

**CHERRY CREEK WATERWORKS DISTRICT BOARD OF TRUSTEES**

**MINUTES**

**Held at the CCWWD Boardroom on the third Wednesday of the calendar month  
October 16, 2024**

**Present**

**Chair Dana Forrester, Vice Chair Jennifer Smith, Secretary Wendy Johnston, Trustee Robert Babych, Trustee Wayne Smith, Wes Kovacs, Lucas Banton, Kate Messenger**

**Regrets**

**1 CALL TO ORDER: 9:27 am**

**2 LATE ITEMS**

- 1. Bylaw 311: Fire Station Borrowing
- 2. Bylaw: 310: Fire Taxation Bylaw 2025
- 3. Policy 2024-04 Cherry Creek Internal Borrowing Policy
- 4. Resolution to Support Internal Borrowing

**3 ADOPTION OF AGENDA**

**MOTION:**

**"That the Agenda, including late items, is adopted by the Board of Trustees, as presented."**

**Moved Robert Babych**

**Seconded Jennifer Smith**

**CARRIED**

**4 ADOPTION OF MINUTES**

**October 2, 2024 Minutes of the Regular Meeting of the Board of Trustees**

**MOTION:**

**"That the Board of Trustees adopt the October 2, 2024 minutes as presented."**

**Moved Wendy Johnston**

**Seconded Dana Forrester**

**CARRIED**

**5 REPORTS**

**R-1 Joe Woolls, Island Flow Control Water Solutions Ltd – August 2024 Report**

**MOTION:**

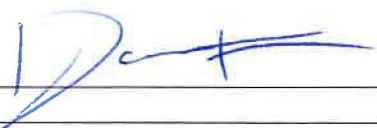
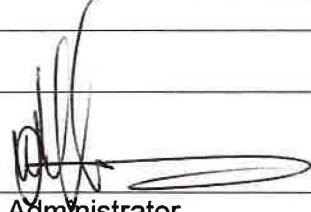
**"That the Board of Trustees accept Island Flow Control Water Solutions Ltd.'s August 2024 maintenance report, as presented."**

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|          | Moved  | Wayne Smith   |
|          | Seconded   | Jennifer Smith  |
|          | CARRIED  |   |
|          | <b>R-2</b>   | <b>Reporting of Finances: Financial Reports for the period ending September 30, 2024</b>  |
|          | <p>“That the Board of Trustees accept and approve the following:</p> <ul style="list-style-type: none"> <li>i) Reporting of Financial Statements, as presented.</li> <li>ii) Water Board Accounts to be paid as presented and accounts that have been paid since September 30, 2024; and</li> <li>iii) Fire Department Accounts to be paid as presented and accounts that have been paid since September 30, 2024.”</li> </ul> |   |
|          | Moved  | Dana Forrester  |
|          | Seconded   | Wayne Smith   |
|          | CARRIED  |   |
|          | <b>R-3</b>   | <b>Chief Lucas Banton, Cherry Creek Volunteer Fire Department Re: Monthly Report</b>      |
|          | <p>MOTION:</p> <p>“THAT the Board of Trustees accept the Chief Overall Report for September 2024 as presented.”</p>  |   |
|          | Moved  | Dana Forrester  |
|          | Seconded   | Jennifer Smith  |
|          | CARRIED  |   |
|          | <b>R-4</b>   | <b>Water Service Report, Wes Kovacs</b>   |
|          | <p>MOTION:</p> <p>“THAT the Board of Trustees accept the Waterboard Overall Report for September 2024 as presented.”</p>   |   |
|          | Moved  | Jennifer Smith  |
|          | Seconded   | Wendy Johnston  |
|          | CARRIED  |   |
| <b>6</b> | <b>WATER BOARD &amp; FIRE DEPT CORRESPONDENCE</b>  |   |
|          | <b>C-1</b>   | <b>Continuations of Water</b> <b>0</b>  |
|          | <b>C-2</b>   | <b>New Water Connections</b> <b>2</b><br>2 Applications for 5447 Maebelle Road – Attached |
|          | <p>MOTION:</p> <p>“THAT the Board of Trustess approve the 2 applications for new connections at 5447 Maebelle Road.”</p>   |   |

