



**Cowichan Bay Waterworks
SPECIAL BOARD MEETING MINUTES
May 12, 2023, 430 pm.
1760 Pavenham Road, Cowichan Bay BC**

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

Staff: Cheryl Wirsz, District Administrator
Pascal Gagne, Water Operator

1. Call Meeting to Order

The District Administrator called the Meeting to Order at 426 pm.

2. Election of Chairperson

The District Administrator called for nominations for the Chairperson position.

Trustee Calvin Slade was nominated.

There were no other nominations.

Moved/Seconded to elect Trustee Calvin Slade as the Chairperson.

CARRIED

The Chairperson resumed overseeing the regular portion of the meeting and welcomed new Trustee Julia Balabanowicz to the Board.

3. Traditional Territory Acknowledgement

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

4. Approval of Agenda

Moved/Seconded to approve the agenda as circulated.

CARRIED

5. Introduction of Late Items

The District Administrator introduced correspondence from Associated Engineering, the Chief Water Operator, a revised Option 3, and a request for comment from the Press.

6. Conflict of Interest Declarations

No declarations occurred.

7. District Administrator Reports

The District Administrator presented date and time options for the 2023/24 Board Meeting Schedule.

Moved/Seconded to hold the Board meetings generally on the third Wednesday of each month at 430 pm and for the District Administrator to post the schedule on the website.

CARRIED

8. Ordano Station Warranty

The District Administrator presented a report on the outstanding warranty issues in light of the correspondence requesting the return of the Warranty bond received from Cowichan Bay Estates. A revised Option 3 was presented, along with a verbal update from discussions with Ridgeway and Company, correspondence from Associated Engineering and the Chief Water Operator.

Moved/Seconded that Cowichan Bay Estates be requested to choose from one of the following:

- i. CBE to complete the remainder of the outstanding work, less ongoing expenses, and the warranty deposit be returned upon final acceptance of the work by Cowichan Bay Waterworks District after an additional warranty period;
or
- ii. would CBE like CBWD to complete the work and return any remaining funds, less ongoing expenses, upon completion of the work and an additional warranty period?
and
- iii. that the Board does not consider the warranty period complete given the delays by CBE to start, let alone complete the work;
and
- iv. to advise the Board of their choice.

CARRIED

9. The District Administrator updated the Trustees on the recent hiring of a new Finance Officer.

10. Request for Comment – Commercial Ratepayers

The Trustees discussed a request from the Press for a comment on the outcome of a recent Commercial Ratepayers meeting. The Trustees will draft a response for the District Administrator to return to the Citizen.

11. Date for Next Board Meeting

430 pm, Monday, May 29 2023

12. Adjournment

The Meeting adjourned at 610 pm

Chairperson	District Administrator
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