

QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT

Minutes of the Regular Meeting of the Qualicum Bay – Horne Lake Waterworks held at the QBHL board office, Wednesday September 21, 2016 @ 1:00pm

Trustees Present: Jeff Cain, Keith Nickerson, Suzy Parkin, Irene Doyle,
Ian McJannet, Doug Dickson
Regrets: Lore Bewer
Maintenance: Don Buchner
Officer: Leigh Campbell
Guests: Chris Pogsen & Michael Lonsdale, McElhanney

Call to Order

The Chair called the Regular Meeting to order at 1:00 p.m. **Motion;** by Keith Nickerson to accept the agenda as presented. **Seconded;** Jeff Cain. **CARRIED**

Guest: Chris Pogsen and Michael Lonsdale

Leon/Kenmuir project:

Chris updated the trustees about the Kenmuir/Leon Road project. The system has been pressure tested and they are currently running tests on the water. The three tie ins will begin once the tests have come out clean. When the tie ins are occurring the water will be shut off to some of the rate payers. A meeting will be held on Friday September 23, 2016 to determine when the tie in will occur and the best way to contact the ratepayers. The contractor is currently pricing larger boxes to fit the meters and the MXU units.

Motion; by Jeff Cain to go with Option ii 3 for the Becque Road service line @ \$5,100.00.

Seconded; Keith Nickerson.

CARRIED

Maintenance Report

Motion; by Ian McJannet to update the water shut off policy to charge \$30.00 for turning water on and \$30.00 for turning water off, the charge for after hours will be \$50.00 on and \$50.00 off.

Seconded; Jeff Cain.

CARRIED

Motion; by Keith Nickerson to purchase a third share of a snap cutter with Bowser Improvement District and Deep Bay Improvement District. **Seconded;** Jeff Cain.

CARRIED

Motion; by Keith Nickerson to drop the charges for the second connection to 6311 Island Highway as there was already a service there. Administrator will write a letter stating that it was put in the correct spot. **Seconded;** Doug Dickson.

CARRIED

Motion; by Suzy Parkin to accept the maintenance report as presented. **Seconded;** Doug Dickson.
CARRIED

Approval of Minutes

Motion; by Suzy Parkin to accept the minutes of August 17, 2016. **Seconded;** Keith Nickerson.
CARRIED

Motion; by Jeff Cain to accept the admin report of August 17, 2016. **Seconded;** Suzy Parkin.
CARRIED

Approval of the attached Treasurer's Reports of September 21, 2016

Doug Dickson will look into getting the charge for the radio license lowered.

Administrator will look into reducing the Shaw accounts.

Motion; by Doug Dickson to receive and file the Treasurer's Reports and to approve the accounts payable as listed for payment. **Seconded;** Ian McJanet.
CARRIED

Correspondence

Motion; by Jeff Cain to accept the correspondence as presented. **Seconded** Suzy Parkin
CARRIED

New Business

Parcel Tax - Tabled

Rates - Tabled

Motion; by Jeff Cain to receive and accept bylaws #155 & 156. **Seconded;** Ian McJanet.
CARRIED

Unfinished Business

Bradshaw – The office has not heard from the engineer.

Groundwater Licensing - Ongoing

Wellhead Protection Program – contacted RND and waiting to hear from the Ministry

Renovation: a credit of \$700.00 was obtained

Mission Statement for the district

Chairman's report

Adjournment

The meeting adjourned at 3:30pm. The next Regular Meeting will take place on Wednesday October 19, 2016 at 1:00 p.m. at the Qualicum Bay Horne Lake water office.

Irene Doyle, Chair

Leigh Campbell, Officer