

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

August 13, 2024

5:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Brook Adams (Trustee), Kevin Little (Trustee), Ron Bronstein (Trustee), Dan Flynn (Trustee), Paul Carver (District Manager), Stacey Glover (Financial Office Assistant), Paul Laraman (bystander), Marcy Fenske (bystander), Tony Fenske (bystander), Eileen Mais (bystander), Michael Sinclair (bystander),

The meeting was called to order at 5:00pm by Trustee Kevin Little

1. ADOPTION OF THE AGENDA

MOTION: R2024-40 Moved by Trustee Little, seconded by Trustee Flynn

THAT the August 13 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. ADOPTION OF MINUTES

2.1 Regular Board Meeting Minutes – July 9, 2024

Trustee Bronstein would like section 8.2 amended to “Back Up Operator”.

MOTION: R2024-43 Moved by Trustee Adams, seconded by Trustee Flynn

THAT the minutes from the July 9, 2024, Regular Board Meeting as amended be adopted.

CARRIED

3. DELEGATION(S) - None

4. MATTERS ARISING FROM MINUTES

4.1 First Nation Land Acknowledgement

District Manager presented a report with background information on land acknowledgements. Chairperson Orton provided information on policies from the BC Reconciliation of the Federal Government on Land Acknowledgement, stating permission should be provided from the First Nation People to use a land acknowledgement. MBWD does not appear to have on record that they have received this permission. Trustee Bronstein would like to discuss with Malahat Nation.

MOTION: R2024-44 Moved by Trustee Bronstein, seconded by Chairperson Orton

THAT Trustee Bronstein will approach Malahat Nation to ask permission to use a land acknowledgement and what the acknowledgement should be, and will then present the result of that meeting to the board in order to vote on whether to proceed.

CARRIED

4.2 Operators Attendance at Board Meetings

Chief Water Operator will only attend monthly board meetings when needed.

4.3 Liability Insurance for Trustees

District Manager will investigate.

5. **STAFF REPORTS**

5.1 Managers' Report

District Manager spoke to his report.

MOTION: R2024-45 Moved by Trustee Little, seconded by Chairperson Orton
THAT the Financial Office Assistant may obtain assistance from MNP to correct GL mapping issues and any training needed.

CARRIED

MOTION: R2024-46 Moved by Chairperson Orton, seconded by Trustee Flynn
THAT staff will send follow-up letters to all delinquent utility customers stating the issue of non-payment has gone before the board; the board is discussing taking further action of shutting off water at the next board meeting if no payment plans are in place.

CARRIED

MOTION: R2024-46 Moved by Chairperson Orton, seconded by Trustee Flynn
THAT staff will send follow-up letters to all delinquent customers stating the issue of non-payment has gone before the board; the board is discussing taking further action at the next board meeting if no payment plans are in place.

CARRIED

5.2 Operators Report

The Operator's report was discussed in detail. The board of trustees have requested that the Operator include a report on hydrants in his monthly report. The board of trustees would also like to be notified of any leaks in the system on the day they happen.

6. **ENGINEERS REPORT - None**

7. **DEVELOPMENT REPORT - None**

8. **NEW BUSINESS**

8.1 MBWD Policies

MOTION: R2024-47 Moved by Chairperson Orton, seconded by Trustee Little.
THAT the Code of Conduct Policy and the HSSE Policy for Mill Bay Waterworks District be approved.

CARRIED

8.2 Well Licence 505739 – Limona Lodgepole Road

The following documents were discussed and reviewed.

- 8.2.1 Subdivision Plan
- 8.2.2 Decision Letter
- 8.2.3 Licence Plan
- 8.2.4 Monitoring Objectives
- 8.2.5 Conditional Licence

9. **OLD BUSINESS - None**

10. **BYLAWS – None**

11. **CORRESPONDENCE**

11.1 Mill Bay Community League – Lodgepole Housing Project

Discussion regarding Mill Bay Community League submitting a letter authorizing application to be made to expand service boundary to encompass this property.

12. **FINANCIAL**

12.1 Comparative Income Statement

Comparative Income Statement was presented and reviewed.

12.2 Finance Report – Memorandum

Finance Report for the month of June 2024 was presented.

12.3 Accounts Payable

MOTION: R2024-48 Moved by Trustee Flynn, seconded by Trustee Little
THAT the accounts payable for July 2024 in the amount of
\$142,693.09 be approved.

CARRIED

13. **ADJOURNMENT**

MOTION: R2024-49 Moved by Trustee Flynn, seconded by Chairperson Orton
THAT the Regular Board Meeting for August 13, 2024, be adjourned.

CARRIED

Adjourned at 6:30 PM

Next Regular Board Meeting will be September 10, 2024, at the Field House Room at Brentwood College.

Moved to In-Camera meeting.

Recorded by Stacey Glover, Financial Assistant



Gary Orton (Chairperson)



RaeAnn Reitor (District Manager)

