

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
June 10, 2025
5:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Kevin Little (Trustee), Dan Flynn (Trustee), Brian Mullan (Trustee), Alex Jorgensen (Trustee), Keith Halper (Operations Manager), RaeAnn Reitor (District Manager)

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

1. ADOPTION OF THE AGENDA

MOTION: R2025-98 Moved by Trustee Flynn, seconded by Trustee Orton

THAT June 10, 2025, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES – None

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting Minutes – May 13, 2025

MOTION: R2025-99 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the May 13, 2025, Regular Board Meeting be adopted.

CARRIED

3.2 Special By-Election Board Meeting – May 22, 2025

MOTION: R2025-100 Moved by Trustee Jorgensen, seconded by Trustee Flynn

THAT the minutes from the May 22, 2025, Special Board meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report. Trustees would like administration to approach the Mill Bay Fire Department regarding funding for maintaining fire hydrants. Trustees are also requesting staff to draft a letter to all the private fire hydrant owners specifying that the hydrants must be maintained by the owners each year and that Mill Bay Waterworks District has no liability of hydrants not working.

5.2 Operators Report

Trustees reviewed the reports, it was decided that some of the reports would be emailed to trustees instead of including them in the agenda package. Trustees were advised that the old meters we have on hand will be striped down for brass if we cannot sell them.

Trustees were also informed that we lost one chlorine dosing unit at the Deloume Station. Wayne Hopkins, a local developer, has offered to take care of the cost of this repair/upgrade and have that cost of this work taken off of his CEC's. Trustees were in agreement, and it was decided that Wayne Hopkins be approached to complete this work under the supervision of MBWD's Operations Manager and our engineering.

MOTION: R2025-101 Moved by Trustee Flynn, seconded by Trustee Little
THAT MBWD approach Wayne Hopkins with the proposal that he goes ahead with the work on the Deloume pump station chlorine pump and the work completed will be taken off of his CEC's.

CARRIED

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

- 7.1 Chairman Orton gave a report on current developments. MBWD is hoping to receive an update on Stonebridge Development to see when they can start. Malahat Properties is working closely with Keith to get things moving on their development. The Tri-Party group has been quiet; Chairman Orton will get an update when he speaks with Wayne Hopkins.

8. NEW BUSINESS-

- 8.1 The submitted leak allowance application was presented to the board. It was decided to approach them to have them cover the 3-year average usage cost as well as the cost of a commercial smart meter.
- 8.2 A motion was presented to move the monthly board meeting to the third Tuesday of every month starting at 4pm.

MOTION: R2025-102 Moved by Trustee Flynn, seconded by Trustee Orton

THAT starting August 2025 the monthly board meetings will be held every third Tuesday at 4pm, unless otherwise noted on the website.

CARRIED

9. OLD BUSINESS – None

10. BYLAWS – None

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-103 Moved by Trustee Orton, seconded by Trustee Flynn
THAT the accounts payable for April in the amount of
\$ 440,775.45 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: R2025-104 Moved by Trustee Little
THAT the Regular Board Meeting for June 10, 2025, be adjourned.

CARRIED

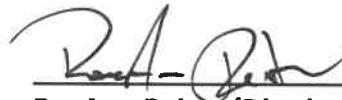
Adjourned at 7:45 PM

Next Regular Board Meeting will be July 08, 2025, at Brentwood College, Field House Room, located in the Foote Athletic Hall.

Recorded by RaeAnn Reitor, District Manager

A blue ink signature of Gary Orton, consisting of several overlapping loops and a horizontal stroke.

Gary Orton (Chairperson)

A blue ink signature of RaeAnn Reitor, featuring a stylized 'R' and 'A' followed by a cursive 'Reitor'.

RaeAnn Reitor (District Manager)