

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

April 11, 2023

2:30 pm (at Mill Bay Community League Hall)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Austin Tokarek (Trustee), David Crowe (Trustee), Paul Carver (District Manager), David Martin (MBWD Operator), Jonathan Musser (MBWD Engineer)

Absent: Johanna Morrow (Trustee)

The meeting was called to order at 2:31 pm.

## 1. ACKNOWLEDGEMENT OF THE LAND

Chairman 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: R2023-13** Moved by Trustee Adams, seconded by Trustee Tokarek

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

**CARRIED**

## 3. MINUTES

### 3.1 Regular Board Meeting Minutes – March 14, 2023

**MOTION: R2023-14** Moved by Trustee Crowe, seconded by Trustee Adams

THAT the minutes from the March 14, 2023, Regular Board Meeting be adopted.

**CARRIED**

### 3.2 Matters Arising from Minutes - None

## 4. REPORTS

### 4.1 Operator's Report:

#### a) Maintenance Report – March 2023

- Water Operator presented his report in detail.
- Water Operator advised all hydrants are now serviced.
- Trustee Tokarek mentioned additional signage as a way to promote MBWD.

#### b) Monthly Source Production – Data was presented and discussed.

#### c) Well Monthly Meter Read Volume – Data was presented and discussed.

### 4.2 Engineering Report

#### a) Associated Engineering Monthly Report

Jonathan Musser spoke to his report.

4.2 District Manager's Report

District Manager spoke to his report.

5. **NEW BUSINESS**

5.1 Strategic Plan Progress Report – District Manager presented and spoke to his Strategic Plan Progress Status Report.

5.2 Appointment of Auditors for 2023

**MOTION: R2023-15** Moved by Trustee Adams, seconded by Trustee Tokarek  
THAT MNP be appointed as MBWD auditors for 2023.

**CARRIED**

5.3 Trustee Honoraria

**MOTION: R2023-16** Moved by Trustee Adams, seconded by Trustee Tokarek  
THAT the Trustee Honorariums be increased to \$105 per meeting,  
and the Chairs Honorarium increased to \$125 per meeting.

**Trustee Crowe Voted No**

**CARRIED**

5.4 New Website Design Project Award

**MOTION: R2023-17** Moved by Trustee Tokarek, seconded by Trustee Adams  
THAT Upanup Studios Inc. be awarded the contract in the amount  
of \$33,875, plus taxes to build MBWD a new website; AND  
THAT the General Funds Term Deposit Reserve Fund be used to  
fund this project.

**Trustee Crowe voted No**

**CARRIED**

5.4 Water Source Protection Plan

Project has been deferred to give staff more time to research the requirement to prepare a plan with the Ministry of Forests given the number of water licence applications that have been made to the province where MBWD is the co-applicant.

6. **OLD Business**

6.1 Annual General Meeting

District Manager provided an update in his report.

6.2 2022 Annual Audit

District Manager provided an update in his report.

6.3 2023 Parcel Tax Notices

District Manager provided an update in his report.

6.4 Utility Accounts Underbilling

District Manager provided an update in his report.

6.5 Vadim to Mais Conversion

District Manager provided an update in his report.

**7. Developments**

7.1 Benko/Butterfield (Malahat Properties) – Update was provided in Manager’s Report.

7.2 Ocean Terrace – No update provided.

7.3 Stonebridge (Limona Group) – No update provided.

7.4 Mill Springs (Gerald Hartwig) – No update provided.

7.5 Hidden Creek (Baranti Developments) – Update was provided in Manager’s Report.

7.6 Marina Village (the Purdey Group) – No update provided.

7.7 Frayne Centre – No update provided.

7.8 Others (in-fill, east of Francis Kelsey)

a) Cowichan Housing Association Partridge Road – Update was provided in Manager’s Report.

**8. BYLAWS - None**

**9. CORRESPONDENCE**

9.1 Environmental Certification Program (EOCP)

Trustees discussed the contents of the EOCP letter which advised that MBWD does not have qualified personnel on staff to operate our Level 3 distribution and Level 2 water treatment systems. MBWD is required to respond by the end of April with a plan to become compliant with the regulations. The District Manager stated he will prepare a response and forward that response to the EOCP prior to month end.

Dave Martin and Jonathan Musser left the meeting at 4:18pm.

**10. Financials**

10.1 Accounts Payable (March 2023)

**MOTION: R2023-18** Moved by Trustee Crowe, seconded by Trustee Tokarek  
THAT the Accounts Payable for March 2023 in the amount of \$89,851.76 be approved.

**CARRIED**

10.2 Bank Balances – Banks balances were provided in Manager’s Report

10.3 Investment Balances – Investment balances were provided in Manager’s Report

**9. Adjournment**

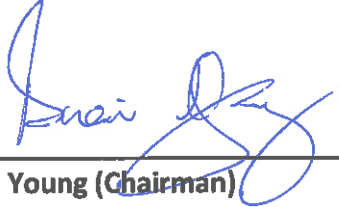
**MOTION: R2023-19** Moved by Trustee Adams  
THAT the Regular Board Meeting for April 11, 2023, be adjourned.

**CARRIED**

**Adjourned at 5:05 pm.**

**Next Regular Board Meeting May 9, 2023, at the Mill Bay Community Hall Board Room.**

**Recorded by Paul Carver, District Manager**



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**Brian Young (Chairman)**



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**Paul Carver (District Manager)**