

CHERRY CREEK WATERWORKS DISTRICT BOARD OF TRUSTEES

Minutes

**held at the Cherry Creek Waterworks District Boardroom
Wednesday, July 17, 2024**

Present	Chair Dana Forrester, Vice Chair Jennifer Smith, Trustee Robert Babych, Trustee Wayne Smith, Wes Kovacs, Lucas Banton, Kate Messenger
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Regrets	Wendy Johnson
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1	CALL TO ORDER: 9:20am
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2	LATE ITEMS
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ADOPTION OF AGENDA

MOTION:

"That the Agenda, including late items, is adopted by the Board of Trustees, as presented."

Moved	Dana Forrester
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Seconded	Wayne Smith
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CARRIED

3	ADOPTION OF MINUTES
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July 3, 2024	Minutes of the Regular Meeting of the Board of Trustees
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MOTION:

"That the Board of Trustees adopt the July 3, 2024 minutes as presented."

Moved	Jennifer Smith
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Seconded	Robert Babych
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CARRIED

4	REPORTS
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R-1	Joe Woolls, Island Flow Control Water Solutions Ltd – May 2024 Report
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MOTION:

"That the Board of Trustees accept Island Flow Control Water Solutions Ltd.'s May 2024 maintenance report, as presented."

Moved	Wayne Smith
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Seconded	Jennifer Smith
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CARRIED

R-2	Reporting of Finances: Financial Reports for the period ending June 30, 2024
<p>“That the Board of Trustees accept and approve the following:</p> <ul style="list-style-type: none"> i) Reporting of Financial Statements, as presented. ii) Water Board Accounts to be paid as presented and accounts that have been paid since June 30, 2024; and iii) Fire Department Accounts to be paid as presented and accounts that have been paid since June 30, 2024.” 	
Moved	Wayne Smith
Seconded	Robert Babych
CARRIED	
R-3	Chief Lucas Banton, Cherry Creek Volunteer Fire Department Re: Monthly Report
<p>Fire Chief Report</p> <ul style="list-style-type: none"> • SCOTT Pack Quote <ul style="list-style-type: none"> ○ Two options provided <ul style="list-style-type: none"> Jennifer Smith – What is the life span? Lucas Banton – We previously used our last ones for 20 years. Most departments get 10-15 years of use, depending on usage. Jennifer Smith – Why do we need to buy 25 masks at a time? Lucas Banton – Everyone needs their own mask because they are fit-tested. We decided to only buy 13 packs, which is the bare minimum. Dana Forrester – Can't we buy only a few this year, and more in future years? Lucas Banton – No, because we don't want to risk losing the grant. Our quote reflects bulk pricing which we may lose if we order less. The models may change each year making them incompatible. Jennifer Smith – Why purchase them now as opposed to the past or future? Lucas Banton – PPE is required, our old ones are costing too much to maintain. Dana Forrester – I think we should look more closely at the account balances before making a commitment, I am getting nervous we may be spending too much money lately. Lucas Banton – I will provide account breakdown for the board. I think it will be fine as we have been saving in the reserves for it. • CAD System overview <ul style="list-style-type: none"> ○ Discussion for purchase <ul style="list-style-type: none"> Wes Kovacs – the software has been very successful, lots of good information for calls. The original motion was only for the software purchase, now we need to decide on hardware purchase (16gb vs 32 gb). Jennifer Smith – Why do we need 32 gb? Wes Kovacs – Between the memory requirement for Windows 11 and CAD, 16gb will become obsolete very quickly. Dana Forrester – How much have we spent so far on CAD? Wes Kovacs – about \$1500 Dana Forrester – Does this make it mobile? Wes Kovacs – Yes, it will be docked in the station, and we will grab it to bring in truck for each call. 	

MOTION:

“That the Board of Trustees approve the purchase of the a GeTac A140 32gb tablet for CAD.”

Moved: Dana Forrester

Seconded: Wayne Smith

CARRIED

- 2 new recruits, including an EMT who already has 1001
- Held up with city building inspector as he is classifying new hall as A2 (for assembly). We are going to check with other halls to see how they are classified to see if there is a way around it. If classified as A2, we will need an elevator. Other option is to split top floor into 2 parts.

Moved	Jennifer Smith
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Seconded	Robert Babych
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CARRIED

R-4 Overall Report, Wes Kovacs CCWW

- Meter reading is complete
- Darren is waiting for Ryan to have some time to brush Dam 1
- Lighthouse Church was redoing waterlines and needed a double compression fitting, Wes provided
- VMB came to the site to access site prep time/ cost. Vince will provide hourly estimate for job.
- Kate compiled report of outstanding water and parcel accounts – 34 parcels owe \$79k. Office will look into options for bad debt including collection agencies, early payment discount, registering liens and redoing water disconnection policy.

MOTION:

“THAT the Board of Trustees accept the Waterboard Overall Report for June 2024 as presented.”

Moved	Robert Babych
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Seconded	Jennifer Smith
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CARRIED

5 WATER BOARD & FIRE DEPT CORRESPONDENCE

C-1	Continuations of Water	0
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C-2	New Water Connections	0
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C-3	BC One Calls	29
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C-4	Fire Hall	Scotia Bank – Tax Residency Self-Certification for Entities Form
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C-5	Fire Hall	Financing – Coastal Credit Union Update
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MOTION:

“THAT the Board of Trustees accept the Water Board correspondence as presented.”

Moved	Dana Forrester
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Seconded	Jennifer Smith
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	CARRIED
6 NEW BUSINESS	
N-1	Expense Splitting between Waterboard and Fire Department <ul style="list-style-type: none"> o Kate and Dana to investigate it and provide recommendation to board
7 OLD BUSINESS	
O-1	Fire Hall Construction – Included in Fire Chiefs Report
O-2	4-3-2-1 Treatment <ul style="list-style-type: none"> - SRW revision <ul style="list-style-type: none"> o Proposed SRW has been sent to the lawyer. The lawyer has sent it back and Wes has reviewed her mark-ups. o We are waiting to hear back from Colin at Mosaic regarding missing items from original SRW (including information on areas). o Once Colin has replied, we will schedule a MS Teams meeting with lawyer, board and Mosaic to go over final SRW - Quonset <ul style="list-style-type: none"> o Awaiting recommendations from Steel manufacturer. Maris does not have a preference on if we use Quonset or steel. - Discussion: Resolution to request VIHA allow Mike Ryles water line approval upon positive referendum vote for WTP – denied by board at this time. - Wrap up time from McGill upon building approval and lad acquisition or agreement.
O-3	Conversion Investigation <ul style="list-style-type: none"> - In the process of revisions and clarifications with Dan, including timeline for when office staff with change. - Next Steps: <ul style="list-style-type: none"> o Report to ACRD board, once CCWW has reviewed changes from Dan. o Finalizing the report and schedule public presentation
8 ADJOURNMENT	
MOTION:	
"That the Board of Trustees adjourn the July 17, 2024 Regular Meeting at 11:48am".	
Moved	Robert Babych
Seconded	Wayne Smith
CARRIED	
Chair	Administrator