

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

May 21, 2024

5:00 pm (MBCL Hall Board Room)

In attendance: Gary Orton (Chairperson), Brook Adams (Trustee), Kevin Little (Trustee), Ron Bronstein (Trustee), Dan Flynn (Trustee), Paul Carver (District Manager), Jonathan Musser (Associated Engineering)

Public: Kate Segall (Area A Director), Paul Laraman (bystander).

The meeting was called to order at 5:00pm by Chairperson Gary Orton.

## 1. ADOPTION OF THE AGENDA

**MOTION: R2024-29** Moved by Trustee Flynn, seconded by Trustee Bronstein

**THAT** the May 21, 2024, Agenda for the Regular Board Meeting be adopted.

**CARRIED**

## 2. ADOPTION OF MINUTES

### 2.1 Regular Board Meeting Minutes

**MOTION: R2024-30** Moved by Trustee Little, seconded by Trustee Flynn

**THAT** the minutes as amended from the April 9, 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 in detail.

The tempered water project at the Deer Park reservoir is being actioned and will be completed by the of June. WorkSafe BC has been updated on project status.

Staff is awaiting feedback from our outside consultants on the proposal presented by Brentwood College for the new well drilled in their B Field.

District Manager discussed the increase in repair and maintenance costs being experienced in 2024. At some point later this year it will be necessary to transfer funds from reserves to compensate for these operational expenditures. When this occurs, a bylaw will be presented to the board for consideration to authorize this transfer. A detailed report providing details of the transfers will accompany the bylaw.

Associated Engineering has commenced the Condition Assessment Project, with completion expected this summer.

Western Water Associates are actively working on the Water Source Protection Plan.

5.2 Operator's Report

The Operator's Report was presented for discussion.

6. **ENGINEERS REPORT**

Associated Engineering Monthly Report

Jonathan Musser presented his monthly update report.

7.0 **DEVELOPMENT REPORT**

Development report was presented for discussion.

8. **NEW BUSINESS**

8.1 2023 – 2025 Strategic Plan

Strategic Plan to be updated.

8.2 Food Bank Charges

District Manager to determine process to waive parcel taxes and utility billing for the Food Bank.

8.3 Shawnigan Creek Pumphouse

The District Manager provided an update on the Shawnigan Creek Pumphouse located under the TCH bridge.

8.4 Monthly Board Meeting Schedule

Monthly board meetings to remain the second Tuesday of each month, starting at 5:00pm.

8.5 Donation of Honorariums

**MOTION: R2024-31** Moved by Trustee Orton, seconded by Trustee Little

**THAT** the annual honorariums for Chairperson Orton and Trustee Little be donated to the local food bank.

**CARRIED**

9. **OLD BUSINESS**

9.1 Trustee Code of Conduct

An updated code of conduct will be brought back to the board at a future meeting.

Jonathan Musser left the meeting at 6:45pm.

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 April 2024 was presented.

12.3 Accounts Payable

**MOTION: R2024-32** Moved by Trustee Orton, seconded by Trustee Flynn  
**THAT** the accounts payable for April 2024 in the amount of  
\$114,129.16 be approved.

**CARRIED**

Kate Segall and Paul Laraman left the meeting at 6:55pm.

**13. ADJOURNMENT**

**MOTION: R2024-33** Moved by Chairperson Orton  
**THAT** the Regular Board Meeting for May 21, 2024, be adjourned.

**CARRIED**

**Adjourned at 7:00 PM**

Next Regular Board Meeting will be June 11, 2024, 2024, at the Mill Bay Community Hall Board Room.

Moved to In-Camera meeting.

**Recorded by Paul Carver, District Manager**

  
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Gary Orton (Chairperson)

  
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Paul Carver (District Manager)