

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

September 16, 2025

4:00 pm (Brentwood College, Fieldhouse Room)

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

The meeting was called to order at 3:54pm by Trustee Gary Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2025-118 Moved by Trustee Flynn, seconded by Trustee Mullan.

THAT September 16, 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 – August 19, 2025

MOTION: R2025-119 Moved by Trustee Little, seconded by Trustee Jorgensen

THAT the minutes from the August 19, 2025, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report and were given a verbal update that 15 of the 40 outstanding utility accounts have been paid.

5.2 Operators Report

Trustees reviewed the reports and had a detailed discussion regarding the issue of brown water that MBWD has been experiencing.

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

8. NEW BUSINESS-

- 8.1 The two (2) submitted leak allowance applications were presented to the board. Trustees reviewed the information, and a motion was presented to grant a leak forgiveness. Administration will notify the customers of the board's decision.

MOTION: R2025-120 Moved by Trustee Mullan, seconded by Trustee Jorgensen

THAT the board approved a leak forgiveness for the applications.

CARRIED

9. OLD BUSINESS –

10. BYLAWS –

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-121 Moved by Trustee Jorgensen, seconded by Trustee Little
THAT the accounts payable for June in the amount of
\$147,238.46 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: R2025-122 Moved by Trustee Flynn

THAT the Regular Board Meeting for September 16, 2025, be adjourned.

CARRIED

Adjourned at 5:15 PM

Next Regular Board Meeting will be October 14, 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)