

Mill Bay Waterworks District

MBWD Board Meeting Minutes

15 September 2026

Kerry Park Lounge

Board members in attendance:

A/Chair: Alex Jorgensen

Trustee(s): Brian Mullen, Trent Rolfe,

Absent: Kevin Little

District Manager: Dan Flynn

Delegation(s): Eileen Mass, Mike Achtem

Attendee(s): None

The meeting was called to order at 4:05 pm by the Acting Chair.

1. **ADOPTION OF THE AGENDA –**

1.1 Two new items were added to the agenda, to be discussed under new business

1.1.1 MBWD Leak Allowance Policy – Review

1.1.2 Bylaw NO. 280 – Capital Expenditure Charge Bylaw – Review

MOTION: R2026-180 Moved by Trustee Brian Mullen, seconded by Trustee Alex Jorgensen **THAT** the 15 September Agenda with the additional two items before the Board Meeting be adopted.

CARRIED

2. **MATTERS ARISING FROM MINUTES – None**

2.1 MBWD Leak Allowance Policy – Review

2.2 Bylaw NO. 280 – Capital Expenditure Charge Bylaw – Review

3. **ADOPTION OF MINUTES**

a. Special Board Meeting Minutes – 11 August 2026

MOTION: R2026-181 Moved by Trustee Alex Jorgensen and seconded by Trustee Trent Rolfe **THAT** the minutes from 11 August 2026, Special Board Meeting be adopted.

CARRIED

b. Regular Board Meeting Minutes – 25 August 2026

MOTION: R2026-181 Moved by Trustee Trent Rolfe and seconded by Trustee Brian Mullen **THAT** the minutes from 25 August 2026 Special By-Election Meeting be adopted.

CARRIED

4. DELEGATION(S) –

a. Eileen Mass – Leak Allowance

Eileen presented her request a leak allowance due to a recent irrigation leak. The board thanked her for her time and stated the District Manager would get back to her shortly with their decision.

b. Malahat Properties Limited (MPL)– Mike Achtem

Mike Achtem presented MPL’s request to retest their Benko Well for the purpose of their Malahat properties development. The board thanked him for his time and stated the District Manager would contact him shortly with their decision.

5. ENGINEERS REPORT - None

6. STAFF REPORTS – District Managers Report

No issues arose from the District Managers Report

7. DEVELOPMENT AND PROJECT REPORT

No issues arose from the Development and Project Report

8. NEW BUSINESS –

a. MBWD Leak Allowance Policy – Review

The board discussed and stated it would review this policy in 6-12 months

b. MBWD Bylaw NO. 280 – Capital Expenditure Charge Bylaw – Review

The board discussed the need to amend the Bylaw once the Works Plan was completed.

9. OLD BUISINESS – None

10. BYLAWS – None

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report

12.2 Comparison Income Statement

12.3 Mastercard Statement

12.4 Accounts Payable

MOTION: R2026-182 Moved by Trustee Brian Mullen and seconded by A/Chairman Alex Jorgensen **THAT** the accounts payable for July 2026 in the amount of \$187,118.09 be approved.

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 A/Chairman Alex Jorgensen **THAT** the Board Meeting for 15 September 2026, be adjourned.

CARRIED

Adjourned at 5:15 PM

Next Regular Board Meeting will be 20 October 2026 @ Kerry Park Lounge.

Recorded by Dan Flynn, District Manager.



Kevin Little
Chairman



Dan Flynn
District Manager