Mill Bay Waterworks District

MBWD Board Meeting Minutes
25 August 2026
Kerry Park Board Room

<u>In attendance</u>:

Chair: Kevin Little

Trustee: Brian Mullen, Trent Rolfe, and Alex Jorgensen

District Manager: Dan Flynn

<u>Absent</u>:

None

The meeting was called to order at 4:06 pm by the District Manager.

1. ADOPTION OF THE AGENDA-

MOTION: R2026-174 Moved by Trustee Brian Mullen, seconded by Trustee Alex Jorgensen

THAT the 25 August 2026 Agenda for the Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES – None

3. ADOPTION OF MINUTES

3.1 <u>Regular Board Meeting Minutes</u> – 21 July 2026
MOTION: R2026-175 Moved by Trustee Alex Jorgensen and seconded by Trustee Trent Rolfe
THAT the minutes from 21 July 2026, Regular Board Meeting be adopted.

CARRIED

3.2 <u>Special By-Election Meeting Minutes</u> – 13 July 2026
MOTION: R2026-176 Moved by Trustee Trent Rolfe and seconded by Chairman Kevin Little
THAT the minutes from 13 July 2026 Special By-Election Meeting be adopted.

CARRIED

4. DELEGATION(S) – NONE

5. ENGINEERS REPORT

5.1 Works Plan Capital Projects List – Final Review

A discussion about the proposed plan was held and the board agreed to have it included in the Strategic Plan.

6. STAFF REPORTS

6.1 Operators Report – Water Operator
The board reviewed the Operations Report, and all questions were answered to the board's satisfaction.

6.2 Management Report – District Manager
The board reviewed the Management Report, and all questions were answered to the board's satisfaction.

7. DEVELOPMENT AND PROJECT REPORT

7.1 Malahat Properties
7.2 Stonebridge
7.3 Lodgepole
7.4 Mill Springs
7.5 Tri-Party
7.6 Ocean Terrace
7.7 Affordable Seniors Housing
7.8 Mill Springs Pump House
7.9 Lodge Pole Well
7.10 Chlorination Tie-in-Project

The board reviewed all the updates on the ongoing developments and projects, and all questions were answered to the board's satisfaction.

8. NEW BUSINESS – None

9. OLD BUISINESS – None

10. BYLAWS –

10.1 Water Distribution Regulation Bylaw 327

MOTION: R2026-177 Moved by Trustee Brian Mullen and seconded by Trustee Trent Rolfe **THAT** Bylaw – Water Distribution Regulation Bylaw 327 be approved.

CARRIED

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report
12.2 Comparison Income Statement
12.3 Mastercard Statement
12.4 Accounts Payable

MOTION: R2026-178 Moved by Trustee Alex Jorgensen and seconded by Chairman Kevin Little **THAT** the accounts payable for July 2026 in the amount of $187,118.09 be approved. See last page of agenda package for a breakdown of all invoices paid.

CARRIED

13. PUBLIC ENGAGEMENT / QUESTION PERIOD - None

14. IN CAMERA / CLOSED SESSION

Recommendation

That the regular board meeting be suspended and the board move into the in-camera meeting.

- To discuss legal and contractual developments

MOTION: R2026-179 Moved by Trustee Trent Rolfe and seconded by Chairman Kevin Little **THAT** the Board Meeting for 25 August 2026, be adjourned.

CARRIED

Adjourned at 5:32 PM

Next Regular Board Meeting will be 15 September 2026 @ Kerry Park Lounge.

Recorded by Dan Flynn, District Manager.

Kevin Little
Chairman

Dan Flynn
District Manager