

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
February 11, 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), Keith Halper (Operations Manager)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-77 Moved by Trustee Little, seconded by Trustee Flynn

THAT February 11, 2025, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES –

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting Minutes – January 14, 2024

MOTION: R2024-78 Moved by Trustee Flynn, seconded by Trustee Adams

THAT the minutes from the January 14, 2024, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) - None

5. STAFF REPORTS

5.1 Managers' Report

Administration confirmed the purchase of the printer for the office and trustees were shown how the Beacon online portal works with the 10 Smart Meters. The board was also informed that the utility bills were estimated for this billing cycle due to weather except for the 10 customers who have the smart meters.

5.2 Operators Report

Keith, Operations Manager, was present at the February meeting to answer any questions that the trustees had. An update was given on the status of the wells being hooked up to SCADA, operations is hoping for completion at the end of April for this project.

Keith also updated the board on how he calculates the amount of water that is lost or wasted. Operations and Trustee Flynn also spoke to the restriction tool that is in the works. Trustees were updated that this tool will not be functional until we run an entire year with SCADA active for all wells.

**Keith Halper left the meeting at 6:00pm.*

6. ENGINEERS REPORT – None

7. DEVELOPMENT REPORT –

- 7.1 Chairman Orton advised on the Malahat Properties and that MBWD had a meeting on February 10, and they are still interested in continuing with their development. Malahat Properties is looking into the cost difference between what they budgeted for using their well versus the Noowick Well which MBWD has offered them to use.
- 7.2 Stonebridge Development is being held up by highways, until he gets approved through them he can not get the plot plans.
- 7.3 Limona is testing Well 785 to see if they are able to use this for their development.
- 7.4 Purdy Group has been very quiet. No updates from the developer.
- 7.5 Ocean Terrace emailed MBWD to let them know they are in communication with Malahat Nations to see if they can come to an agreement for their development.

8. NEW BUSINESS

8.1 AGM

Administration presented a draft version of the AGM Agenda for review. Trustees requested that a line item be added for the appointment of MBWD's auditors 2025-2027 term. It is recommended to present MNP at the AGM to re-elect them for next 3-year term.

9. OLD BUSINESS

- 9.1 Trustees decided that instead of waiting to send the first letter of missed payments for parcel tax administration should send out a notice of missed due date right after the payment was due.

10. BYLAWS

The board discussed the bylaw and the quote provided by Metercor. As per the sale rep, as long as the order is shipped to MBWD within 6 months of approval they will guarantee the price of the quote. Trustee Bronstein brought up concerns regarding the optics of ordering supplies from the United States. Chairman Orton advised that as of right now no Canadian company makes meters. Trustee Bronstein raised the question if MBWD goes ahead with this order and receives part of the shipment and then tariffs come into place what happens, does MBWD wait it out and if that is the case, why not just wait to order everything. Chairman Orton responded that the board has always put off improvements, and that for the last 60 years MBWD has just put on band aids. Trustee Bronstein and Chairman Orton had a heated conversation and comments were made.

**Trustee Bronstein left the meeting at 6:31pm.*

A question regarding what could be done with the old meters was raised. Administration advised that there is potential to sell the newer meters to another organization.

10.1 Bylaw 313- Smart Meter Bylaw

First, Second and Third Reading: Approved on February 11, 2025

MOTION: R2025-79 Moved by Trustee Flynn, Seconded Trustee Little.
Trustee Adams opposed.

THAT Bylaw 313 be approved, signed and sent to the province.

PASSED BY MAJORITY

11. CORRESPONDENCE

11.1 The letter from P. Laraman was presented to the board. A response was discussed, and the board requested a draft email be written and sent to them for review. Administration will draft up the response and send it for approval.

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of January 2025 was presented and all questions answered.

12.2 Accounts Payable

MOTION: R2024-80 Moved by Trustee Flynn, seconded by Trustee Little
THAT the accounts payable for November in the amount of
\$ 122,494.20 be approved.

CARRIED

13. IN CAMERA/ CLOSED SESSION

Recommendation:

THAT the In-Camera meeting be postponed until March's meeting.

14. ADJOURNMENT

MOTION: R2024-81 Moved by Trustee Adams

THAT the Regular Board Meeting for February 11, 2025, be adjourned.

CARRIED

Adjourned at 7:07 PM

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

Recorded by RaeAnn Reitor, District Administrator



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)

