

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

April 08, 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)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-86 Moved by Trustee Adams, seconded by Trustee Flynn

THAT April 08, 2025, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES –

2.1 Trustees noted that in the regular meeting minutes on the last page the date was needing to be changed, administration made note and will change it.

2.2 Trustees noted that in the special meeting minutes for March 21, two of the bylaw names were incorrect and requested administration to made the edit.

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting Minutes – March 11, 2024

MOTION: R2024-87 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the March 11, 2025, Regular Board Meeting be adopted.

CARRIED

3.2 Special Board Meeting – March 21, 2025

MOTION: R2024-88 Moved by Trustee Little, seconded by Trustee Flynn

THAT the minutes from the March 21, 2025, Special Board meeting be adopted.

CARRIED

3.3 Special Board Meeting – April 1, 2025

MOTION: R2024-89 Moved by Trustee Flynn, seconded by Trustee Orton

THAT the minutes from the April 1, 2025, Special Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report. Administration was asked to add a note to the utility bills stating this billing period we were able to do reads so their consumption is accurate. An update was also giving on the smart meters that install would be commencing last week of April.

5.2 Operators Report

Trustees asked for clarification regarding the testing of the water at Frances Kelsey High School. They were informed that the testing is to continue year round every week. Trustees also asked questions regarding the call out that was stated in the operator's report.

6. ENGINEERS REPORT –

- 6.1. The board was informed that McElhanney will be presenting a cost for the backup power and fire protection plan. Trustee Flynn is hoping to have an update within a month regarding the fuel source.

7. DEVELOPMENT REPORT –

- 7.1 Chairman Orton updated the board that Stonebridge has finally be approved by highways to move ahead with their development. Chairman Orton also updated the board that Ocean Terrace is moving forward with Malahat First Nations for their water supply. Once we have been given confirmation that this is a for sure thing Mill Bay Waterworks will then start the process of removing the area from our jurisdiction.

8. NEW BUSINESS-

- 8.1 A complaint was presented to the board regarding the trenching that was done in order to complete our SCADA. The customers were upset in the way that the trenching was left after it was filled in and they requested someone come and smooth out the dirt and put seed down. Trustees agreed to send someone out to clean it up and re-seed.
- 8.2 Trustees would like administration to look into commercial smart meters. Trustees would like to know the cost, size, how many MBWD would need, cost of shipping and if tariffs would have an effect on this order.

9. OLD BUSINESS – None

10. BYLAWS - None

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2024-90 Moved by Trustee Flynn, seconded by Trustee Little
THAT the accounts payable for February in the amount of
\$ 191,039.72 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: R2024-91 Moved by Trustee Flynn
THAT the Regular Board Meeting for April 08, 2025, be adjourned.

CARRIED

Adjourned at 7:10 PM

Next Regular Board Meeting will be May 13, 2025, at the Field House Room at Brentwood College.

Recorded by RaeAnn Reitor, District Administrator



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)