

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

July 11, 2023

2:30 pm (Zoom)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Johanna Morrow (Trustee), RaeAnn Reitor (Finance Assistant), Jonathan Musser (Associated Engineering)

Absent: Austin Tokarek (Trustee), Gary Orton (Trustee)

The meeting was called to order at 2:32 pm by chairperson Brian Young.

## 1. ACKNOWLEDGEMENT OF THE LAND

Chairperson Brian Young acknowledged that we are meeting on the unceded lands of the Hul'q'umi'num speaking peoples and do so with gratitude for their care and sustenance of the land for centuries.

## 2. ADOPTION OF THE AGENDA

**MOTION: R2023-28** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the July 11, 2023, Agenda for the Regular Board Meeting be adopted.

**CARRIED**

## 3. DELEGATION(S) – None

## 4. MINUTES

### 4.1 Regular Board Meeting Minutes – May 9, 2023

**MOTION: R2023-29** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the minutes from the May 9, 2023, Regular Board Meeting be adopted.

**CARRIED**

### 4.2 Special Board Meeting Minutes – June 13, 2023

**MOTION: R2023-30** Moved by Trustee Adams, seconded by Trustee Morrow

**THAT** the minutes from the June 13, 2023, Special Board Meeting be adopted.

**CARRIED**

### 4.3 Special Board Meeting Minutes – June 15, 2023

**MOTION: R2023-31** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the minutes from the June 15, 2023 Special Board Meeting be adopted.

**CARRIED**

4.4 Special Board Meeting Minutes – June 23, 2023

**MOTION: R2023-32** Moved by Trustee Adams, seconded by Trustee Morrow  
**THAT** the minutes from the June 23, 2023, Special Board Meeting be adopted.

**CARRIED**

**5. MATTERS ARISING FROM MINUTES**

5.1 Cyber Insurance

Discussion was held as to whether we needed to purchase cyber insurance. The purpose of this insurance is to provide support during recovery from hacking, and financial compensation.

**MOTION: R2023-33** Moved by Trustee Adams, seconded by Trustee Morrow  
**THAT** Mill Bay Waterworks purchase cyber insurance through Acera.

**CARRIED**

5.2 Temporary Service Agreement CVRD

**MOTION: R2023-34** Moved by Trustee Morrow, seconded by Trustee Adams  
**THAT** the agreement with the CVRD for temporary services be approved.

**CARRIED**

**6. STAFF REPORTS**

6.1 Management Reports- July 2023

Report was presented and gone over in detail. It was noted that the job posting for Chief Operator needed to be posted on more platforms.

**7. ENGINEERS REPORT**

7.1 Associated Engineering Monthly Report

Jonathan Musser presented his report in detail.

**8. DEVELOPMENT REPORT**

9.1 Development Report – Malahat Seniors Center

It was decided that a more detailed plan needs to be presented before any more discussion could be had. Trustee Young will notify the Masonic Lodge accordingly.

**9. STRATEGIC PLAN 2023 – 2023**

9.1 Strategic Plan Progress Report – Nothing to Report

**10. NEW BUSINESS**

- 10.1 Annual General Meeting 2023 – Minutes to be completed and sent in the next two weeks.
- 10.2 Office Space – Discussion took place on the availability of office space in Mill Bay. The only potential unit was deemed too large and too expensive to rent. Staff were asked to look into reconfiguring our site to make space for a modular building.

**11. CORRESPONDANCE - None**

**12. Financial**

12.1 Finance Report – Memorandum

Chairperson Brian Young presented the Finance Report

12.2 Accounts Payable – May and June 2023

**MOTION: R2023-35** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the accounts payable in May 2023 for the amount of \$67,864.34, and in June for the amount of \$186,692.61, be approved.

**CARRIED**

**13. Adjournment**

**MOTION: R2023-36** Moved by Trustee Adams

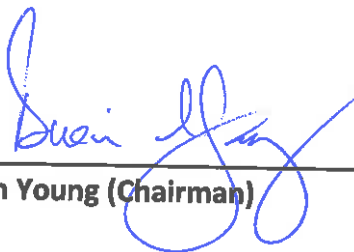
**THAT** the Regular Board Meeting for July 11, 2023, be adjourned.

**CARRIED**

**Adjourned at 4:10 pm.**

Next Regular Board Meeting August 8, 2023, at the Mill Bay Community Hall Board Room.

**Recorded by RaeAnn Reitor, Finance Assistant**



**Brian Young (Chairman)**



**RaeAnn Reitor (Finance Assistant)**