



Coastal Water Suppliers Association
Meeting Minutes of Monday, March 8, 2021 9:30am
(Zoom-Virtual Safe Distancing-Coronavirus Pandemic, COVID-19)

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

Administrator: Caroline Stillinger

1. The meeting was called to order at 9:35am by Chair, Wendy Gregg.
2. Approval of Agenda (Additions, Changes, Deletions)

MOTION:

To adopt the March 8, 2021 meeting Agenda.

Moved: Chair, W. Gregg

Seconded: Director, V. Rogers

CARRIED

3. Approval of Minutes

- a. The Minutes of the Meeting held February 8, 2021 were distributed.

MOTION:

To adopt the Meeting February 8, 2021 minutes as circulated.

Moved: Chair, W. Gregg

Seconded: Director, J. Woolls

CARRIED

4. Business Arising/Old Business

- a. Constitution Draft Revision Oct 22/20 – Chair, W. Gregg
The CWSA Constitution, Mission Statement, and Bylaws were discussed in detail.
Chair, W. Gregg will present a final draft for the next meeting.
The Directors thanked Chair, W. Gregg for her time and effort to revise the Constitution.
- b. Other actions re Member requests
 - ✓ Training for Trustees
 - ✓ Communication with customers
 - ✓ Member Committee to research grants
 - ✓ Emergency Response Plan – template
 - ✓ Utility Billing Program
 - ✓ Training for Administrators
 - ✓ Management vs Governance
- c. Information Session held on Improvement Districts & Gas Tax Funds February 25, 2021
 - ✓ Presentation by Lucas Banton BBA, Independent Business Analyst.

5. Correspondence distributed

- a. February 2021 Newsletter
- b. Jameson Water, Environmental Operator Training, Small Water Systems –
Correspondence Course (re: email Feb 9/21)

- c. BC Waste & Water Association, BC Small Water Systems Community Network – Supporters Working Group, Marian Hands (re: email Feb 22/21)
V. Rogers attended, Sustainable Infrastructure Society
 - d. Sustainable Infrastructure Society, WaterBC Bulletin – Safeguard Your Water System, Editor, Vernon Rogers (re: email Feb 24/21).
 - e. Ministry of Health, draft Design Guidelines for Drinking Water systems in BC, Alistair Stewart, P. Eng. & Sabrina Diemert, P. Eng., Ph.D. (re: email Feb 26/21) CWSA Director participation & comments due by April 12/21. (Directors, V. Rogers, L. Cake, J. Woolls)
6. New Business
- a. Plan for 2021 Annual General Meeting Thursday, April 22, 2021 at 1:00 pm (Zoom video).
 - b. Plan for 2021 October Conference: agenda next mtg
Action item: Directors compose topics, speakers & theme
Chair, W. Gregg: Financial Asset Management Planning
Director, L. Cake: Emergency Response Planning
 - c. Plan for 2021 October Operator Training: plan in conjunction with conference
Action item: Water Operator Course Topics & Trainers
Director, L. Cake & J. Woolls
 - d. AGM Membership & Conference rates
Action item: Directors proposal for AGM
 - e. Succession Planning
Director, L. Cake recommendation for succession plan 5 to 15 years
 - f. Members Information Sessions
Action item: Chair, W. Gregg recommendation to hold Zoom Information Sessions to keep in touch with Members
7. Meetings
- a. Directors meeting to be held on Tuesday, April 6, 2021 at 9:30 am.
 - b. Members & Water Operator Members contact update
Meeting Monday, March 9, 2021 at 10:00 am
Location: Cowichan Bay Waterworks District Office
Directors, L. Cake & J. Woolls & Administrator, C. Stillinger
 - c. CWSA Annual General Meeting, Thursday, April 22, 2021 at 1:00 pm (Zoom video).
8. Meeting Adjourned at 11:40 am.

Wendy Gregg, Chair

Date