

**CHERRY CREEK WATERWORKS DISTRICT BOARD OF TRUSTEES**


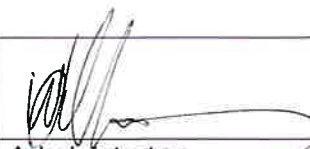
**Minutes**

**Held at the CCWWD Boardroom on the first Wednesday of the calendar month  
September 4, 2024**

<b>Present</b>	Chair Dana Forrester, Vice Chair Jennifer Smith, Secretary Wendy Johnston, Trustee Robert Babych, Trustee Wayne Smith, Wes Kovacs, Lucas Banton	
<b>Regrets</b>		
<b>1</b>	<b>CALL TO ORDER: 9:16am</b>	
<b>2</b>	<b>LATE ITEMS</b>	
	<b>Late Item #1 – Letter from Mike Sparrow</b>	
	<ul style="list-style-type: none"> <li>• Mike sent a letter pertaining to the minutes from the June 19, 2024 Board Meeting.</li> </ul>	
	<b>MOTION:</b>	
	<b>“To close the meeting, is adopted by the Board of Trustees, as presented at 9:18am.”</b>	
	Moved	Dana Forrester
	Seconded	Jennifer Smith
	CARRIED	
	<b>MOTION:</b>	
	<b>“To reopen the meeting, is adopted by the Board of Trustees, as presented at 10:06am.”</b>	
	Moved	Jennifer Smith
	Seconded	Wendy Johnston
	CARRIED	
	<b>Late Item #2 – Request from Cherry Creek Community Hall re: Fireworks</b>	
	<ul style="list-style-type: none"> <li>• Historically the Community Hall has put on a Halloween party for the community including a bonfire, hotdogs, hot chocolate, candy and fireworks. The hall is not doing well financially so they are asking if the Improvement District would like to cover the cost of the fireworks.</li> </ul>	
	<b>MOTION:</b>	
	<b>“For the Fire Department and the Waterboard to split the cost of \$1200 annually to put towards the Fireworks show.”</b>	
	Moved	Jennifer Smith
	Seconded	Wayne Smith
	CARRIED	
	<b>Late Item # 3 – Leak Forgiveness: 3833 Moore Rd. Griffith</b>	
	<ul style="list-style-type: none"> <li>• Property Owner submitted a Leak Forgiveness request. Overage was \$187.05.</li> </ul>	

	<p>MOTION: "To approve the Leak Forgiveness as per request."</p>		
	Moved	Jennifer Smith	
	Seconded	Wendy Johnston	
	CARRIED		
	<b>ADOPTION OF AGENDA</b>		
	<p>MOTION: "That the Agenda, including late items, is adopted by the Board of Trustees, as presented."</p>		
	Moved	Dana Forrester	
	Seconded	Jennifer Smith	
	CARRIED		
<b>3</b>	<b>ADOPTION OF MINUTES</b>		
	August 21, 2024	Minutes of the Regular Meeting of the Board of Trustees	
	<p>MOTION: "That the Board of Trustees adopt the August 21, 2024 minutes as presented."</p>		
	Moved	Jennifer Smith	
	Seconded	Wayne Smith	
	CARRIED		
<b>5</b>	<b>CORRESPONDENCE</b>		
	<b>Fire Department</b>	<b>C-1</b>	<p>Truck Update</p> <ul style="list-style-type: none"> <li>• Not rear-wheel drive to keep costs down.</li> <li>• Presented options to membership during building process.</li> <li>• 5 passengers</li> </ul>
		<b>C-2</b>	<p>Septic Filing – Last item before BP</p> <ul style="list-style-type: none"> <li>• Dennis is working on submitting his plan to Island Health. Office supplied him with requested information concerning PID and legal description etc.</li> </ul>
		<b>C-3</b>	<p>PAFD Ladder 2</p> <ul style="list-style-type: none"> <li>• Lucas to reply to Chief Owens</li> </ul>
	<b>Water Service</b>	<b>C-5</b>	<p>Joe to provide proposal for Moore rd replacement</p> <ul style="list-style-type: none"> <li>• Wes to reach out to Joe and CC Dana on email requesting proposal ASAP.</li> <li>• If Joe declines, there are other options.</li> </ul>
	<p>MOTION: "THAT the Board of Trustees accept the Water Board correspondence as presented."</p>		
	Moved	Jennifer Smith	
	Seconded	Dana Forrester	

	CARRIED	
<b>6</b>	<b>NEW BUSINESS</b>	
	<b>N-1</b>	<b>Water Disconnection Policy</b> <ul style="list-style-type: none"> <li>• Kate to rewrite policy and send to board via email for approval</li> </ul>
<b>7</b>	<b>OLD BUSINESS</b>	
	<b>O-1</b>	<b>Fire Hall Construction</b> <ul style="list-style-type: none"> <li>- Tender progress: <ul style="list-style-type: none"> <li>○ Foundation – Released Closing September 4<sup>th</sup> <ul style="list-style-type: none"> <li>▪ Received first bid today, September 4<sup>th</sup>, 2024</li> </ul> </li> <li>○ Building – Awaiting McGill input</li> <li>○ Plumbing - Released Closing September 23<sup>rd</sup></li> <li>○ Electrical – Ready to release today, September 4, 2024.</li> </ul> </li> </ul>
	<b>O-2</b>	<b>4-3-2-1 Treatment</b> <ul style="list-style-type: none"> <li>- Building Meeting Aug 28<sup>th</sup> with McGill/WSP/Architect <ul style="list-style-type: none"> <li>○ Moving forward with Steel manufactured</li> <li>○ WSP to finalize building layout</li> <li>○ Follow up meeting September 10<sup>th</sup> with McGill/WSP/Architect</li> </ul> </li> </ul>
	<b>O-3</b>	<b>Conversion Investigation</b> <ul style="list-style-type: none"> <li>- Conversion Final Report <ul style="list-style-type: none"> <li>○ Final Public Presentation: November 6<sup>th</sup>. Doors at 18:00, presentation to start 18:30. Wes will confirm with Dan.</li> </ul> </li> </ul>
<b>8</b>	<b>ADJOURNMENT</b>	
	<b>MOTION:</b> “That the Board of Trustees adjourn the September 4, 2024 Meeting at 11:17am.”	
	Moved	Dana Forrester
	Seconded	Wayne Smith
	CARRIED	

	
Chair	Administrator

