

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

October 10, 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), Brett Watts (Chief Operator), RaeAnn Reitor (Finance Assistant)

Guest: Kevin Little (Community Member/Observer).

The meeting was called to order at 2:30 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: R2023-49 Moved by Trustee Morrow, seconded by Trustee Adams

THAT the October 10, 2023, Agenda for the Regular Board Meeting be adopted.

CARRIED

3. DELEGATION(S) – None

4. MINUTES

4.1 Regular Board Meeting Minutes – September 12, 2023

MOTION: R2023-50 Moved by Trustee Tokarek, seconded by Trustee Orton

THAT the minutes from the September 12, 2023, Regular Board Meeting be adopted.

CARRIED

5. MATTERS ARISING FROM MINUTES – None

6. STAFF REPORTS

6.1 Operator's Report

Todd Etherington from the CVRD presented a verbal report outlining the main safety concerns MBWD currently need to address. The board and management asked Mr. Etherington to make a list of everything needing to be done to upgrade our protocols to bring us up to code. Mr. Etherington will be following up his verbal report with a detailed report. Listed is a brief outline of what MBWD is needing to complete based on his observation.

- 1) Deloume site has multiple chlorine pumps, but each well head comes together at one manifold into contact chamber. Best way to distribute chlorination would be one injection point with a flow paced injection.

- 2) Full spectrum analysis needs to be done at source and distribution based on Island Health guidelines.
- 3) Deer Park well has been shut down because the well head was not secure. Until the wellhead can be brought up to code it is Mr. Everington's recommendation to remain closed.
- 4) Source wells do not all have transducers. These should be monitored through SCADA.
- 5) Chlorine Analyzers (Deloume office site and Mill Springs site) have been installed. They need to be alarmed through White Pacific. Management will follow up and make sure this gets completed.
- 6) Alarm system needs to be updated. There are no alarms at the Deer Park reservoir which needs to be added. Operators need to have access to SCADA at home.
- 7) Additional safety issues that Todd Etherington noted were that the Mill Springs site only has a heavy canvases drape separating high pressure manifolds and 600-volt panels. Another electrical issue is the Shawnigan Creek intake, nothing was to code as this building was built around 1960. Another WorkSafe BC issue is the chlorine containers, it is recommended to place a transfer pump to avoid any medial issues due to lifting above the waist.
- 8) Bacterial samples need to be taken at a site that only the operator has access to.
Mr. Etherington also brought up the meter at the Tim Hortons site that is in need of replacement. The meter itself will never send a digital read to the meter reading stick due to having an O-ring missing. Mr. Etherington also mentioned having our maps updated to show where all the piping is located.

Trustee Tokarek brought up the question of water support provided by CVRD for improvement districts. Mr. Etherington mentioned that for a ground water protection plan the environmental department of the CVRD might be able to lend a hand. Mr. Tokarek also asked Mr. Etherington about our issue with AC pipe, and it was Mr. Etherington's recommendation to leave it until it absolutely needs to be replaced.

Todd Etherington left the meeting at 3:00 pm.

6.2 Management Report

District Manager Paul Carver presented his report. Mr. Carver started by welcoming Mr. Watts to the MBWD team. He also mentioned that he will follow up with White Pacific regarding the chlorine analyzers to make sure everything is up and running.

Regarding the lease of a truck, MBWD has gone forward with the lease from the GM dealership in Duncan on a 4-year term. The truck has been undercoated and rust proofed and is to have the box sprayed. A toolbox and a headache rack are to be installed at a later date.

Mr. Carver noted that there was a misprint for the recent tour of our facilities. It was Mr. Blaise Salmon who attended the tour not Trustee Morrow's husband.

Mr. Carver mentioned that MBWD is needing to implement a Drought Protect Plan. It was also brought up that a UV filtration system might be something MBWD may need to look at in the near future based on Environmental Health Officer recommendations.

Mr. Carver recommended that two (2) turbidity meters, plus one (1) handheld turbidity meter be purchased. Chairman Young suggested MBWD purchase the meters this year to start gathering data for Island Health. A motion was proposed to the board.

MOTION: R2023-51 Moved by Trustee Morrow, seconded by Trustee Orton
THAT the two (2) permanent turbidity meters, plus one (1) portable meter be purchased in the 2023 year and that this purchase does not exceed \$40,000.00.

CARRIED

District Manager Paul Carver recommended that staff need a better understanding of the SCADA system. The District Manager proposed receiving quotes from qualified companies to obtain this information. This will be added to the 2024 budget.

