

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

February 13, 2024

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 (bystander).

The meeting was called to order at 2:33 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

Trustee Tokarek requested a new item be added to the agenda in the New Business category regarding orientation package for board members and employees. This was added under Item 10.6. Chairperson Young also requested a new item, Election of a New Chair be added under Item 15, thereby pushing adjournment to Item 16.

MOTION: R2024-05 Moved by Trustee Orton, seconded by Trustee Morrow

THAT the February 13, 2024, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. DELEGATION(S) - None

4. MINUTES

4.1 Regular Board Meeting Minutes – January 9, 2024

MOTION: R2024-06 Moved by Trustee Morrow, seconded by Trustee Adams

THAT the minutes from the January 9, 2024, Regular Board Meeting be adopted.

CARRIED

5. MATTERS ARISING FROM MINUTES

5.1 Procurement – District Manager Report

Chairperson Young spoke to the procurement report and suggested that staff contact the CFTA agency to obtain an opinion on the small engineering projects that are being considered by the Board.

MOTION: R2024-07 Moved by Trustee Tokarek, seconded by Trustee Morrow

THAT the Board authorize staff to prepare a procurement policy and bring that policy to the Board for consideration.

Once that motion was approved the Board discussed obtaining a professional opinion to confirm that MBWD is adhering to the CFTA legislation regarding contract splitting.

MOTION: R2024-08 Moved by Trustee Orton, seconded by Trustee Tokarek
THAT management obtain an opinion from the CFTA confirming MBWD is adhering to the CFTA guidelines regarding project splitting.

CARRIED

6. STAFF REPORTS

6.1 Management Report

The Management Report was presented for discussion.

- Item 1: The District Manager advised that a new water operator was hired. Keith Halper commenced employment on February 5.
- Item 2: The Board inquired on the status of the Monitoring Plan Proposal being prepared by Western Water. The District Manager stated the proposal has now been received and that he will be meeting with the developers to discuss the proposal.

6.2 Operator's Report

The Operator's Report was presented for discussion.

- Item 1: The Board requested clarification on what was flushed the weekend of January 27. The District Manager advised that reports of discolored were received that weekend by customers which necessitated bringing in our on-call operator to flush the lower part of our distribution system.

7. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

Associated Engineering's monthly report was presented for discussion.

- d) Mr. Musser gave an update on the feasibility study for Ocean Terrace which was received by the District Manager shortly before this board meeting. An important design consideration for this development is that the Mill Springs Reservoir does not have adequate elevation above the site to provide the water pressure necessary to support this development. This will necessitate the creation of a new pressure zone.
- e) Mr. Musser advised he has emailed Limona/Stonebridge requesting additional information/clarification to assist with their project feasibility review currently underway.

8. DEVELOPMENT REPORT- None

9. STRATEGIC PLAN 2023 – 2025 - None

10. NEW BUSINESS

10.1 New Water Operator- See Management Report section of the minutes.

10.2 Bullying and Harassment Policy

All documents relating to the Bullying and Harassment Policy was presented for discussion. It was decided that the documents be compiled and incorporated into the Trustee and Employee Handbook. A resolution was made to create a working or standing committee to update the current handbook.

MOTION: R2024-09 Moved by Trustee Morrow, seconded by Trustee Tokarek

THAT the working committee, which is made up of Trustee Morrow and Trustee Tokarek, review the existing handbook and decide if it should be updated or a new one created to better encompass the current guidelines for bullying and harassment.

CARRIED

10.3 Hiring Policy

After careful review and discussion, the Board decided to refer this policy back to management for refinement and have the updated version presented at the March meeting.

10.4 Annual General Meeting

April 23, 2024, was confirmed for the AGM. Registration will start at 6pm and notice of the meeting will go out with the 2024 parcel tax notices. Three Trustee positions will be up for election this year.

10.5 Engineering Standards Update Proposal- Associated Engineering

The Board deferred this item to the March meeting pending CFTA inquiry.

11. OLD BUSINESS

11.1 Condition Assessment Proposal

The Board decided to defer this item until proper discussion and clarification was obtained with the Canadian Free Trade Agreement.

12. BYLAWS– None

13. CORRESPONDENCE - None

Jonathan Musser left at 3:58 pm

14. FINANCIAL

14.1 Finance Report

The Finance Report was presented by the District Manager.

14.2 Accounts Payable (January)

MOTION: R2024-10 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the accounts payable for January 2024 in the amount of \$66,077.15 be approved.

CARRIED

15. ELECTION OF A NEW CHAIR

Chairperson Young informed the Board he was stepping down as the Chair but will remain a Trustee until the AGM in April. As a replacement, Trustee Young nominated Trustee Morrow as Chair. Trustee Morrow accepted the nomination, and as no other nominations were presented, the nomination passed by acclamation.

16. ADJOURNMENT

MOTION: R2024-11 Moved by Trustee Young

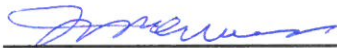
THAT the Regular Board Meeting for February 13, 2024, be adjourned.

CARRIED

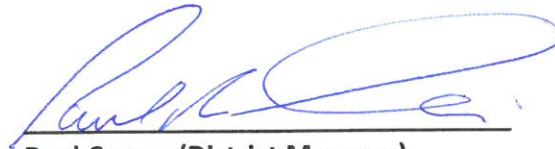
Adjourned at 4:04 pm.

Next Regular Board Meeting will be March 12, 2024, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Johanna Morrow (Chairperson)



Paul Carver (District Manager)