

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

June 24, 2024

5:00 pm (MBCL Hall Board Room)

In attendance: Brook Adams (Trustee), Kevin Little (Trustee), Ron Bronstein (Trustee), Dan Flynn (Trustee), Paul Carver (District Manager)

The meeting was called to order at 5:00pm by District Manager

1. ADOPTION OF THE AGENDA

MOTION: R2024-34 Moved by Trustee Flynn, seconded by Trustee Flynn

THAT the June 24, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. ADOPTION OF MINUTES

2.1 Regular Board Meeting Minutes

MOTION: R2024-35 Moved by Trustee Bronstein, seconded by Trustee Flynn

THAT the minutes from the May 21, 2024, Regular Board Meeting be adopted.

CARRIED

3. DELEGATION(S) - None

4. MATTERS ARISING FROM MINUTES - None

5. STAFF REPORTS

5.1 Management Report

The Management report was presented and discussed.

With the exception of the propane system, the tempered water project at the Deer Park reservoir is complete.

Responses have been received from Western Water and Associated Engineering in relation to their review of the Brentwood College proposal for the new well for B Field.

District Manager updated trustees on the continuing increase in maintenance and repair costs to our water system. A fund transfer from reserves will be required at a future date prior to year-end.

Both the condition assessment and source protection plan are in progress by our professionals. Completion is expected late this summer or fall.

District Manager explained there is a process by which a property can be exempt from paying parcel taxes. Per the Local Government Act, an improvement district can reassess a property and include that property in a specific class in an assessment bylaw that does not require payment of parcel taxes.

District Manager met with Western Water and Associated Engineering on June 11, 2024, to discuss the monitoring plan that is required by the province in relation to the grouped water licenses that were issued in December 2023. Western Water advised the monitoring plan may not be completed until this fall due to the complicated nature of the project.

District Manager advised that a meeting was scheduled for June 20, 2024, with Malahat Nation to discuss the joint weather monitoring plan.

District Manager advised that letters have been issued to customers with outstanding utility and parcel tax accounts. The letters require outstanding accounts be cleared up by July 31, 2024. District Manager will update the board following the deadline date.

5.2 Operator's Report

The Operator's Report was presented.

6. ENGINEERS REPORT

6.1 Associated Engineering Monthly Report

Report prepared by Jonathan Musser was presented.

7. DEVELOPMENT REPORT

7.1 District Manager presented the Development Report.

8. NEW BUSINESS

8.1 Cowichan Housing Association Project – Partridge Road

MOTION: R2024-36 Moved by Trustee Little, seconded by Trustee Flynn

THAT staff make application to the Province of British Columbia to amend our Letters Patent to include the subject development property on Partridge Road into the Mill Bay Waterworks District service boundary; **AND**

THAT authorization for the Letters Patent amendment be obtained from the Mill Bay Community League as once approval is obtained from the Province of British Columbia, payment of annual parcel taxes will be required.

CARRIED

8.2 Draft Policies

The draft policies were deferred to a future board meeting.

9. OLD BUSINESS

9.1 Food Bank Parcel Taxes – 2740 Lashburn Road

MOTION: R2024-37 Moved by Trustee Adams, seconded by Trustee Little

THAT the Food Bank located at 2740 Lashburn Road be reassessed to a Class C property, which states that "There shall be no tax on any parcels classified into Group C on the Assessment Roll.

CARRIED

10. BYLAWS – None

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Comparative Income Statement

Comparative Income Statement in a new format was presented.

12.2 Finance Report – Memorandum

Finance Report for the month of June 2024 was presented.

12.3 Accounts Payable

MOTION: R2024-38 Moved by Trustee Adams, seconded by Trustee Little
THAT the accounts payable for June 2024 in the amount of
\$81,114.02 be approved.

CARRIED

13. ADJOURNMENT

MOTION: R2024-39 Moved by Trustee Little, seconded by Trustee Flynn
THAT the Regular Board Meeting for June 24, 2024, be adjourned.

CARRIED

Adjourned at 6:52 PM

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

Moved to In-Camera meeting.

Recorded by Paul Carver, District Manager



Kevin Little (Acting Chairperson)



Paul Carver (District Manager)