Mr. Carver ended his report with suggesting MBWD receive quotes from a qualified outside source regarding a safety assessment of our various sites. The board thought it would be best if this also included occupational health and safety. There was discussion whether the consultation was necessary right now or if MBWD needs to address some obvious problems first.

7. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

Jonathan Musser presented his engineering report. Jonathan gave an update on the works plan, which is in the process of being finalized. Mr. Musser has been in contact with Chad Petersmeyer from Western Water regarding the out of service Windsong infiltration well. Both agree that having it out of service is not an issue as it can be brought back in service as needed in the future. Shawnigan Creek Pumphouse is not actively being worked on and is on the backburner, as well as the office space for MBWD.

The board raised questions regarding the engineering standards update, which is something Mr. Musser has on his radar to get MBWD up to current day standard.

The Asset Condition Assessment Terms of Reference has been brought to the forefront by Associated Engineering. Mr. Musser stated that if there were any modifications that need to be made, this is the time to do so. The plan is to have qualified personnel come in and look at everything, so that there are no information gaps in our systems. Mr. Musser welcomed the assistance of Trustee Tokarek based on his knowledge in this area. Mr. Musser should have an estimated cost for this report shortly.

8. DEVELOPMENT REPORT – DISTRICT MANAGER

8.1 District Manager Paul Carver gave the board an update on three developments currently underway. The board was updated on 2530 Mill Bay Road, where the developer decided they would be going through with a 2-lot subdivision instead of the 4 lot strata for now.

Ocean Terrace has a new agent, and this account has become active once again.

Limona (Stonebridge) is quite active now, they are currently waiting on the water license in hopes of starting construction in early 2024.

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. Points of note include the borrowing of funds for asbestos pipe replacement. Mr. Carver met with loans officials from Royal Bank of Canada (RBC) to discuss the possibility of borrowing funds for this project. RBC however is not in a position to approve the request due to our limited financial position, and best-case scenario is a 5-year term for a 6-million-dollar loan which would result in a monthly payment of \$100,000.00 (principal only), which is not manageable for MBWD. This is now on hold until MBWD knows what the next steps are.

Trustee Tokarek has been assisting management with the finalization of the draft Asset Management Policy.

Water Source Protection Plan is on hold till Spring 2024 due to staffing issues with Western Water.

The Board would like management to investigate more with regards to placing a modular on our property located at 875 Deloume Road. The Board would like to be 100% sure that building on our property is not possible. Management did reiterate that there are wells, underground water mains, a septic system and treatment plant on the property. It is the opinion of management that administrative staff can be more accessible to the public by having a storefront location and operations remain at the Deloume office. Management will further investigate the use of the Deloume Road property for additional office space.

Management has been in contact with Malahat Nation regarding a federal climate monitoring grant program that is available to first nations organizations to see if there is interest in partnering with MBWD to have a climate monitoring station built south of Mill Bay. Management is working to obtain a budget cost which will be forwarded to Malahat Nation for use in the federal grant application before the Friday, October 20th deadline.

10. NEW BUSINESS – None

Brett Watts and Kevin Little left the meeting at 4:26 pm.

11. CORRESPONDENCE – None

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 30, 2023. Board members requested that this report be present in the agenda on the months that utility bills are scheduled to be issued. The Board would like to see an income statement with the estimated billings added to the revenue for budgeting purposes.

12.2 Finance Report – Memorandum

District Manager Paul Carver presented the Finance Report. It was stated that \$351,778.88 has been moved from the tax revenue to the Capital Renewal Term Deposit as per Bylaw

12.3 Accounts Payable – September 2023

MOTION: R2023-52 Moved by Trustee Morrow, seconded by Trustee Adams

THAT the accounts payable for September 2023 in the amount of \$83,810.98 be approved.

CARRIED

13. **ADJOURNMENT**

MOTION: R2023-53 Moved by Trustee Orton

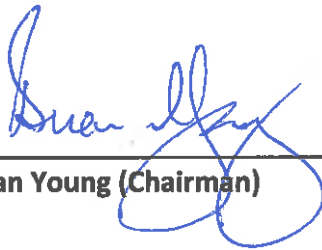
THAT the Regular Board Meeting for October 10, 2023, be adjourned.

CARRIED

Adjourned at 4:36 pm.

Next Regular Board Meeting will be November 14, 2023, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Brian Young (Chairman)



Paul Carver (District Manager)