

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
January 14, 2025
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), Tannis Liviniuk (bystander)

The meeting was called to order at 5:01pm by Trustee Gary Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2024-72 Moved by Trustee Little, seconded by Trustee Orton

THAT January 14, 2025, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES –

2.1 Trustees inquired about the delinquent and arrears parcel tax customers, they were informed

A letter will be presented at the next meeting. A question regarding the capital works bylaw

Was raised about its status, the board was informed that it was completed and sent to the

Province. Trustees finally inquired about the new payroll software, and they were informed

that it was up and running and working properly.

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting Minutes – December 18, 2024

MOTION: R2024-73 Moved by Trustee Little, seconded by Trustee Flynn

THAT the minutes from the December 18, 2024, Regular Board Meeting be

CARRIED

4. DELEGATION(S) - None

5. STAFF REPORTS

5.1 Managers' Report

No questions regarding the managers report.

5.2 Operators Report

Chairman Orton gave a quick update on the status of our wells being hooked up to SCADA.

An update on the hydrant caps was also given by Chairman Orton explaining the importance of purchasing these.

6. ENGINEERS REPORT – Detailed report to be given by the Chairperson at the in-camera meeting.

6.1 An updated was given by Chairman Orton that the Operations Plan would be completed by Mid-January 2025. The board was informed that the Well Monitoring Plan would be

available in draft form by January 30, 2025, and that the Source Water Protection Plan Draft was completed and that the trustees would receive a copy of this document.

7. DEVELOPMENT REPORT –

- 7.1 Chairman Orton advised on the Malahat Properties and that MBWD is not in the position to take on the risk of bringing on Malahat Properties existing well. Instead, MBWD would be willing to let Malahat Properties use the Noowick Well.
- 7.2 The board requested administration to reach out to the Community League and find out the status on the new senior housing project.
- 7.3 Chairman Orton also updated the board on legal recommendations in regard to Malahat Properties.

8. NEW BUSINESS

8.1 AGM

The board was updated that the AGM date has been set, April 12, 2025, from 2pm to 6:30pm and it will be held at Brentwood in the Foote Athletic building.

8.2 Leak Allowance

Information regarding the leak application was presented and the board agreed it met the criteria for a leak allowance, and it was approved. Administration will inform the customer and make sure the adjustment is completed.

9. OLD BUSINESS

- 9.1 An update regarding the start of the smart meter trial was given to the board.

10. BYLAWS – None

11. CORRESPONDENCE -None

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of December 2024 was presented. The board was informed that the comparison income statement format would be changing come the February board meeting.

12.2 Honorariums

MOTION: R2024-74 Moved by Trustee Little, seconded by trustee Flynn
THAT the honorariums for Trustees Flynn, Little and Orton be donated to a charity of choice at then end of the year.

CARRIED

12.3 Accounts Payable

MOTION: R2024-75 Moved by Trustee Flynn, seconded by Trustee Little
THAT the accounts payable for November in the amount of \$ 155,896.45 be approved.

CARRIED

13. IN CAMERA/ CLOSED SESSION

Recommendation:

THAT the regular meeting be suspended and the board move into the in camera meeting:

- Legal Update for Developers
- Human Resource Matters

In Camera meeting started at 5:50pm

14. ADJOURNMENT

MOTION: R2024-76 Moved by Trustee Little

THAT the Regular Board Meeting for January 14, 2025, be adjourned.

CARRIED

Adjourned at 7:35 PM

Next Regular Board Meeting will be February 11, 2025, at the Field House Room at Brentwood College.

Recorded by RaeAnn Reitor, District Administrator



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)