administrator
Jula Balanabowicz, Trustee

1. Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 4:00pm.

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.

CARRIED

4. Late Agenda Items

ICBC Trailer Insurance

Authorize Island Basement Systems Invoice missed in Jan 2024

5. Conflict of Interest Declaration

No declarations occurred

6. AUDITOR 2023 Draft Financial Presentation

Moved Wendy/Seconded Judi

CARRIED

7. Adoption of Minutes

- In-Camera Board Meeting March 11, 2024
- Regular Board Meeting March 26, 2024
- In-Camera Meeting March 26, 2024
- Special Meeting April 11, 2024

Moved /Seconded

Pete/Wendy

Judi/Wendy

Pete/Judi

Wendy/Judi

CARRIED

CARRIED

CARRIED

CARRIED

8. Business Arising from the Minutes / Unfinished Business

- Revised copy of By-Law 363 – Procedures Policy - correct typo on page 6 - 920 imp gallons s/b 20 **COPY NEEDS TO BE SIGNED**

- **Valleyview** – Copy of email sent to Jeff Drozdiak, Ridgway & Company – awaiting reply

- **Ordano** - Copy of email sent to Jeff Drozdiak, Ridgway & Company and his reply (**ACTION REQUIRED**). Motion to have Scott, Water Operator arrange a Meeting with AE & McElhanney to discuss where we are at with the discrepancies related to Ordano Pump Station. Moved Wendy/Seconded Pete **CARRIED**
- Copies as requested of breakdown of cost adjustments for the Wessex and Wilmot Projects - additional costs of \$94,704.00 for WILMOT and decrease of \$3,896.00 for WESSEX – copies attached of Superior’s letters with Revised costs

9. Petitions and Delegations
None

10. Water Operations and Maintenance Report
Moved Wendy/Seconded Pete to adopt Water Operations Report for March/April. **CARRIED**

Correspondence

11. Received

- Letter from the Cowichan Bay Improvement District with estimates of 2023 Water Use for both Training and Fire Incidents.
- CVRD Notice of Proposed Zoning Amendment ByLaw Nos. 4546-4554 and 4571-4579

12. Actioned

- CVRD Official Community Plan for the Electoral Areas Bylaw 4373 Referral - opportunity for review and comments - Comments added as per copy attached.

Acting District Administrator Report

13. STAT Pay Clarification

Breakdown of costs for Board for April Meeting (TO BE AVAILABLE AT MAY MEETING)

14. Court of Revision took place April 18, 2024 - Minutes to follow

15. Destruction of Financial Records – **MOTION** to Destroy the year 2016 Records as indicated
Moved Judi /Seconded Wendy **CARRIED**

16. COVID Policy suspended till further notice

17. AGM – May 27, 2024 at Bench School at 7:30pm
Discuss Agenda, etc.

18. AGM Election Policy – discussed

19. Posting/Job Description ready to go for Finance Officer POSTED

20. **MOTION** to Authorize Transfer of \$100,000.00 from the Savings Account to the Chequeing Account (remains of By-Law 367) to cover expenses for Wilmot (\$110,264.56 Final Invoice) and Wessex (Claim 2 of \$6,751.20 – still to come Invoice for \$5,068.80).

Moved Wendy /Seconded Judi **CARRIED**

Finance Officers Report Moved Wendy /Seconded Judi **CARRIED**

1. Accounts Receivable Report – Parcel Taxes and Water Tolls
2. Cheque Register
3. Bank Reconciliation
4. Balance Sheet
5. Budget Income vs. Expenses – Quarterly (NOT AVAILBLE DUE TO TIME RESTRICTIONS)

21. New Connections / Ongoing Development Projects
1780 Vee Road subdivision completed April 11, 2024

22. Capital Project Planning (No updates available due to staff shortage)

6. Wessex Main – COMPLETE - Invoices still outstanding
7. Wilmot Main – Pritchard to Cow Bay Rd – COMPLETE -(Final Invoice Received for \$110,264.56)
8. New Well – consultation initiated
9. JUB/Cowichan Bay Rd segment – collaborating with JUB
10. Battery upgrade / Generator – in progress
11. VV Transducers – in progress
12. Cubic foot meter replacement project – in progress
13. Pavenham backup well and treatment – in progress
14. Scada upgrades – in progress
15. Master Plan update
16. Action Plan update
17. Service Map upgrade

23. Safety and Maintenance – None to report

24. New Business/Late Items

ICBC Trailer Insurance – MOTION to authorize Pam Bendes to make any changes necessary to
CBWD ICBC Insurance Policies

Moved Wendy /Seconded Judi

CARRIED

Authorize Island Basement Systems Invoice missed in Jan 2024

Moved Wendy /Seconded Judi

CARRIED

25. Resolutions – None

26. Date for Next Meeting

MEETING MAY 7th, 2024 to Finalize Parcel Tax Needed

Regular Meeting Tuesday, May 21, 2024 at 4:30pm

AGM MAY 27, 2024 at 7:30pm at BENCH SCHOOL

27. Adjournment at approx. 5:45pm



Chairperson



District Administrator