

CHERRY CREEK WATERWORKS DISTRICT BOARD OF TRUSTEES

MINUTES

**held at the Cherry Creek Waterworks District Boardroom
Wednesday, May 3, 2023**

Present	Chair Dana Forrester, Vice Chair Jennifer Smith, Secretary Wendy Johnston, Trustee Robert Babych, Trustee Wayne Smith, Wes Kovacs, Lucas Banton
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Regrets	
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1	CALL TO ORDER: 5:03pm
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2	LATE ITEMS
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1	<p>Comment posted to "Cherry Creek Connections" Facebook page:</p> <ul style="list-style-type: none">• We have created a CCWW Facebook account so we can quickly address any concerning comments made on social media. One comment was made outlining some concerns; we responded respectfully with a lengthy statement addressing all concerns mentioned.• In addition to responding to comments, we will be creating a FAQ section of our website that will include questions and answers from the public. This will hopefully alleviate repeat questions.
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2	<p>Questions from new board members</p> <ol style="list-style-type: none">1. Wes: Reminder that regular scheduled board meetings are open to the public. If members of the public wish to speak at a meeting, they must provide an agenda or speaking points at least one week prior to the meeting. Meetings may be closed to the public for specific reasons outlined by the province; a couple examples are employee relations or projects and material that are not yet ready for public distribution.2. Bob: Noticed the waterboard pays rent to the F/D, is this for meetings? Lucas: Previously the W/B and F/D accounts were too intertwined; one service would pay for some bills while the second service paid for others. Being two separate services under the Improvement District, we began splitting all costs accordingly. Shared bills are now split between the two services, including the use of the front office space in the firehall. For example, if the firehall did not have sufficient space for the water service, a separate office and works yard would need to be rented elsewhere for the water service. Bob: Who owns the building and assets? Lucas: The fire department owns the building and F/D assets. The F/D pays all maintenance and building costs, the rental amount is simply a transfer between services to assist in operational costs. This would work both ways for each service, for example if the F/D needed to use the W/B truck for an extended amount of time, the F/D would provide compensation for that. The name of our district has caused a lot of confusion we are; "Cherry Creek Waterworks District" an incorporated Improvement District that governs two services: Water Treatment/Distribution and Fire Protection. These are two separate services governed by one board of trustees. The district should have been incorporated as the "Cherry Creek Improvement District". Wendy: If the names are confusing are we able to make a motion to change the names? Lucas: "Water District" was the name that was used during incorporation, to make a change now would be a difficult process.
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		3. Dana: Are there any further questions from the reading provided? Wes: Reminder, everyone is encouraged to ask questions if they need any information.
3	ADOPTION OF AGENDA	
	MOTION: "That the Agenda, including late items, is adopted by the Board of Trustees, as presented."	
	Moved	Jennifer Smith
	Seconded	Wendy Johnston
	CARRIED	
4	ADOPTION OF MINUTES	
	April 2023	Minutes of the AGM of the Board of Trustees
	MOTION: "That the Board of Trustees adopt the April 19, 2023 AGM minutes, as presented."	
	Moved	Wayne Smith
	Seconded	Dana Forrester
	CARRIED	
5	REPORTS	
	R-1	Joe Woolls, Island Flow Control Water Solutions Ltd – March 2023 Report
	<ul style="list-style-type: none"> - Lucas provided a brief history on the previous maintenance arrangement between Denis Francoeur and CCWW. As well as contractors brought in after Denis - Was explained that the water system was built then put into 'operating mode' with little ongoing maintenance or upgrade planning. We are now playing catch up. - Explained the strategy on hiring firefighters as maintenance and labor for the water service and fire department. Over the past 4-5 years we have been able to hire a few different fire department members on a casual-on-call basis for maintenance tasks, brushing, and general labor. This has proved very successful, it saves the district money not having to hire contactors, allows firefighters to learn the district inside and out, and allows us to have members in the area to respond to calls much quicker during the day. - Bob: I have been in maintenance for many years and have many contacts for all sorts of machinery and professions, I will try to help where I can. <p>Wes: It is great to have board members with many contacts. Just a note on the subject, you will need to abstain from any voting directly related to awarding work to any of your contacts to avoid any conflicts of interest.</p> <p>Dana: For example, my brother is Mike Lange. Whenever we vote to award any additional work to McGill Engineering, I abstain. However, this does not affect previously awarded work, like the treatment plant which happened long before my time.</p>	

