

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

March 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), Stacey Glover (Finance Assistant)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-82 Moved by Trustee Little, seconded by Trustee Flynn

THAT March 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 – February 11, 2024

MOTION: R2024-83 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the February 11, 2024, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) - None

5. STAFF REPORTS

5.1 Managers' Report

Trustees would like to set up a meeting with both the auditors once the finance statements are completed, administration will set up a special meeting once documents are received. Trustees would also like to see the hire package before the offer is made for the new operator and a special meeting is to be scheduled to discuss and approve the hire.

5.2 Operators Report

Trustees asked if the tripod would be delivered soon, they were advised that it should be here by mid-April. The board was also advised about trenching that is being completed on Windsong Rd. One customer is upset about the placement on his property. Chairman Orton will be going to look at the trench to ensure it is properly placed based on our records.

6. ENGINEERS REPORT –

6.1. The board also discussed the topic of back up power and wildfire protection. McElhanney has sent a quote for the engineering portion. The quote will be emailed to the trustees for review

7. DEVELOPMENT REPORT –

7.1 Chairman Orton will give update in camera.

8. NEW BUSINESS- None

9. OLD BUSINESS - None

10. BYLAWS - None

11. CORRESPONDENCE

11.1 A response letter from P. Laraman was presented to the board. A response was discussed, and the board advised administration to respond. Administration will reach out to the province and then respond.

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2024-84 Moved by Trustee Flynn, seconded by Trustee Orton
THAT the accounts payable for February in the amount of
\$ 139,703.10 be approved.

CARRIED

13. IN CAMERA/ CLOSED SESSION

Recommendation:

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

14. ADJOURNMENT

MOTION: R2024-85 Moved by Trustee Flynn
THAT the Regular Board Meeting for March 11, 2025, be adjourned.

CARRIED

Adjourned at 6:45 PM

Next Regular Board Meeting will be April 08, 2025, at the Field House Room at Brentwood College.

Recorded by Stacey Glover, Finance Assistant



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)