

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

December 12, 2023

2:30 pm (MBCL Hall Board Room)

In attendance: Brian Young (Chair), Brook Adams (Trustee), Johanna Morrow (Trustee), Austin Tokarek (Trustee), Paul Carver (District Manager), Jonathan Musser (Associated Engineering), Brett Watts (Chief Operator), RaeAnn Reitor (Finance Assistant).

Absent: Gary Orton (Trustee)

Guest: Mike Walker (Community Member/Observer)

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: R2023-60 Moved by Trustee Tokarek, seconded by Trustee Adams

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

CARRIED

3. DELEGATION(S) - None

4. MINUTES

4.1 Regular Board Meeting Minutes – November 14, 2023

MOTION: R2023-61 Moved by Trustee Morrow, seconded by Trustee Tokarek

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

CARRIED

4.2 Special Board Meeting Minutes - November 22, 2023

MOTION: R2023-62 Moved by Trustee Adams, seconded by Trustee Morrow

THAT the minutes from the November 22, 2023, Special Board Meeting be adopted.

CARRIED

5. MATTERS ARISING FROM MINUTES – None

6. STAFF REPORTS

6.1 Operator's Report

The Operator's Report was presented prompting the following questions.

Item 1: Chairperson Young asked for clarification on what was meant by the device. Mr. Watts advised it was an elevated stainless-steel tank used to provide volume.

- Item 2: A question was asked why we were requiring a third party to perform PRV maintenance. Mr. Watts stated he needs to hold a distribution certificate, which he is working towards, and this maintenance is performed in a confined space setting requiring more than one person to perform.
- Item 3: None
- Item 4: None
- Item 5: None
- Item 6: Chairperson Young asked if we require inline turbidity meters or just the use a portable unit based on Island Health recommendations. Mr. Watts stated that since we will be performing GARP assessments next year we should determine whether there is a need for inline turbidity meters. The Board was advised that a portable turbidity meter was on order and should be delivered in early 2024. There was a brief discussion whether Mill Bay Waterworks should purchase inline turbidity meters to start collecting data sooner rather than later. The Operator recommended waiting a few months and to start using the portable meter for the time being to start collecting data. The District Manager supported this recommendation. The Board decided to revisit this item in a couple months.
- Item 7: None
- Item 8: Consideration is being given to partnering with MTS (Maintenance Tracking System) to administer our backflow prevention program.
- Item 9: None
- Item 10: None
- Item 11: None
- Item 12: None
- Item 13: None

6.2 Management Report

The Board reviewed the Management Report and had the following questions.

- Item 1: A correction was made that the office will be closed between Christmas and New Years, not Christmas and Boxing Day.
- Item 2: None
- Item 3: Condition Assessment Proposal will be discussed later in the meeting.
- Item 4: Clarification was provided regarding the new wells sites, meaning there are four (4) water licence applications for a total of five(5) wells.
- Item 5: None

7. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

Jonathan Musser presented his report. Mr. Musser stated the works plan was complete and is awaiting seal, which should occur the following week.

Chairperson Young asked why our Engineering Standards were not part of the master plan update process to which Mr. Musser replied that it has not been at the top of anyone's list until now, although it has been discussed with administration. The Board requested that management and Associated Engineering address this by the February meeting.

Chairperson Young requested that Associated Engineering determine how much water from the Noowick well can be allocated to the Cowichan Housing Association project on Partridge Road. Mr. Musser will review and update the Board.

Chairperson Young emphasized that additional office space was needed for administrative reasons, including privacy and work efficiency. It was recommended this be a top priority moving forward into the new year. Management will work closely with Associated Engineering in January and report back to the Board in February.

8. DEVELOPMENT REPORT

8.1 Development Report

The Development Report was presented to the Board.

9. STRATEGIC PLAN 2023 - 2025

9.1 Strategic Plan Update Management Report, c/w worksheet

The Strategic Plan Update Management Report was presented to the Board.

10. NEW BUSINESS

10.1 2024 Budget

District Manager advised there will be an increase in 2024 parcel tax revenue with the addition of the 29 lots from the Hidden Lake Phase II development.

