



**Cowichan Bay Waterworks
BOARD MEETING MINUTES
5:00 pm April 24, 2025
1760 Pavenham Road, Cowichan Bay BC**

Present: Calvin Slade, Chairperson
Jonas Shandel, Trustee
Julia Balabanowicz, Trustee
Pete Edgar, Trustee
Staff: Anne Nippard, District Administrator
Pam Bendes, Assistant District Administrator
Scott McCartney, Chief Operator
Visitors: Sharon Moss
Vanessa Thomson, Senior Manager of Utilities, CVRD
Absent: Wendy Gregg, Trustee

Call Meeting to Order

Chairperson Calvin Slade called meeting to Order 5:00 pm.

1. **Approval of Agenda** **Moved /Seconded**
Pete/Jonas **CARRIED**
2. **Traditional Territorial Acknowledgement**
The Chairperson recognized that the meeting is occurring on the traditional territory of the Coast Salish people.
3. **Introduction of Late Items**
 - **Transfer of Funds**
4. **Conflict of Interest Declaration** No declarations occurred
5. **Adoption of Minutes** **Moved /Seconded**
Jonas/Pete **CARRIED**
 - Regular Board Meeting Minutes March 27, 2025
 - In-Camera Meeting Minutes March 27, 2025
6. **Business Arising from the Minutes / Unfinished Business** – none
7. **Petitions, Delegations and Presentations**
 - Vanessa Thomson, Senior Manager of Utilities, CVRD – Discussion
8. **Correspondence**
 - Letter from the Min. of Water, Land and Resources Stewardship Re: Preparing for Potential Drought conditions in 2025 – Received

Water Operations and Maintenance Report

9. **Operations Report April 2025**
 - **Motion** to adopt the Water Operations Report for April 2025
Moved Julia / Seconded Pete **CARRIED**

District Administrator's Report

10. Staff Report: Leak Adjustment Pavenham Rd

- **Motion** to not allow an adjustment.

Moved Jonas / Seconded Pete

CARRIED

11. Staff Report: Customer in Foreclosure

- **Motion:** Let the litigation proceed and wait the 3-4 months to recover our money once the sale is completed.

Moved Pete / Seconded Jonas

CARRIED

12. Staff Report: 1780 Fenwick Rd – Update

13. **AGM** – Annual Report to be in the form of a Power Point presentation

14. Flag on Reservoir

- Discussion was had the Board decision was to not allow any items to be added to our infrastructure.

Finance Officers' Report

- Accounts Receivable Report
- Balance Sheets
- 2024 Budget VS. Actuals
- Bank Reconciliation – two accounts March
- Payments

- **Motion:** To approve the financial statements as presented

Moved Jonas / Seconded Pete

CARRIED

- **Late Item: Transfer of Funds**

- **Motion: To Authorize Transfer as per By-Law 379 of \$82,304.80 from Reserve Funds to Chequing Accounts to cover 2 invoices from VEN-Tech Subsea Inspections - \$5,450.00 and \$80,697.54.**

Moved Jonas / Seconded Julia

CARRIED

Capital Project Planning

15. Cowichan Bay Rd (Village) Watermain – Waiting for Engineer

16. Engineering Specs update – Waiting for Engineer

Safety and Maintenance

17. Monthly Staff Meetings in office

New Business/Late Items

Resolutions

In Camera

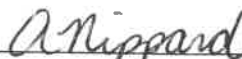
Date for Next Meeting

- Regular Board Meeting, Thursday May 22nd, 2025 at 5:00 p.m.
- AGM Tuesday May 27th @7 p.m.

Adjournment at 7:05 pm



Chairperson



District Administrator