

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

March 14, 2023

2:30 pm (at Mill Bay Community League Hall)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Johanna Morrow (Trustee), David Crowe (Trustee), Paul Carver (District Manager), David Martin (MBWD Operator), Jonathan Musser (MBWD Engineer)

Absent: Austin Tokarek (Trustee)

Public: Howard Holzapfel (866 Frayne Road)

The meeting was called to order at 2:36 pm.

1. ACKNOWLEDGEMENT OF THE LAND

Chairman Brian Young acknowledged that we are meeting on the unceded lands of the Hul'q'umi'num speaking peoples and do so with gratitude for their care and sustenance of the land for centuries.

2. ADOPTION OF THE AGENDA

MOTION: R2023-09 Moved by Trustee Morrow, seconded by Trustee Crowe

THAT the March 14, 2023, Agenda for the Regular Board Meeting be adopted as amended to include Item 5.4, Brentwood College's use of Shawnigan Creek water.

CARRIED

3. MINUTES

3.1 Regular Board Meeting Minutes – February 14, 2023

MOTION: R2023-10 Moved by Trustee Adams, seconded by Trustee Crowe

THAT the minutes from the February 14, 2023, Regular Board Meeting be adopted.

CARRIED

3.2 Matters Arising from Minutes - None

4. REPORTS

4.1 Operator's Report:

a) Maintenance Report – February 2023

Water Operator presented his report in detail. Operator also stated he and Jonathan Muser met to discuss the Mill Bay Road Watermain replacement design.

b) Monthly Source Production – Data was presented and discussed.

c) Well Monthly Meter Read Volume – Data was presented and discussed.

4.2 Engineering Report

a) Associated Engineering Monthly Report

Jonathan Musser spoke to his report.

4.2 District Manager's Report

District Manager spoke to his report.

5. NEW BUSINESS

5.1 866 Frayne Road Utility Appeal (Howard Holzapfel) – Mr. Holzapfel, owner of 866 Frayne Road spoke to his appeal of a utility bill for the October to November service period. The Board thanked Mr. Holzapfel for presenting to the Board and advised that his appeal will be discussed during the upcoming in-camera session and that he will be notified of the Board's decision. Mr. Holzapfel then left the meeting.

5.2 Strategic Plan (Action Items) Update – Update provided in Manager's Report.

5.3 2023 AGM – District Manager in his Manager's Report provided the Board with the following dates in the leadup to the 2023 Annual General Meeting.

- April 18, 2023 - Special Board Meeting to consider the 2023 audited financial statements. Our auditor (MNP) would present those statements. This meeting could be held virtually.
- April 25, 2023 – Annual General Meeting to commence at 6:30pm.

The Board authorized the above dates and instructed the District Manager to find an election official for the AGM.

5.4 Brentwood College – Use of Shawnigan Creek water

The Board instructed the District Manager to notify Brentwood College that MBWD supports its continued use of Shawnigan Creek and that Shawnigan Creek has volumes necessary to address Brentwood College's non potable water needs.

6. OLD Business - None

7. Developments

7.1 Benko/Butterfield (Malahat Properties) – No update provided.

7.2 Ocean Terrace – No update provided.

7.3 Stonebridge (Limona Group) – No update provided.

7.4 Mill Springs (Gerald Hartwig) – No update provided.

7.5 Hidden Creek (Baranti Developments) – Update provided in Manager's Report.

7.6 Marina Village (the Purdey Group) – No update provided.

7.7 Frayne Centre – No update provided.

7.8 Others (in-fill, east of Francis Kelsey)

- a) Cowichan Housing Association Partridge Road – Update provided in Manager's Report.

8. BYLAWS - None

9. CORRESPONDENCE – None

10. Financials

10.1 Accounts Payable (February 2023)

MOTION: R2023-11 Moved by Trustee Crowe, seconded by Trustee Morrow
THAT the Accounts Payable for February 2023 in the amount of
\$12,536.68 be approved.

CARRIED

10.2 Bank Balances – Banks balances were provided in Managers Report

10.3 Investment Balances – Investment balances were provided in Manager’s Report

9. Adjournment

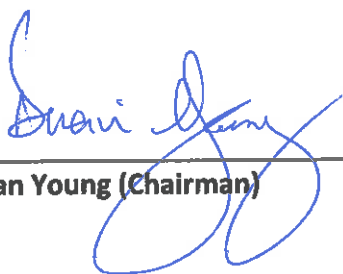
MOTION: R2023-12 Moved by Trustee Adams
THAT the Regular Board Meeting for March 14, 2023, be adjourned.

CARRIED

Adjourned at 4:20 pm.

Next Regular Board Meeting April 11, 2023, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)