

**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 17, 2019 @ 1:00pm**

**Trustees Present:** Jeff Cain, Doug Dickson, Ian McJannet, Mark Smailes, Irene Doyle, Lore Bewer, Dagmar Seydel  
**Officer:** Leigh Campbell  
**Maintenance:** Don Buchner  
**Guest:** Cory Vanderhorst

**Call to Order**

The Chair called the Regular Meeting to order at 1:00 p.m. **Motion;** by Mark Smailes to accept the agenda with amendments. **Seconded;** Jeff Cain. **CARRIED**

**Audit 2018** – Cory Vanderhorst presented the 2018 audited financial papers. **Motion;** by Mark Smailes to accept the 2018 financial statements as presented. **Seconded;** Doug Dickson. **CARRIED**

**Maintenance Report**

**Trailer:** Discussion ensued regarding the trailer and Doug suggested a standby fee. The trustees were concerned regarding the liabilities being “part owner” of the trailer.

**Rental of Warehouse:** Administrator to find out the square footage of the warehouse that Don is renting in Coombs and to inquire regarding our insurance and having a tenant on site.

**Motion;** by Mark Smailes to accept the Maintenance Report of April 17, 2019. **Seconded;** Dagmar Seydel. **CARRIED**

**Motion;** Irene Doyle to accept the admin report of April 17, 2019. **Seconded;** Dagmar Seydel. **CARRIED**

**Approval of Minutes**

**Motion;** by Ian McJannet to accept the minutes of the Regular Board Meeting of March 20, 2019. **Seconded;** Mark Smailes. **CARRIED**

**Approval of the attached Treasurer’s Reports of April 17, 2019**

**Motion;** by Doug Dickson to incorporate an estimate for amortization which will be included in the budget. **Seconded;** Jeff Cain. **CARRIED.**

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

**Correspondence**

**6105 Island Highway – Motion;** by Irene Doyle to give a leak adjustment of 50% of the overage.  
**Seconded;** Doug Dickson. **CARRIED**

**Motion;** by Irene Doyle to accept the correspondence as presented. **Seconded;** Ian McJannet.  
**CARRIED**

**New Business**

**Frequency of Billing**

**Motion;** by Lore Bewer to increase the billing to 12 times a year (monthly billing). **Seconded;**  
Doug Dickson. **CARRIED**

**Unfinished Business**

**CWSA – review**

**I City implementation** – Administrator updated the trustees on the progress of the new billing system.

**Chairman’s report,  
Adjournment**

The meeting adjourned at 2:50 pm. The next Regular Meeting will take place on Wednesday May 15, 2019, 1:00 p.m. at the Qualicum Bay Horne Lake water office.

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Lore Bewer, Chairperson

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Leigh Campbell, Officer