MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF CHERRY CREEK WATERWORKS DISTRICT HELD MAY 15, 2019

PRESENT: Vice-Chair Ron Crema, Trustee Mark Super, Trustee Anton Haffner
Administrator: Loreen Brown; Administrative Assistant: Gale Shier
REGRETS: Chair Paige Hill, Trustee Gary Haggard

1. The meeting was called to order at 6:09 pm.

2. Introduction of late items and adoption of Agenda.

Motion - *"THAT the Agenda including any late items is adopted by the Board of Trustees."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

3. Appointment of three (3) Trustees for the 2019 Court of Revision

Motion - *"THAT the Trustees present appoint Trustee Crema, Trustee Super and Trustee Haffner for the 2019 Court of Revision."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

No Property Owners attended to challenge their land classification from the assessment notices

4. Fire Chief Verbal Report-April 2019

Fire Chief Banton updated the Board as follows:
a) 911-Not able to log on to the system to get monthly call-out report
b) New Fire Hall Building/Lease Update; septic requirements
c) Provincial Burning Regulations

Noted that a letter (agenda item 6(a) with amendments) to residents advising that the Cherry Creek Waterworks District abides by the Provincial Burning Regulations will be made available to residents – Administration staff will include with parcel tax notices.

5. Delegation

Sharon Price – Cherry Creek Road Watermain Break

Sharon Price attended the regular monthly meeting as a delegate to confer to the Board her concerns regarding Cherry Creek Waterworks District water contractor's response time to repair the Cherry Creek Road watermain break and turn the water back on, noting that the water was off for approximately 12 hours. Ms. Price stated that she has an Airbnb business and a water outage of that duration is not acceptable.

Ms. Price also expressed concern with the District's contracted emergency telephone answering service noting that during two calls she made to the emergency number, she was given inaccurate information.

Additionally, Ms. Price stated that communication between the District's water contractor and office staff was lacking as office staff could not give her an approximate time that the water would be turned back on.

The Board of Trustees thanked Ms. Price for attending and expressing her concerns. They noted that the Waterworks District does not have employees that can immediately deal with emergency situations; therefore, it relies on a contractor. The Board agreed that the water was turned off for an excessive amount of time, however, the job takes as long as required and cannot be completed without turning off the water service.

Ron Crema, Vice Chair, indicated that staff and trustees will conduct an Incident Investigation to review the watermain break circumstances, which would give the District feedback from all involved, and refinements to the process could then be implemented as necessary.

6. Water Board & Fire Department Correspondence

a) Burning regulations in the Cherry Creek Fire Protection District-6390 Renton Road; Athol Road
b) Island Health-Operating Permit April 1, 2019 to March 31, 2020
c) Worksafe BC-Re: Hazardous Materials Regulations
d) Lewkowich Engineering Associates Ltd.-Environmental Health & Safety-Hazardous Materials Survey Report-Project No. F2412-294-Etone Rd to Horne Lake Rd Watermain Replacement
e) Lewkowich Engineering Associates Ltd.-Risk Assessment Letter May 3, 2019-Etone Rd to Horne Lake Rd Watermain Replacement-File Number: F2412-294
f) Ministry of Municipal Affairs and Housing-Circular 19:17-April 1, 2019-Interest Rate on Taxes in Arrears or Delinquent

Motion *– "THAT the Board of Trustees accept the Water Board and Fire Department correspondence a-f as presented."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

a) McGill & Associates Engineering Ltd.

a. Report on Projects in Progress

Motion *– "THAT the Board of Trustees accept the McGill & Associates Engineering Ltd. Report on Projects in Progress as presented."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

Vice Chair Crema suggested that staff encourage Mr. Lange of McGill & Associates Engineering Ltd. to forward his reports prior to the agenda item deadline (Friday prior to the meeting) so that the Board has enough time before the Board meeting to read and consider the report.

Vice Chair Crema will contact the project contractor to obtain information regarding Joe Woolls' involvement in the project's site visits.

b. Cherry Creek Road Watermain Replacement Project – Change Order #1

Motion *– "THAT the Board of Trustees approve Change Order #1 for the Cherry Creek Road Watermain Replacement Project."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

8. Maintenance Report: *Island Flow Control Water Solutions Ltd.*
Joe Woolls - Level 111 Certified Operator (EOCP)

a) Monthly Service and Maintenance Report-April 2019
b) Lacy Lake Pipe Inspection & Cleaning 2019 Re:2018 Tetra Tech Recommendations
c) E-mail from Mike Lange February 21, 2019-Re: Videoing Intake Pipe at Lacy Lake

Motion – *"THAT the Board of Trustees accept Island Flow Control Water Solutions Ltd. report as presented."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

Trustee Super expressed concern that the (IFC) invoice attached to Island Flow Control Water Solutions Ltd. report included extra time at the Cherry Creek Rd watermain break for delays due to the excavator/trucking contractor not receiving notification at the time of the watermain break.

9. Adoption of Minutes from the previous meetings.

Motion – *"THAT the minutes from the regular monthly board meeting held on April 18, 2019 be adopted by the Board of Trustees."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

Motion – *"THAT the minutes from the special meeting held on April 24, 2019 be adopted by the Board of Trustees."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

(Staff instructed to move adoption of minutes to #3 of the Agenda)

10. Reporting of Finances:

Motion – *"THAT the Board of Trustees accept the Reporting of Finances as presented."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

11. Water Board:
Accounts submitted for payment and accounts paid since April 18, 2019

Motion – *"THAT the Board of Trustees receives and approves the Water Board accounts to be paid as presented and accounts that have been paid since April 18, 2019."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

12. Fire Department:
Accounts submitted for payment and accounts paid since April 18, 2019

Motion – *"THAT the Board of Trustees receives and approves the Fire Department accounts to be paid as presented and accounts that have been paid since April 18, 2019."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

13. Applications for Continuation of Water: -Two

14. Applications for New Water Service Connection: None

15. Line Locates: Seven

16. Leak Adjustments: None

17. New Business:

    a) Vice Chair Crema – Water System Fact Sheet

    Vice Chair Crema brought forward an informational fact sheet which showed a variety of information regarding the District's water system and asked that staff revise the fact sheet to reflect the Cherry Creek Waterworks District information and distribute to the community through leaflets and the District's website.

18. Adjournment:

Motion *– "THAT the Board of Trustees adjourn the regular Board meeting of May 15, 2019 at 7:55pm."*

Moved: Trustee Super
Seconded: Trustee Haffner *CARRIED*

Vice Chair, Ron Crema

Loreen Brown, Administrator