	<p>MOTION: "That the Board of Trustees accept Island Flow Control Water Solutions Ltd.'s March 2023 maintenance report, as presented."</p>	
	Moved	Jennifer Smith
	Seconded	Wayne Smith
	CARRIED	
	R-2	Reporting of Finances: March 16 – May 2, 2023
	<ul style="list-style-type: none"> - Dana gave an overview of how our reporting of finances works. Dana: A pet peeve of mine in the past was trustees signing chqs or payments they did not understand. Please, if you do not understand a payment ask questions, or do not sign. - Trustee remuneration is \$300 a month. - Kate will be organizing a meeting at the bank to add the new trustees to our signing authority list. <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 March 15, 2023; and iii) Fire Department Accounts to be paid as presented and accounts that have been paid since March 15, 2023." 	
	Moved	Dana Forrester
	Seconded	Jennifer Smith
	CARRIED	
	R-3	Chief Lucas Banton, Cherry Creek Volunteer Fire Department Re: Monthly Report
	<ul style="list-style-type: none"> - Lucas: Firehall vote went well. We know opposition will always come out to cast their vote. Wes will be moving forward with the provincial borrowing process; this will start with a construction borrowing quote from Scotiabank. - A meeting will be scheduled with the architect to finalize plans. - Overview on department requirements; Fire underwriters have little sympathy for outdated equipment or apparatus, we are regulated by WCB, OFC, Chief Association. We must follow the OFC Minimum training standards. - The OFC is focusing on department asset management and weeding our improperly managed fire departments. - Wayne: I appreciate the importance of the fire department insurance discounts; Farm insurance has gone up substantially. We were lucky our insurance only doubled; some farms are unable to get insurance. Lucas: Insurance companies have contacted us in the past and the department will always try to advocate for the constituents. Franklin River Road residents used to have a contract with Port Alberni Fire but decided to cancel it. Bob: Who goes to Franklin River Road now? Lucas: No one currently. Wendy: What is the required distance to a fire hydrant? Lucas: This can differ between insurance companies, water shuttle certification, and mutual aid agreements. - Lucas: I would like to address concerns that were mentioned at the AGM about the 5 bays for the new fire hall. (New Hall Plans provided) We need to build the new hall for the next 75+ Years. Our current hall has been added onto a few times. It is much cheaper to add one extra bay now than to add space onto a new building later. 	

Wayne: Agreed, costs to add onto an existing building can be substantial.
 Bob: I have steel building manufacturing contacts I will forward to you. Do you think there might be too much space in the new hall?
 Lucas: (new plans reviewed) No, as you can see on the new plans we have worked very hard ensuring there is no wasted space or unnecessary rooms/hallways etc. We are also utilizing parts of the old hall for non-essential storage and indoor training. This further reduces the size requirement of the new hall.

- Wendy: Is there a requirement for a gym to maintain strength?
 Lucas: we will have gym equipment in the training room in the old hall.
- Wendy: Is financing complete? Then does it go for tender?
 Lucas: First we are applying for a construction loan, then once construction is complete, the province pays out the loan and transfers it to the fire protection line item on property taxes. We have 400K immediately available from capital savings, then 600k from the regional district, so we can purchase the steel asap.
- Bob: What about the requirements and ordering of a new truck that I have heard?
 Lucas: The new truck has been ordered and funds are paid for. Through department savings and wildfire revenue. No borrowing is required for this.
- Wayne: What does the regional District want for this 600K?
 Lucas: The money comes through the province from GasTax money.
 Dana: The ACRD said they want us actively looking into conversion to regional services.
 Lucas: The previous board had me looking into other options other than conversion: township, village, etc. The province is not interested in granting those statuses because we are too close to the city of Port Alberni. Cherry Creek is vulnerable to the city due to the entrance of PA being in Cherry Creek. With that being said, we need to look at conversion as a strategy, to control our future.
 Wayne: That is an interesting way to look at it, thank you.
 Lucas: The risk of standing as an Improvement District is losing our identity as Cherry Creek.
 Wayne: I have been in similar situations with forestry and water sheds, this can be a negotiation if driven by us.
- Lucas: Moving back to the firehall, we will be counting on Director Sparrow to help get more money for our district.
 Wendy: once everyone bids will it remain a fixed price?
 Lucas: The architect asked if we will be tendering to general contractors. Wes and I believe we can procure certain things better than general contractors bidding for full jobs. The idea would be to tender out each trade, rather than the full project. Our goal would be to use as many local Cherry Creek trades as possible, with the opportunity to present their names on the property.

MOTION:

“THAT the Board of Trustees accept the Fire Chief Report for March and April 2023 as presented.”

Moved	Dana Forrester
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Seconded	Bob Babych
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CARRIED

R-4 Overall Report, Wes Kovacs CCWW


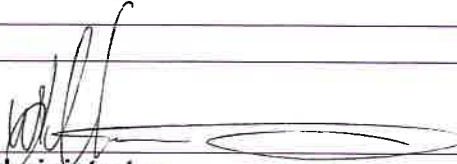
MOTION:

“THAT the Board of Trustees accept the Waterboard Overall Report for March and April 2023 as presented.”

Moved	Wayne Smith
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Seconded	Wendy Johnston
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CARRIED

6 WATER BOARD & FIRE DEPT CORRESPONDENCE			
C-1	Continuations of Water		3
C-2	New Water Connections		0
C-3	BC One Calls		9
C-4	Scotiabank Construction Borrowing		
C-5	Ministry Borrowing Response		
C-6	Conversion Memorandum Update		
C-7	CCWWD Annual Ministry Reporting		
MOTION: "THAT the Board of Trustees accept the Water Board correspondence as presented."			
Moved	Dana Forrester		
Seconded	Wayne Smith		
CARRIED			
7 NEW BUSINESS			
N-1	New trustee water treatment and distribution tour - Tour to take place May 17 th @ 9am		
N-2	New trustee Q&A - (Above under Late Items)		
8 OLD BUSINESS			
None			
9 ADJOURNMENT			
MOTION: "That the Board of Trustees adjourn the May 3, 2023 Regular Meeting at 7:44pm."			
Moved	Dana Forrester		
Seconded	Jennifer Smith		
CARRIED			
 Chair		 Administrator	