

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

April 9, 2024

2:30 pm (MBCL Hall Board Room)

In attendance: Johanna Morrow (Chairperson), Brook Adams (Trustee) Austin Tokarek (Trustee), Gary Orton (Trustee), Jonathan Musser (Associated Engineering), Stacey Glover (Finance Assistant), Keith Halper (Operator), Graham Roberts (MNP)

Public: Tom Shadlock (Brentwood College), Wayne Hopkins (The Limona Group), David Burton (Brentwood College), Daniel Behrens (The Purdey Group), Kevin Little (bystander), Kate Segall (Area A Director), Michael Sinclair (bystander), Louise Patterson (bystander), Jane Barton-Greig (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 to remove Item 9.4 Deer Park Pumphouse Tempered Water Project Award; Gerrits Services Ltd. is no longer able to follow through with the project. Chairperson Morrow would also like to add a new item to the agenda in the New Business Category regarding the Annual General Meeting. Item 9.6 was added. Chairperson Morrow also moved Item 13.1 2023 Audited Financial Statements to 4.2. Trustee Tokarek would like to discuss the Board Orientation Package; this was added as item 11.3.

MOTION: R2024-21 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the April 9, 2024, Agenda as amended for the Regular Board Meeting be adopted.

CARRIED

3. MINUTES

3.1 Regular Board Meeting Minutes – March 12, 2024. Trustee Tokarek would like it noted that during the AGM discussion he has asked for the graph showing the long-range renewal forecast and associated cost estimate be included as an important visual aid.

MOTION: R2024-22 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the minutes as amended from the March 12, 2024, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S)

4.1 Brentwood College, Tom Shadlock – B Field Well Proposal was presented and discussed. Tom was joined by David Burton (Brentwood College), Wayne Hopkins (The Limona Group), and Daniel Behrens (The Purdey Group) to answer questions and join the

discussion. Tom mentioned their hope was to gain approval for the philosophy, then schedule a pump test for September, followed by applying for licencing. Jonathan Musser mentioned that some of the test results are cut off on the report, he would like to see and review those numbers. Trustees will discuss more during agenda item 9.5 under New Business. Tom will attend the May board meeting.

Tom Shadlock, Wayne Hopkins, David Burton, and Daniel Behrens left the meeting at 2:52.

- 4.2 MNP, Graham Roberts, - Graham presented a detailed report of the audited financial reports for 2023. MNP is independent from Mill Bay Waterworks District. No concerns arose from the audit.

Graham Roberts left the meeting at 3:05.

5. MATTERS ARISING FROM MINUTES - None

6. STAFF REPORTS

- 6.1 Management Report - The District Manager provided his report to the board to review prior to his vacation leave. Chairperson Morrow would like to add that Lindsay Jordan started her part time role as Administrative Assistant on March 25, 2024.

a) Procurement Policy – Procurement Policy is still being worked on. Trustee Orton would like it noted that he would like to see the cost for the works plan and the correspondence between Mill Bay Waterworks District and CFTA.

b) Tempered Water Supply Upgrade - Gerrits Services has declined the project due to scheduling problems.

- 6.2 Operator's Report – MBWD Operator discussed his report in detail. The operator gave a brief summary of the water main break that happened on April 4, 2024, on Noowick Road; more will follow in next month's report. The operator discussed his report in detail. Trustee Tokarek made note of the water main break being a sign of the aging pipes. Trustee Orton would like information on the cost of the water main repair, as well as estimates on replacing each service connection where they tie into the main line as opposed to replacing the AC pipe. The operator also made note that the water main had been leaking for quite some time, this led to more challenges during the repair.

7. ENGINEERS REPORT

- 7.1 Associated Engineering Monthly Report - Trustees did not have any questions or concerns arising from the report. Trustee Tokarek will be reviewing data collection with Jonathan once the template is ready.

8. DEVELOPMENT REPORT

- 8.1 Ocean Terrace – Developer would like MBWD to be a joint applicant on their water licence.
- 8.2 Stonebridge (Limona Group) – Feasibility study is underway. Progress is being made for the first phase of development.
- 8.3 Malahat Properties – Remedy agreement still needs to be finalized.
- 8.4 Mill Springs (Gerald Hartwig) – More detail will be required by the developer for review by the engineer.

- 8.5 Well Monitoring Plan – Plan is still being developed by Western Water. Trustee Orton questioned the status of the Cowichan Housing Association and would like it added to the Development Report monthly. Trustee Tokarek would like to include clarifying the process to include that parcel of land into the MBWD boundary.

9. NEW BUSINESS

- 9.1 Acknowledge Brian Young's Passing - Brian was a long-term trustee of Mill Bay Works District, including serving as Chairperson. The Board of Trustees would like to make a donation to Brian's church on behalf of the Mill Bay Waterworks District in Brian Young's name. The family wishes that any donations made go to Sylvan United Church as it was very important to Brian.