MOTION: R2023-63 Moved by Trustee Morrow, seconded by Trustee Tokarek
THAT the 2024 Budget be adopted.

CARRIED

10.2 Condition Assessment Proposal- Associated Engineering

The Condition Assessment Proposal prepared by Associated Engineering was presented to the Board. Chairperson Young questioned the high cost of the proposal, as did Trustee Tokarek who said it seemed on the high side based on what he has seen in the past. Associated Engineering was requested to clarify and better define project deliverables.

10.3 Water System Operator (Third Party Contractor)

District Manager recommended that MBWD retain the services of Almaquin Enterprises Ltd. to provide after-hour operational support when our Water Operator and relief operators are unavailable.

MOTION: R2023-64 Moved by Trustee Morrow, seconded by Trustee Adams
THAT MBWD staff be authorized to enter into a contract with Almaquin Enterprises Ltd. to provide qualified relief operators to assist with observation and maintenance of our water system when MBWD staff are unavailable.

CARRIED

Mike Walker left meeting at 4:02 pm.

11. BYLAWS

11.1 MBWD Chlorine Analyzer Bylaw No. 301, 2023

MOTION: R2023-65 Moved by Trustee Morrow, seconded by Trustee Adams

THAT MBWD Chlorine Analyzer Bylaw No. 301, 2023, to allow for the distribution of funds from MBWD Capital Renewal Fund (38-A57R-A) to pay the costs to install two new inline chlorine analyzers be **INTRODUCED** and given first reading by Trustees on the 12th day of December 2023; **AND**

THAT MBWD Chlorine Analyzer Bylaw No. 301, 2023, be **RECONSIDERED** and adopted by the Trustees on the 12th of December 2023.

CARRIED

11.2 MBWD Parcel Tax Bylaw No. 302, 2023

MOTION: R2023-66 Moved by Trustee Morrow, seconded by Trustee Adams

THAT MBWD Parcel Tax Bylaw No. 302, 2023, be **INTRODUCED** and given first reading by Trustees on the 12th day of December 2023; **AND**

THAT MBWD Parcel Tax Bylaw No 302, 2023, be **RECONSIDERED** and adopted by Trustees on the 12th day of December 2023.

CARRIED

11.3 MBWD Water Tolls and Other Charges Bylaw No. 303, 2023

MOTION: R2023-67 Moved by Trustee Morrow, seconded by Trustee Tokarek

THAT MBWD Water Tolls and Other Charges Bylaw No. 303, 2023, be **INTRODUCED** and given first reading by Trustees on the 12th day of December 2023; **AND**

THAT MBWD Water Tolls and Other Charges Bylaw No 303, 2023, be **RECONSIDERED** and adopted by Trustees on the 12th day of December 2023.

CARRIED

12. CORRESPONDENCE – None

Brett Watts and Jonathan Musser left at 4:26pm

13. FINANCIAL

13.1 Revenue and Expense Report

The Board requested that Revenue and Expense Reports coincide to the month when utility bills are processed.

13.2 Finance Report

The Finance Report was presented by the District Manager.

13.2 Accounts Payable (November)

MOTION: R2023-68 Moved by Trustee Adams, seconded by Trustee Tokarek
THAT the accounts payable for November 2023 in the amount of
\$85,141.96 be approved.

CARRIED

14. ADJOURNMENT

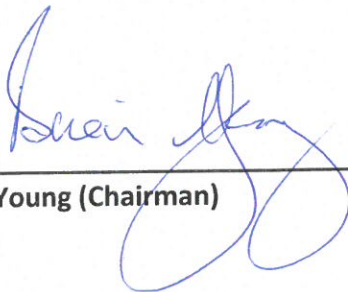
MOTION: R2023-69 Moved by Trustee Adams
THAT the Regular Board Meeting for December 12, 2023, be adjourned.

CARRIED

Adjourned at 4:32 pm.

Next Regular Board Meeting will be January 9, 2024, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Brian Young (Chairman)



Paul Carver (District Manager)