

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

November 14, 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)

Guest: Kevin Little (Community Member/Observer), Mike Walker (Community Member/Observer), Tannis Liviniuk (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: R2023-54 Moved by Trustee Morrow, seconded by Trustee Adams

THAT the November 14, 2023, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. DELEGATION(S)

3.1 Tom Shadlock, Brentwood College (postponed until next board on December 12, 2023)

3.2 Daniel Behrens, Purdey Group of Companies (did not attend meeting)

4. MINUTES

4.1 Regular Board Meeting Minutes – October 10, 2023

MOTION: R2023-55 Moved by Trustee Tokarek, seconded by Trustee Morrow

THAT the minutes from the October 10, 2023, Regular Board Meeting be adopted.

CARRIED

5. MATTERS ARISING FROM MINUTES – None

6. STAFF REPORTS

6.1 Operator's Report

District Manager presented the Operator's Report on behalf of the Water Operator. District Manager further advised that all watering restrictions have now been rescinded.

Staff has decided to hold off on the purchase of the inline turbidity analyzers until a meeting occurs with the Drinking Water Officer for Island Health to get a better understanding of what is being requested by Island Health for our two shallow infiltration wells.

The District Manager stated he was mystified why the CVRD changed the approved sampling locations with Island Health to locations that are not accessible to MBWD. There is always considerable work involved with changing sampling locations with health authorities. Now staff must go through that exhaustive process to bring the sampling locations back to where MBWD has full access.

6.2 Management Report

District Manager presented his report.

Special online budget meeting will be scheduled for Wednesday, November 22nd at 7:00pm. District Manager to send out meeting invites.

With the outstanding utility and tax accounts, it was decided that staff would issue appropriately worded letters to those property owners with overdue utility and tax accounts advising them to clear up their accounts with an explanation that their outstanding account not only impacts them, but all customers with increased toll and tax charges. Total outstanding taxes for 65 properties equal \$20,066.19, while overdue utility accounts for 31 properties (in excess of 90 days) is \$30,529.41. Staff will pursue further action should those letters not have the desired effect. Property owners whose taxes go unpaid for two years or more risk their property being sold through a public tax sale.

7. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

Jonathan Musser presented his report.

8. DEVELOPMENT REPORT

8.1 Development Report

District Manager presented his report.

Ocean Terrace advised payment is on the way for the feasibility study for their project. Once payment has been received Associated Engineering will be requested to proceed with that engineering study.

Limona (Stonebridge) states they still plan to proceed with construction early next year once their licence has been issued.

District Manager advised that our lawyer has been instructed to prepare the required Remedy Agreement for Malahat Properties. A draft of the agreement should be ready by mid-December.

9. STRATEGIC PLAN 2023 - 2025

9.1 Strategic Plan Update Management Report, c/w worksheet

District Manager advised the Asset Management Policy is complete and is on this agenda for consideration.

The District Manager and Jonathan Musser spoke to the additional office space information provided on the agenda. The map provided by Mr. Musser shows three possible locations for new office space on the 875 Deloume Road property. The Board felt the size and cost of the sample modular unit provided was excessive and that an

assessment will need to occur to further refine what our needs are and to determine with more accuracy the associated costs. Staff was requested to investigate and report back to the Board.

District Manager advised that time ran out to make a funding application through the Indigenous Community Based Climate Monitoring Program for a climate monitoring station. The Director of Lands for Malahat Nation advised that she has approximately \$30,000 remaining in her budget that she could allocate towards this project. The Director of Lands also advised that Malahat Nation has a group of individuals that can assist with the ongoing maintenance of the weather station site. District Manager was able to obtain a quote of \$25,000 for the components of a weather station through Associated Engineering. The station once complete could be accessed remotely either by cellular or satellite for data collection. There will however be additional costs to set up the station (site clearing, concrete pads, chain link protective fencing, etc.), along with ongoing maintenance costs. To assist with the set-up costs MBWD could allocate \$20,000 from the 2024 budget (investment reserves). The board authorized the District Manager to move forward with the project. The Chair Brian Young stated however that it will be critical to establish the facility at an optimum location south of Mill Bay where data collection would provide the best results.

10. NEW BUSINESS

10.1 Asset Management Policy

MOTION: R2023-56 Moved by Trustee Tokarek, seconded by Trustee Adams

THAT the Asset Management Policy be adopted.

CARRIED

10.2 WorkSafe BC Inspection

District Manager presented and discussed his report in detail. The District Manager advised that with the exception of 2 WorkSafe BC orders, the other 4 have been fully addressed. The 2 outstanding orders are (1) the lack of tempered water (warm water) at 2 sites for the chemical shower and eyewash stations and (2) not having an annual emergency drill. The emergency drill will occur when RaeAnn returns to the office next week. In regard to providing tempered water, a local contractor has been retained to determine pricing, but due to a number of factors it is expected those costs to be high, possibly in the six-figure range. This was the second contractor to be contacted, as we suspect the first contractor undershot the amount of work (and cost) involved to address this requirement. A third contractor is on standby and will be brought in if required.

It was recommended by the Board that Associated Engineering be consulted on this project. Jonathan Musser advised that this is something they can do as a company. Arrangements will be made to involve Associated Engineering.

10.3 Water Licenses

District Manager provided a status update on the water licenses and advised that an online meeting with the ministry is scheduled for Friday, November 17 to discuss the draft documents recently been made available. District Manager will report back to the board.

10.4 CVRD Letter of Appreciation

It was decided that a letter of appreciation will be sent to Dannielle Myles Wilson, CAO for the CVRD thanking the CVRD for assisting MBWD this past summer with the operation of our water system following the departure of our long-standing water operator. This letter will be copied to Area A Director Kate Segall and Manger of Operations Todd Etherington.

10.5 Code of Conduct

The Board instructed staff to proceed with the preparation of a code of conduct policy and to bring that policy back to the board for consideration.

11. **BYLAWS**

11.1 MBWD New Website Design Bylaw No. 300, 2023

MOTION: R2023-57 Moved by Trustee Orton, seconded by Trustee Morrow

THAT MBWD New Website Design Bylaw No. 300, 2023, be approved allowing for the disbursement of \$33,875.00 from General Reserves Term Deposit to pay the costs to build the new website.

CARRIED

12. **CORRESPONDENCE – None**

13. **FINANCIAL**

13.1 Finance Report

The Finance Report was presented by the District Manager.

13.2 Accounts Payable (October)

MOTION: R2023-58 Moved by Trustee Adams, seconded by Trustee Morrow

THAT the accounts payable for October 2023 in the amount of \$45,930.43 be approved.

CARRIED

14. **ADJOURNMENT**

MOTION: R2023-59 Moved by Trustee Orton

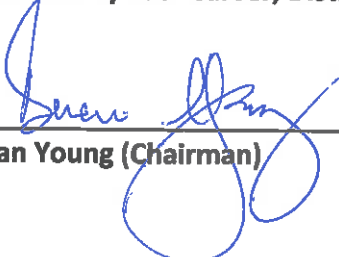
THAT the Regular Board Meeting for November 14, 2023, be adjourned.

CARRIED

Adjourned at 4:22 pm.

Next Regular Board Meeting will be December 12, 2023, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)