MOTION: R2024-23 Moved by Trustee Orton, seconded by Trustee Adams

THAT the MBWD send a \$1,000.00 donation to Sylvan United Church on behalf of Mill Bay Waterworks District in Brian Young's name.

- 9.2 General Services Agreement – Associated Engineering - Trustee Orton would like the agreement to be reviewed by the MBWD lawyer. Chairperson Morrow has requested Trustee Orton put his specific questions and concerns in writing. Trustee Tokarek would like to ensure the agreement conforms with the MBWD Procurement Policy.

- 9.3 Ocean Terrace Water Licence Application

MOTION: R2024-24 Moved by Trustee Tokarek, seconded by Trustee Adams

THAT staff be authorized to sign Ocean Terrace's water licence application with the province on behalf of Mill Bay Waterworks District.

CARRIED

- 9.4 Deer Park Pumphouse Tempered Water Project Award

Item removed due to Gerrits Services Ltd. is no longer able to complete the project.

- 9.5 Brentwood College – B Field Well Proposal

The board of Trustees feel that at this time there are too many questions and uncertainties to make any decisions, including concerns with manganese levels. Chairperson Morrow would like the information reviewed by Associated Engineering and Western Water.

- 9.6 AGM

Chairperson Morrow is concerned that there has been information handed out in Mill Springs regarding the AGM that Chairperson Morrow feels gives the impression that it came from MBWD and is endorsing three candidates. Chairperson Morrow would like it noted that MBWD did not distribute this information, nor do they endorse any candidates for the trustee election.

10. OLD BUSINESS

- 10.1 Trustee Code of Conduct

This item has been deferred to the next board meeting in May for a vote.

Kate Segall, Jonathan Musser, and Keith Helper left the meeting at 4:15.

11. BYLAWS

11.1 MBWD Conditions Assessment Bylaw No.305, 2024

MOTION: R2024-25 Moved by Trustee Orton, seconded by Trustee Adams

THAT MBWD Conditions Assessment Bylaw No. 305, 2024, to allow for the disbursement of funds from MBWD Capital Renewal Fund (38-A57R-A) to complete a condition assessment of MBWD assets be **Introduced** and given first reading by the Trustees on the 9th day of April 2024.

AND THAT MBWD Conditions Assessment Bylaw No. 305, 2024, be **Reconsidered** and adopted by the Trustees on the 9th day of April 2024.

CARRIED

Discussion occurred at the May 21, 2024, regular board meeting that Chairperson Orton did not move this motion and in fact voted against it. Mr. Orton would like the record to show he voted against this motion.

11.2 MBWD Engineering Standards Update Bylaw No.306, 2024

MOTION: R2024-26 Moved by Trustee Orton, seconded by Trustee Adams

THAT MBWD Engineering Standards Update Bylaw No. 306, 2024, to allow for the disbursement of funds from MBWD General Funds Term Deposit (38-A57N-A) to complete an update of the engineering standards be **Introduced** and given first reading by the Trustees on the 9th day of April 2024.

AND THAT MBWD Engineering Standards Update Bylaw No. 306, 2024, be **Reconsidered** and adopted by the Trustees on the 9th day of April 2024.

CARRIED

Discussion occurred at the May 21, 2024, regular board meeting that Chairperson Orton did not move this motion and in fact voted against it. Mr. Orton would like the record to show he voted against this motion.

Trustee Orton left the meeting at 4:25pm.

11.3 MBWD Board Orientation Package

The board of trustees would like the Board Orientation Package to be a priority so that it can be ready for new trustees elected at the AGM.

12. CORRESPONDENCE - None

13. FINANCIAL

13.1 2023 Audited Financial Statements

Item was moved to 4.2.

13.2 Finance Report – Memorandum

The District Manager provided the financial report to the board prior to his vacation for review.

13.3 Accounts Payable

Chairperson Morrow noted that the accounts payable are higher for March for several reasons; some of the expenses represent more than a one-month period, cost of unexpected repairs, and some of the expenses are recoverable.

MOTION: R2024-27 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the accounts payable for March 2024 in the amount of \$125,534.26 be approved.

CARRIED

14. ADJOURNMENT

MOTION: R2024-28 Moved by Chairperson Morrow

THAT the Regular Board Meeting for April 9, 2024, be adjourned.

CARRIED

Adjourned at 4:28 pm.

Next Regular Board Meeting will be May 14, 2024, at the Mill Bay Community Hall Board Room.

Recorded by Stacey Glover, Finance Assistant



Gary Orton (Chairperson)



Paul Carver (District Manager)