

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

October 8, 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), RaeAnn Reitor (District Administrator), Keith Hapner (Chief Operator), Paul Laraman (bystander)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-54 Moved by Trustee Flynn, seconded by Trustee Little

THAT the October 8, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. ADOPTION OF MINUTES

2.1 Regular Board Meeting Minutes – September 10, 2024

MOTION: R2024-55 Moved by Trustee Little, seconded by Trustee Flynn

THAT the minutes from the September 10, 2024, Regular Board Meeting be adopted.

CARRIED

3. DELEGATION(S) - None

4. MATTERS ARISING FROM MINUTES - None

5. STAFF REPORTS

5.1 Managers' Report

Trustees had a question regarding our software system. It was explained to the board that we are currently only using Vadim for payroll when we could be using another system for a lot less money. Administration will bring quotes to the November meeting as well as the time we will need to have Vadim for.

Administration presented a draft 2nd notice letter for overdue accounts.

MOTION: R2024-56 Moved by Trustee Flynn, seconded by Trustee Little

THAT the second notice letters for both taxes and tolls be approved and sent to outstanding accounts.

CARRIED

5.2 Operators Report

The Operator's report was discussed in detail. Keith brought up the need for MBWD to have confined space equipment. A detailed list of equipment needed, and cost was reviewed. Keith gave an update on the annual flushing as well as clarified the production of each well the board had questions about.

6. **ENGINEERS REPORT – will be given by the Chairperson at the in-camera meeting.**

7. **DEVELOPMENT REPORT -**

An update was given to the board that Bennefield Construction has paid their CEC's for their first lot. The board was also updated that Limona does not need to complete a tap and test that was previously recommended.

8. **NEW BUSINESS**

8.1 3 Lot Subdivision on Sangster Rd

The board directed staff to inquire what the next step would be for this subdivision.

8.2 Metrics for Water Stage Restrictions

The board would like to see data produced by our operator, so we have backup information as to why we move our water restrictions. Administration and operations will be meeting with White Pacific to discuss hooking up all the wells onto our Scada system so we can produce the requested data.

9. **OLD BUSINESS**

9.1 Land Acknowledgement

This is ongoing; Trustee Bronstein will be meeting with Malahat Nation to discuss. Administration will be reaching out Malahat as well.

10. **BYLAWS –**

10.1 An advisory committee was formed which included Dan Flynn, Kevin Little, Gary Orton and RaeAnn Reitor to discuss the Tax and Tolls Bylaws. A meeting will be scheduled on October 25th.

10.2 In regards to the Meter connection Bylaw 270 it was recommended to amend this bylaw once we know what the cost is for the smart meters when the RFP closes.

11. **CORRESPONDENCE -None**

12. **FINANCIAL**

12.1 Finance Report – Memorandum

Finance Report for the month of September 2024 was presented.

12.2 Accounts Payable

MOTION: R2024-57 Moved by Trustee Flynn, seconded by Trustee Orton
THAT the accounts payable for September in the amount of \$60,969.78 be approved.

CARRIED

13. **ADJOURNMENT**

MOTION: R2024-58 Moved by Trustee Flynn

THAT the Regular Board Meeting for October 08, 2024, be adjourned.

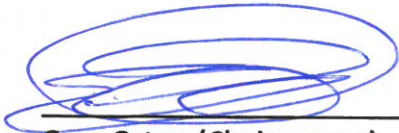
CARRIED

Adjourned at 6:15 PM

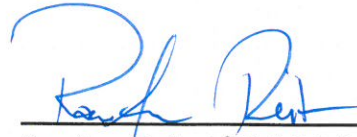
Next Regular Board Meeting will be November 12, 2024, at the Field House Room at Brentwood College.

Moved to In-Camera meeting.

Recorded by RaeAnn Reitor, District Administrator



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)