

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
April 19, 2017 @ 12:00pm**

Trustees Present: Jeff Cain, Irene Doyle, Ian McJannet, Doug Dickson, Lore Bewer, Suzy Parkin, Keith Nickerson
Maintenance: Don Buchner
Officer: Leigh Campbell

Call to Order

The Chair called the Regular Meeting to order at 12:05p.m. **Motion;** by Jeff Cain to accept the amended agenda as presented. **Seconded;** Keith Nickerson **CARRIED**

Leon/Kenmuir project Motion; by Irene Doyle to write a letter to McElhanney stating that the district require a 6” cover on all meters as stated at the start of the project, and that all work involving this project must be completed by June 7, 2017. **Seconded;** Keith Nickerson. **CARRIED**

Intact Insurance: Administrator has sent all correspondence to our insurance agent.

Maintenance Report

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

Motion; by Jeff Cain to accept the admin report of April 19, 2017. **Seconded;** Suzy Parkin. **CARRIED**

Approval of Minutes

Motion; by Keith Nickerson to accept the minutes of the Regular Board Meeting of March 15, 2017. **Seconded;** Jeff Cain. **CARRIED**

Motion; by Ian McJannet to accept the minutes of the Special Board Meeting of March 29, 2017. **Seconded;** Suzy Parkin. **CARRIED**

Approval of the attached Treasurer’s Reports of April 19, 2017

Motion; by Jeff Cain to receive and file the Treasurer’s Reports invoice and to approve the accounts payable as listed for payment. **Seconded;** Doug Dickson. **CARRIED**

Correspondence

Motion; by Lore Bewer to accept the correspondence as presented. **Seconded** Ian McJannet.
CARRIED

New Business

Confidentiality Agreement – Tabled to next meeting.

Coastal Water Suppliers conference – Ian presented an overview.

Data Backup: Administrator to look into Cloud based data backup for the water district.

Motion; by Keith Nickerson to have Lore Bewer, Irene Doyle Leigh Campbell and Jeff Cain to be cheque signers on the account of the Qualicum Bay Water District at the Coastal Community Credit Union and at the Union Bay Credit Union – Lighthouse branch. **Seconded;** Jeff Cain. **CARRIED**

Unfinished Business

Budget – **Motion;** by Keith Nickerson to accept the operating budget for 2017. **Seconded;** Jeff Cain. **CARRIED**

Bradshaw Road Extension: **Motion;** by Keith Nickerson to proceed with the boundary extension to include the 9 properties on Bradshaw Road. **Seconded;** Jeff Cain. **CARRIED**

**Chairman's report
Adjournment**

The meeting adjourned at 2:03 pm. The next Regular Meeting will take place on Wednesday May 17, 2017 at 1:00 p.m. at the Qualicum Bay Horne Lake water office.

Irene Doyle, Chair

Leigh Campbell, Officer