



Coastal Water Suppliers Association  
Meeting Minutes of Monday, February 10, 2020  
Held at Cowichan Bay Improvement District Office

Present: Chair, Wendy Gregg  
Directors: Vern Rogers  
Leon Cake  
Joe Woolls

Administrator: Caroline Stillinger

1. The meeting was called to order at 10:20 am by Chair, Wendy Gregg.

2. Approval of Agenda

MOTION:

MOVED/SECONDED To adopt the February 10, 2020 meeting Agenda. M/S/C  
Cake, Woolls

3. The Minutes of the Meeting held January 20, 2020 were distributed.

MOTION:

MOVED/SECONDED To adopt the Meeting Jan 20/20 minutes as circulated. M/S/C  
Woolls, Rogers

4. Business Arising  
2020 Conference.

5. Administration

a. 2020 CWSA Annual Conference, AGM, Operator Training & Trade Show,  
"Watershed Management," Coast Bastion Hotel, Nanaimo, BC, April 8<sup>th</sup> & 9<sup>th</sup>, 2020.

**Administrative Workshop, AGM, and Trade Show (April 8<sup>th</sup>)**

Speaker Schedule Sequence:

1. Cowichan Lake/River – Watershed Management in Cowichan Valley:  
Cowichan Watershed Board, Executive Director, Mr. Tom Rutherford confirmed to speak  
& Mr. David Slade to answer questions.
2. Climate Change Impacts on Water Supply & Drought Management:  
Forests, Lands and Natural Resource Operations, BC, Climate Change and Integrated  
Planning Branch, Research Climatologist, Colin Mahony PhD RPF confirmed to speak.  
Director J. Woolls to contact and discuss presentation details.
3. Water Source Supply - Ground Water/Well Head Protection:  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development Water  
Protection, West Coast Region, Groundwater Protection Officer, Nicole Fulcher MSc..  
To be confirmed.
4. Gas Tax Grant Application process and Improvement Districts:  
Independent Business Analyst, Mr. Lucas Banton BBA confirmed to speak.
5. Ground Water Licensing – Province of BC., Mr. David Robinson – not confirmed.

### Operator Courses (April 8<sup>th</sup> & 9<sup>th</sup>)

Operators – 1.2 Continuing Education Requirements for Operators (CEU) to be registered with the Environmental Operators Certification Program.

Operators requirements – 1.2 CEU (.6 CEU's is an hour day)

Director, J. Woolls report:

1. DRAGONETTI Group: Public Operations Training and Consulting Services, Principal, Instructor, Darcy Dragonetti, AScT  
Unidirectional flushing & confined safe entry (2-days at 3,120.00 or 1 day 1,810.00)
2. North West Environmental Group, Project Manager, James Mino, MPH  
Asbestos pipe handling and contaminated soils practices.  
(1-day course/training - 4,100.00 based on 20 participants)

Administration to register the conference as a special event with the Environmental Operators Certification Program and follow up with course instructor's registration with (EOCP).

Administration to provide the Water Operators with a brochure with check list for operator training requests and/or upgrades.

#### MOTION:

MOVED/SECONDED To approve a one-day Confined Safe Entry Operator Course with DRAGONETTI Group and a one-day Asbestos Pipe Handling and Contaminated Soils Practises Course with North West Environmental Group for the 2020 CWSA Annual Conference, AGM, Operator Training & Trade Show provided the limited number of registrants apply by March 15, 2020.

M/S/C

Woolls, Rogers

- b. 2020 Conference and Trade Show Registration  
Notice to Membership to include, Coast Bastion Hotel group rate/code.
- c. Website suppliers and website advertising – Admin to update.  
Annual Associate Membership Registration \$70.00 and website advertising \$150.00  
Admin to mail out to Associates.  
Conference registration: Delegates/Associates - Members \$150/person Non-Members \$200/person.  
Trade Show Exhibit \$195.00 Associate Members (includes lunch for one person)  
Trade Show Exhibit \$265.00 Non-Members (includes lunch for one person)
- d. Admin to contact the Ministry of Municipal Affairs and Housing, Local Government Infrastructure and Finance Branch, Executive Director, Liam Edwards to attend the 2020 Conference; the CWSA Directors want to acknowledge their appreciation for the \$2,000.00 financial support grant money.

#### 6. Financial Reports

Balance Sheet Dec 31/19

Comparative Income Statement Dec 31/19

#### MOTION:

MOVED/SECONDED To adopt the Financial Statements to December 31, 2019 as distributed.

M/S/C

Rogers, Woolls

Chair, W. Gregg to contact Cowichan Bay Waterworks District Trustee, Judi Baker to review/audit the 2019 financials.

7. Next meeting to be held at Cowichan Bay Waterworks District, Monday, March 9, 2020 at 10:15 am.

8. Meeting adjourned at 12:25 pm.

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Wendy Gregg, Chair

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Date