

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

August 19, 2025

4:00 pm (Brentwood College, Fieldhouse Room)

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

The meeting was called to order at 4:00pm by Trustee Gary Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2025-111 Moved by Trustee Little, seconded by Trustee Flynn

THAT August 19, 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 – July 08, 2025

MOTION: R2025-112 Moved by Trustee Mullan, seconded by Trustee Little

THAT the minutes from the July 08, 2025, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report no questions at this time.

5.2 Operators Report

Trustees reviewed the reports and had no questions at this time.

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

8. NEW BUSINESS-

- 8.1 The submitted leak allowance application was presented to the board. Trustees reviewed the information, and a motion was presented to grant a leak forgiveness. Administration will notify the customer of the board's decision.

MOTION: R2025-113 Moved by Trustee Flynn, seconded by Trustee Little

THAT the board approved a leak forgiveness for this application.

CARRIED

- 8.2 Management presented the DRAFT registered letter to the board. The board reviewed the

Letter and requested minimal changes. The board also discussed the option of the payment plan and unanimously agreed that the customer has requested the payment plan they must pay 50% of their bill upfront and the remaining bill must be paid within three (3) months. If any accounts have their water turned off operations will install a smart meter at that point so MBWD can observe if they turn their water back on. Any customers who turn their own water back on will be subject to legal proceedings.

9. OLD BUSINESS –

- 9.1 The board was updated on the status of the second truck. Management informed the board that they have found a truck and are recommending the two (2) year lease term. We are anticipating picking up the truck later this month.

10. BYLAWS –

- 10.1 Bylaw 320 was reviewed by Trustees.

First, Second and Third Readings: Approved on August 19, 2025.

MOTION: R2025-114 Moved by Trustee Flynn, Seconded by Trustee Mullan
THAT Bylaw 320 be signed and submitted to the province.

CARRIED

- 10.2 Bylaw 321 was reviewed by Trustees.

First, Second and Third Readings: Approved on August 19, 2025.

MOTION: R2025-115 Moved by Trustee Little, Seconded by Trustee Flynn
THAT Bylaw 321 be signed and submitted to the province.

CARRIED

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-116 Moved by Trustee Flynn, seconded by Trustee Little
THAT the accounts payable for June in the amount of
\$ 86,228.70 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: R2025-117 Moved by Trustee Mullan

THAT the Regular Board Meeting for August 19, 2025, be adjourned.

CARRIED

Adjourned at 5:55 PM

Next Regular Board Meeting will be September 16, 2025, 4pm at Brentwood College, Field House Room, located in the Foote Athletic Hall.

Recorded by RaeAnn Reitor, District Manager



Gary Orton (Chairperson)



RaeAnn Reitor (District Manager)