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|          | Moved   | Dana Forrester   |  |
|          | Seconded  | Wayne Smith  |  |
|          | CARRIED   |  |  |
|          | <b>C-3</b>  | <b>BC One Calls</b>  | <b>5</b>   |
|          | <b>C-4</b>  | <b>CCWWD</b>   | - Emergency Response Trailer Storage   |
|          | <b>C-5</b>  | <b>CCFD</b>  | - Financing under Old Business<br>- 2024 CEPF Grant has been submitted<br>- Truck arriving evening of Oct 18 |
|          | <p>MOTION:<br/>"THAT the Board of Trustees accept the Water Board correspondence as presented."</p> |  |  |
|          | Moved   | Jennifer Smith   |  |
|          | Seconded  | Wendy Johnston   |  |
|          | CARRIED   |  |  |
|          |   |  |  |
| <b>7</b> | <b>NEW BUSINESS</b>   |  |  |
|          | <b>N-1</b>  | CCFD – Fit for Service Policy  |  |
|          |   |  |  |
| <b>8</b> | <b>OLD BUSINESS</b>   |  |  |
|          | <b>O-1</b>  | <p><b>Fire Hall Construction</b></p> <ul style="list-style-type: none"> <li>- Tenders currently in progress: <ul style="list-style-type: none"> <li>o Foundation – Awarded to Diewold Homes and Design</li> <li>o Building – Awaiting McGill</li> <li>o Plumbing – Awarded to McLean and Higgins</li> <li>o Electrical – Out to Tender, Closing October 16<sup>th</sup></li> </ul> </li> <li>- Building permit – Septic Submitted to VIHA</li> <li>- Test Pitting Complete <ul style="list-style-type: none"> <li>o Test pitting favorable</li> </ul> </li> </ul> <p><b>MOTION:</b><br/>"THAT the Board of Trustees accept Bylaw 31: Fire Station Borrowing as presented."<br/>Moved: Dana Forrester<br/>Seconded: Robert Babych<br/>CARRIED</p> <p><b>MOTION:</b></p> |  |

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|  |                   | <p>“THAT the Board of Trustees accept Policy 2024-04 Cherry Creek Internal Borrowing Policy as presented.”</p> <p>Moved: Jennifer Smith</p> <p>Seconded: Wendy Johnston</p> <p>CARRIED</p> <p><b>MOTION:</b></p> <p>“THAT the Board of Trustees accept The Resolution to Support Internal Borrowing as presented.”</p> <p>Moved: Wayne Smith</p> <p>Seconded: Dana Forrester</p> <p>CARRIED</p> <p><b>MOTION:</b></p> <p>“THAT the Board of Trustees accept Bylaw: 310: Fire Taxation Bylaw 2025 as presented.”</p> <p>Moved: Robert Babych</p> <p>Seconded: Jennifer Smith</p> <p>CARRIED</p> <p><b>Financing</b></p> <ul style="list-style-type: none"> <li>- Request for additional 200K from Community Works Funding to be sent to the ACRD board</li> </ul> |
|  | <p><b>O-2</b></p> | <p><b>4-3-2-1 Treatment</b></p> <p><b>SRW revision</b></p> <ul style="list-style-type: none"> <li>- Proposed SRW will be sent to the board once lawyer is complete</li> </ul> <p><b>Building</b></p> <ul style="list-style-type: none"> <li>- Meeting with architect and WSP/Golder September 16, 2024 <ul style="list-style-type: none"> <li>o Next meeting Oct 15 possible kickoff meeting for the professionals</li> </ul> </li> </ul>  |
|  | <p><b>O-3</b></p> | <p><b>Conversion Investigation</b></p> <ul style="list-style-type: none"> <li>- Presentation November 6, 2024 <ul style="list-style-type: none"> <li>o Advertising done: AV News (3 issues), 93.3fm The Peak, JAL is making 6 sandwich board inserts, Cherry Creek website, Published Alert, Facebook, Newsletter with UB Bills, Let’s Connect ACRD page.</li> </ul> </li> </ul>   |

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| <b>9</b> | <b>ADJOURNMENT</b>   |
|          | MOTION:<br>"That the Board of Trustees adjourn the October 15, 2024 Regular Meeting at 10:30am." |
| Moved    | Wayne Smith  |
| Seconded | Robert Babych  |
| CARRIED  |  |

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| Chair   | Administrator  |