Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes
July 21, 2026
4:00 pm (Kerry Park Board Room)

In attendance: Dan Flynn (Chair), Kevin Little (Trustee) Trent Rolfe (Trustee), Brian Mullan (Trustee), Alex Jorgensen (Trustee) RaeAnn Reitor (District Manager) via phone, Korey Birch (Operator).

The meeting was called to order at 4:00pm by Chair Flynn.

1. ADOPTION OF THE AGENDA

MOTION: R2026-169 Moved by Trustee Jorgensen, seconded by Trustee Mullan.

THAT July 21, 2026, 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 – June 16, 2026

MOTION: R2026-170 Moved by Trustee Little, seconded by Trustee Rolfe

THAT the minutes from the June 16, 2026, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. ENGINEERS REPORT

5.1 Engineer's Report

Jon Irving of McElhanney was present at this meeting to go over the capital projects list and answer any questions that the board had regarding the future work required.

Jon left the meeting at 4:50pm

6. STAFF REPORTS –

6.1 Operators Report

Trustees reviewed the operations report and all questions were answered. Operation made the recommendation to the board to go to Stage II watering restrictions based on the trends and data SCADA is presenting.

MOTION: R2026-171 Moved by Trustee Jorgensen, seconded by trustee Rolfe

THAT MBWD implement Stage II Watering Restrictions on July 22, 2026.

CARRIED

6.2 Management Report

Trustees reviewed the management report, they had no questions at this time.

7. DEVELOPMENT REPORT –

7.1 Chairman Flynn to give an update on the developments in Mill Bay

8. NEW BUSINESS-

8.1 The leak application was reviewed by the trustees and it was denied as per the current policy stating customers are only allowed to apply for this once every five (5) years.

9. OLD BUSINESS –

10. BYLAWS – None

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of June 2026 was presented and all questions answered.

12.2 Accounts Payable

MOTION: R2026-172 Moved by Trustee Rolfe, seconded by Trustee Jorgensen
THAT the accounts payable for June in the amount of $150,332.81 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: R2026-173 Moved by Trustee Mullen
THAT the Regular Board Meeting for July 21, 2026, be adjourned.

CARRIED

Adjourned at 5:25 PM

Next Regular Board Meeting will be August 18, 2026, 4pm at Kerry Park Board Room.

Recorded by RaeAnn Reitor, District Manager

KEVIN Little

Dan Flynn (Chairperson)

OB FLYNN

RaeAnn Reitor (District Manager)