

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

January 09, 2024

2:30 pm (MBCL Hall Board Room)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Austin Tokarek (Trustee), Gary Orton (Trustee), Paul Carver (District Manager), Jonathan Musser (Associated Engineering), RaeAnn Reitor (Finance Assistant).

The meeting was called to order at 2:31 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: R2024-70 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the January 09, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

3. DELEGATION(S) - None

4. MINUTES

4.1 Regular Board Meeting Minutes – December 12, 2023

MOTION: R2024-71 Moved by Trustee Tokarek, seconded by Trustee Adams

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

CARRIED

5. MATTERS ARISING FROM MINUTES

5.1 Chairperson Young had one question regarding item 10.3 on December's Agenda. Mr. Young wondered how the company hired to cover relief over Christmas holidays performed. The Board was advised that the company performed well and only had to respond to one call over the holidays.

6. STAFF REPORTS

6.1 Operator's Report

The Board reviewed the Operator's Report which resulted in the following questions.

- Item 1: None
- Item 2 & 9: Chairperson Young had questions involving items 2 and 9 which are connected together. Mr. Young was wondering if the four wells not contributing to the system was impacting our ability to keep up with supply. District Manager Paul Carver stated this was having no impact and advised replacement parts are on order.

- Item 3: None
- Item 4: None
- Item 5: Island Health will be advised that the Source Water Protection Plan will be delayed until fall in order to afford Western Water time and resources to prepare the monitoring plan that is required of the recently issued water licence.
- Item 6: None
- Item 7: None
- Item 8: Trustee Adams asked what cross connection prevention is in relation to our cross-connection protection program. Jonathan Musser advised that our cross-connection program is in place to safeguard the integrity our water system from outside contaminants. To prevent the backflow of contaminants into our water system customers are required to use backflow preventors that must be tested annually. This program will ensure this gets done. District Manager Paul Carver also added, utilizing a company like MTS to manage our program will free up staff resources to work on other projects, as considerable time is required to ensure customers remain compliant. Trustee Tokarek asked what other organizations were using MTS. Mr. Carver stated that MTS is being used by a number of municipalities. MTS has provided references.
- Item 9: See item 2.
- 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: District Manager was asked what the timeline was to complete the Monitoring Plan. Mr. Carver advised that we are awaiting a proposal from Western Water for the plan. The Source Protection Plan will be deferred until later in the year. The proposal once complete will be presented to the developers and the Board for approval.
- Item 2: None

7. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

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

- a) None
- b) It was recommended that a motion be made to accept the Asset Condition Assessment proposal to bring this topic forward for discussion. Board members had questions regarding the money being spent and moving forward if this assessment will be part of a larger scope of work. Chairman Young reminded the Board that this proposal would benefit all work going forward because it will give Mill Bay Water a better idea

of the condition of its assets. Trustee Orton brought up that in accordance with the Improvement District Manual, improvement districts are only allowed to spend up to \$121,000 in total for any engineering project. Anything over needs to be put out for tender. This is in reference to the Canadian Free Trade Agreement (CFTA). Mr. Orton stated the asset condition project is part of a larger project and must therefore go out for tender. It was recommended that management obtain a legal opinion from our lawyer for the February Board meeting.

- c) None
- d) Clarification provided that the challenges for Ocean Terrace is related to water pressure.
- e) It was clarified that for Mill Spring Pump Station, WorkSafe BC granted up to a 5-year window to fix the tempered water issue.
- f) None

When asked, Mr. Musser gave a verbal update on Partridge Road/Cowichan Housing stating there would be a surplus of water bringing the new Noowick Well online, meaning it would be feasible to approve this project. An update will be provided in writing.

8. DEVELOPMENT REPORT

8.1 Development Report

The board reviewed the Development Report and asked for clarification on Limona (Stonebridge) Development. Engineer Jonathan Musser stated there is need for a 72-hr pump test which would be preferred in the fall.

The Board also asked administration to look into Well #785 (Lodgepole Well) and the status of that license.

9. STRATEGIC PLAN (2023 – 2025) - None

10. NEW BUSINESS - None

11. BYLAWS – None

12. CORRESPONDENCE – None

Jonathan Musser left at 3:27 pm

13. FINANCIAL

13.1 Revenue and Expense Report

The 2023 end of the year revenue and expense report was presented. The Board was advised the year end deficit figure will change once more outstanding invoices are received, as well as any findings the year end audit might produce. The District Manager also stated the year-end number is misleading as it includes all revenue, including investment interest income. Our auditor advised only about 25% of the interest income would apply to the operational budget, with the remainder being capital related.

13.2 Finance Report

The Finance Report was presented by the District Manager.

13.3 Accounts Payable (December)

MOTION: R2024-72

Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the accounts payable for December 2023 in the amount of \$94,228.70 be approved.

CARRIED

14. ADJOURNMENT

MOTION: R2024-73 Moved by Trustee Adams

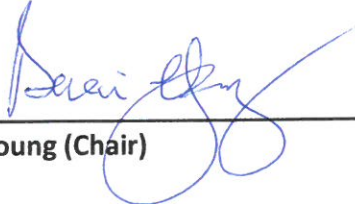
THAT the Regular Board Meeting for January 09, 2024, be adjourned.

CARRIED

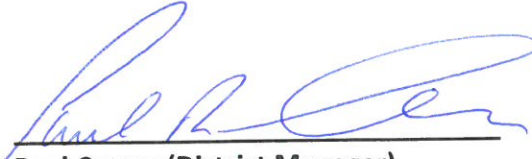
Adjourned at 3:39 pm.

Next Regular Board Meeting will be February 13, 2024, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Brian Young (Chair)



Paul Carver (District Manager)