

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

September 12, 2023

2:30 pm (MBCL Hall Board Room)

in attendance: Brian Young (Chairman), Brook Adams (Trustee), Johanna Morrow (Trustee), Austin Tokarek (Trustee), Gary Orton (Trustee), Paul Carver (District Manager), Jonathan Musser (Associated Engineering), RaeAnn Reitor (Finance Assistant), Kevin Little (Community Member/Observer) and Bob Rhinas (Community Member/Observer)

The meeting was called to order at 2:34 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: R2023-44** Moved by Trustee Adams, seconded by Trustee Tokarek

**THAT** the September 12, 2023, Agenda for the Regular Board Meeting be adopted.

**CARRIED**

## 3. DELEGATION(S) – None

## 4. MINUTES

### 4.1 Regular Board Meeting Minutes – August 8, 2023

**MOTION: R2023-45** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the minutes from the July 11, 2023, Regular Board Meeting be adopted as amended to include the one-month extension of the CVRD service contract.

**CARRIED**

## 5. MATTERS ARISING FROM MINUTES

### 5.1 Works Plan Review

The board to meet one more time to go over the works plan so Associated Engineers can finalize the document and the board can approve and prepare the final version. Date set aside is October 3, 2023. District Manager to confirm the availability of the board meeting room.

### 5.2 Tour of Facility

Scott McCartney is to take the trustees on a tour of Mill Bay Waterworks. Management will be reaching out to Mr. McCartney to arrange a day and time later this month or in October. Management will also reach out to Area Director Kate Segal for this tour.

## **6. STAFF REPORTS**

### **6.1 Operator's Report**

Chairman Young presented the report from the CVRD outlining the events of the past month. Management to ask Mr. Etherington from the CVRD to make a list of everything needing to be done to upgrade our system.

### **6.2 Management Report**

District Manager Paul Carver presented his report. The board requested that management work with Associated Engineering to get proper documentation in place for the chlorine analyzers being installed. It noted that for the second speaking topic (2024 Budget) the Tolls & Tax Committee should read the "Tolls & Tax Advisory Group". Management was also asked to look into the WaterWorth subscription and start utilizing that tool.

Regarding the lease of a truck, management will be moving forward on locating and procuring a work truck. It should be noted that a toolbox was not included in any of the quotes received. Trustee Brooks mentioned an inverter should be included with the truck.

## **7. ENGINEERS REPORT**

### **7.1 Associated Engineering Monthly Report**

Jonathan Musser presented his engineering report. Jonathan gave an update on ongoing investigations related to replacement of AC pipe. The Board felt more investigating was needed with particular emphasis on the options for in-situ relining of pipes.

Discussions took place on the condition of our infrastructure. Associated engineering will draft a possible scope of work for performing a condition assessment, for consideration at the October Board meeting.

Associated Engineering recommended that turbidity measuring equipment be installed at all infiltration sites in preparation for expected stricter regulations from VIHA on source protection at shallow wells.

## **8. DEVELOPMENT REPORT - None**

## **9. STRATEGIC PLAN 2023 – 2023**

### **9.1 Strategic Plan Progress Report**

District Manager spoke to the Strategic Plan Progress Report for the month of September 2023. This will be a regular occurrence. Management to contact Malahat First Nations to see if there is an interest to work collaboratively on a weather station.

## **10. NEW BUSINESS**

### **10.1 CVRD Contract**

A motion was requested that the CVRD service contract be extended by one month, which would bring the expiration date to October 31, 2023. The purpose of the extension is to provide a smooth transition with our new water operator who commences employment on October 3, 2023.

**MOTION: R2023-46** Moved by Trustee Morrow, seconded by Trustee Orton  
**THAT** the CVRD service contract be extended by one month.

**CARRIED**

**11. CORRESPONDANCE – None**

*Jonathan Musser left the meeting at 4:39pm.*

**12. Financial**

**12.1 Trial Balance Report**

The report was presented by the District Manager which highlighted the revenue collected and expenses for 2023 up to September 6, 2023. Administration will create a new report that will provide the requested financial information in a clear and concise format.

**12.2 Finance Report – Memorandum**

District Manager Paul Carver presented the Finance Report

**12.3 Accounts Payable – August 2023**

**MOTION: R2023-47** Moved by Trustee Orton, seconded by Trustee Adams  
**THAT** the accounts payable in August 2023 for the amount of \$72,360.94 be approved.

**CARRIED**

**13. Adjournment**

**MOTION: R2023-48** Moved by Trustee Morrow

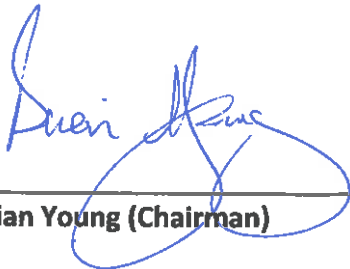
**THAT** the Regular Board Meeting for September 12, 2023, be adjourned.

**CARRIED**

**Adjourned at 4:49 pm.**

Next Regular Board Meeting October 10, 2023, at the Mill Bay Community Hall Board Room.

**Recorded by RaeAnn Reitor, Finance Assistant**



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**Brian Young (Chairman)**



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**Paul Carver (District Manager)**