

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

March 12, 2024

2:30 pm (MBCL Hall Board Room)

In attendance: Johanna Morrow (Chairperson), Brook Adams (Trustee) Austin Tokarek (Trustee), Gary Orton (Trustee) Paul Carver (District Manager), Jonathan Musser (Associated Engineering), Stacey Glover (Finance Assistant), Keith Halper (Operator)

Public: Kevin Little (bystander), Kate Segall (Area A Director), Blaise Salmon (bystander).

The meeting was called to order at 2:30pm by Chairperson Johanna Morrow.

1. ACKNOWLEDGEMENT OF THE LAND

Chairperson Morrow 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

Chairperson Morrow requested a new item be added to the agenda in the New Business Category regarding the Annual General Meeting. Item 10.2 was added.

MOTION: R2024-12 Moved by Trustee Tokarek, seconded by Trustee Adams

THAT the March 12, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

3. MINUTES

3.1 Regular Board Meeting Minutes – February 13, 2024

MOTION: R2024-13 Moved by Trustee Adams, seconded by Trustee Orton

THAT the minutes from the February 13, 2024, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) - None

5. MATTERS ARISING FROM MINUTES - None

6. STAFF REPORTS

6.1 Management Report - The District Manager (DM) spoke to his report in detail.

a) Well Monitoring Proposal – Western Water has the authority to go ahead with the well monitoring plan. The plan was well-received by developers.

b) DM made a recommendation regarding procurement.

c) DM noted MBWD year-end audit is nearing completion and that the auditors will present their report at the April 9, 2024, board meeting; the report will be added to the AGM Agenda. The AGM date has been confirmed for April 23, 2024, at 7:00pm, doors open at 6:30pm.

6.2 Operator's Report

- a) Maintenance report – Operator gave a summary of his first month in his new position as Senior Operator.
- b) Well Maintenance and Production - Data was presented and discussed.
- c) Chlorine Analyzer – Operator installed the new inline chlorine analyzer for the 875 Deloume Road Clearwell Reservoir.

7. **ENGINEERS REPORT**

7.1 Associated Engineering Monthly Report - Jonathan Musser spoke to his report.

8. **DEVELOPMENT REPORT**

- 8.1 Ocean Terrace – Feasibility study has been completed and provided to the developer.
- 8.2 Stonebridge (Limona Group) – Feasibility study is underway. Progress is being made for the first phase of development.
- 8.3 Malahat Properties – Update given.
- 8.4 Mill Springs (Gerald Hartwig) – Update given.

9. **STRATEGIC PLAN 2023 – 2025 - None**

10. **NEW BUSINESS**

10.1 Monitoring Plan by Western Water

MOTION: R2024-14 Moved by Trustee Tokarek, seconded by Trustee Orton
THAT the MBWD inquire with the CVRD to see if they can share in the cost of the monitoring plan.

CARRIED

MOTION: R2024-15 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the Western Water be awarded the contract to prepare the well monitoring plan.

CARRIED

10.2 Annual General Meeting

Brief discussion regarding the AGM. The agenda, newsletter, and letter from the Chair will be sent out next week with Parcel Tax notices. There will be an election for 3 trustee positions.

11. **OLD BUSINESS**

11.1 Condition Assessment Proposal

MOTION: R2024-16 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the Condition Assessment Proposal prepared by Associated Engineering be approved and the project awarded to Associated Engineering at a fixed fee of \$68,788 plus taxes.

CARRIED

Trustee Orton Opposed

11.2 Trustees Code of Conduct

This item has been deferred to the April 9, 2024, board meeting to give the trustees more time to review the document.

11.3 Hiring Policy

MOTION: R2024-17 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the Hiring Policy No. 12-03-2024 be adopted.

CARRIED
Trustee Orton Opposed

11.4 Engineering Standards Update Proposal – Associated Engineering

Discussion on the timeline and scope of proposal was discussed. Jonathan Musser answered questions and will be working with the District Manager to update the Master Retainment Agreement.

MOTION: R2024-18 Moved by Trustee Adams, seconded by Trustee Tokarek
THAT the Engineering Standards Update Proposal prepared by Associated Engineering be approved and the project awarded to Associated Engineering Ltd. at a fixed fee of \$16,632.00, plus taxes.

CARRIED
Trustee Orton Opposed

12. BYLAWS– None

13. CORRESPONDENCE - None

14. FINANCIAL

14.1 Finance Report

The Finance Report was presented by the District Manager. Trustee Adams inquired if there are many outstanding 2023 parcel taxes; the District Manager reported we will be following up with delinquent accounts soon.

14.2 Accounts Payable (February)

MOTION: R2024-19 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the accounts payable for February 2024 in the amount of \$42,214.47 be approved.

CARRIED

15. ADJOURNMENT

MOTION: R2024-20 Moved by Trustee Orton
THAT the Regular Board Meeting for March 12, 2024, be adjourned.

CARRIED

Adjourned at 3:19 pm.

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

Recorded by Stacey Glover, Finance Assistant



Johanna Morrow (Chairperson)



Paul Carver (District Manager)