



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm February 27, 2025
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Jonas Shandel, Trustee
Wendy Gregg, Trustee
Staff: Anne Nippard, District Administrator
Pam Bendes, Assistant District Administrator
Scott McCartney, Chief Operator
Absent: Julia Balabanowicz, Trustee
Pete Edgar, Trustee

Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:15 pm.

Traditional Territorial Acknowledgement

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

Approval of Agenda	Moved /Seconded Wendy/Jonas	CARRIED
Conflict of Interest Declaration	No declarations occurred	
Adoption of Minutes Regular Board Meeting Minutes January 23, 2025	Moved /Seconded Wendy/Jonas	CARRIED

Business Arising from the Minutes / Unfinished Business – none

Petitions and Delegations – None

Correspondence – Received

- Copy of our letter to CVRD re new connections
- Cowichan Bay Rd Businesses concern -emails

Water Operations and Maintenance Report

- **Motion** to adopt Water Operations Report for January/February 2025
Moved Wendy / Seconded Jonas **CARRIED**
- **Reservoir Inspections:**
Ven-Tech Inspections – Proposal and Warranty discussion
 - **Motion** to approve: That we spend \$100,000 to fix what we need to fix on the Cowichan Bay Water Reservoirs and that it be financed by the Reserves fund.
Moved Wendy / Seconded Jonas **CARRIED**
- **Pump Flow Test and Maintenance** – to be budgeted next year

- **Booster Pump** – Discussed

District Administrator's Report

- Island Poultry Farms – Information
- Production Graphs and new connections discussion
- Newsletter – potential subjects
- Court of Revision date set: April 17th at 5:00pm
- AGM date to be set for end of May depends on availability of venue
- Auditor – Requests for proposals to be issued next month

Finance Officers' Report

- Accounts Receivable Report – to follow
- Payments
- Bank Reconciliation – two accounts January
- Balance Sheet – available next month due to Audit
 - **Motion:** To approve the financial statements as presented

Moved Jonas / Seconded Wendy

CARRIED

Subdivision Request / New Connections

- Not being approved until further notice
- 1780 Fenwick – Connection
 - **Motion** to allow the connection process to continue at 1780 Fenwick Rd, considering the paperwork was started months ago, and the application is paid.

Moved Jonas / Seconded Wendy

CARRIED

Capital Project Planning

- Cowichan Bay Rd (Village) Watermain – in progress
- Engineering Specs update –Pending Chief Operator and Calvin's approval to present to the Board

Safety and Maintenance

- Monthly Staff Meetings in office – no issues

New Business/Late Items

Resolutions

In Camera Moved to In Camera at 8:30

Date for Next Meeting

- Regular Board Meeting, Thursday March 27th, 2025 at 5:00 pm

Adjournment at 8:45 pm



Chairperson



District Administrator