

Mill Bay Waterworks District

Meeting Minutes

January 12, 2021

2:00 pm (via videoconference)

In Attendance: Paul Laraman (Chairperson), Brook Adams, Brian Young, Austin Tokarek, Johanna Morrow (Trustees), Jonathan Musser (Engineering), Janelle Kresse (Financial Office Assistant), Kim Vanderkooy (District Administrator)

Call to Order at 2:01 pm.

1. Agenda

MOTION: 2021-01-12
Young/Adams To accept the Agenda as amended.

CARRIED.

Amendments:

Chairperson Laraman requested to add Item 6.16 HR Policy Manual, District Trustee Handbook and Wage Review.

Trustee Young requested to add Item 6.17 Archie Staats Acknowledgement.

2. Minutes

2.1 Regular Meeting Minutes, December 8, 2020.

MOTION: 2021-01-12
Laraman/Adams To approve the Regular Meeting Minutes of December 8, 2020, as presented.

CARRIED.

Matters Arising - Trustee Young questioned if we had received any confirmation that the CVRD had received funding to do supplementary water sampling on our wells. The Board was notified that no further information was received.

2.2 In-Camera Meeting Minutes, December 15, 2020.

MOTION: 2021-01-12
Young/Morrow To accept the In-Camera Meeting Minutes of December 14, 2020.

CARRIED.

3. Reports

3.1 Operators Report – David Martin, GR Martin Contracting Ltd.

Dave Martin presented the Operators Report to the Board of Trustees. A discussion was held as summarized below:

- The annual flushing of the District's distribution system is complete. There were many more concerned calls from users about discolouration in the water this year. Due to Covid-19, more people were at home during flushing.

- Hydrant servicing is 50% complete. This annual maintenance item was delayed due to weather delaying system flushing.
- Backflow testing has been delayed and scheduled for the end of the month. The original date was cancelled due to the snow conditions and the hazards for confined space entry.
- On December 17, 2020, a site meeting was held with various parties to discuss the proposed Wellhead Protection Plan for Wells 60966 and 61120 in Mill Springs. The Wellhead Protection Plan is closer to a risk assessment than a proposed plan.
- A discussion was developed regarding the testing results of the Mill Springs wells. Operations expressed their concern about the higher Mn levels in Wells 60966 and 61120. It was suggested to the Board of Trustees that before MBWD accepts these wells, two clear test results, 72 hours apart after regular operation of the wells, be received. Engineering agreed with the additional testing proposal.
- AE has submitted a preliminary drawing of the proposed repair of the Blending Tank Discharge Pipe break. Operations has contacted a few companies for quotes on the repairs. One contractor will be visiting the site next week to provide a quote. The Chairperson asked the importance of this repair and if it can be held off until bids are received and approve at the February 2021 Board Meeting? The repair's urgency was expressed, and the Board decided to put forth a motion for a budget on the extraordinary expense.

MOTION: 2021-01-12

Morrow/Young

To authorize expenditure expenses not to exceed \$20,000.00 in the repairs of the Blending Tank Discharge Pipe Break at 1-WS-10.

CARRIED.

3.2 Office Report & Action Item Listing

The Action Item Listing was reviewed, and two revisions were requested:

1. Please add the action of investigating new legal counsel for MBWD.
2. Please revise the action item for Limona MOU revisions to include the Chairperson.

Items in the attached Office Report were discussed.

- Trustee Young had some concerns with the Administration working hours mentioned as information in the Office Report. Administration explained that the office still maintains its general availability to outside contacts from 8:00 am to 4:00 pm, Monday to Friday. Administration also said that the District Administrator has always been in the office at 7:30 am for better efficiency and communication scheduling between departments. Overtime concerns were expressed regarding Board Meetings, and the Trustees were informed that Administration had incurred overtime for years. It was proposed to continue this discussion further at another meeting in February 2021.

- Administration presented information on an integrated billing system that could potentially replace and alleviate the current problem laden system with MBWD. The Board of Trustees requested some further information for the February 2021 meeting.
- On January 6, 2021, Administration met with Trustee Tokarek to discuss MBWD Asset Management planning. The meeting consisted of MBWD's goals, current software used, potential other software and asset management training. Administration received some information from Trustee Tokarek on different software systems that could tie into the financial software. MBWD must keep in mind that even though we are a more extensive Improvement District, we are still small compared to municipalities and may not need extravagant software programs. Administration will continue the investigation into asset management tools and training.
- Malahat First Nations approached Administration to connect with the Board of Trustees in a proposal of a future working relationship. The Board decided that it would be beneficial to hear their request. It was recommended to arrange representation of MBWD to attend the initial meeting.

MOTION: 2021-01-12

Laraman/Young To delegate Chairperson Laraman, Trustee Tokarek, Trustee Young, and the District Administrator to attend the Malahat First Nations meeting representing MBWD.

CARRIED.

ACTION ITEM: Administration will contact Malahat First Nations and arrange a date and time for the meeting. Suggested dates are between January 18 to 29, 2021.

3.3 Associated Engineering – Monthly Update Report for December 2020.

Jonathan Musser, Associated Engineering, was in attendance and discussed items on his report to the Board of Trustees as summarized below:

- Administration updated Engineering that Operations has not gathered the GPS locations on a sample of our valves for mapping. It was suggested to place this item on hold for now.
- Engineering has submitted the preliminary design drawings for the Noowick Watermain Replacement. Later this month, Engineering, Operations and Administration will review before shelving the project for a later date.

4. Special Projects

4.1 Noowick Well 53503

At this time, no further updates.

4.2 Regional Groundwater Exploration Study

The Board of Trustees has reviewed the second draft study submitted by WWAL. The Trustees approved the Regional Groundwater Exploration Study and requested

that it remain in-confidence. The Board reviewed the proposed estimate for WWAL to present the report to the Trustees and decided that it would not be necessary at this time.

ACTION ITEM: Administration to contact WWAL with the Board's approval of the Regional Groundwater Exploration Study as an "in-confidence" report. Notify WWAL that the Board declined the presentation of the report.

4.3 Noowick Watermain Replacement

The preliminary design is finalized and will be review by Operations, Administration and Engineering before shelving.

4.4 Water Budget

AE will have a draft report to Administration by the end of next week.

4.5 Pumphouse Backwash Pipe Break

As discussed with the Operators Report.

5. Developments

5.1 Malahat Properties

At this time, no further updates.

5.2 Ocean Terrace

At this time, no further updates.

5.3 Limona

Steps continue to gather information to revise the MOU and begin the feasibility study on the development's first phases.

No comments or results have been received on the pump test on Well 34727 beginning on October 19 to 23, 2020.

5.4 Mill Springs

Several reports were received regarding the pump testing of Wells 60966 and 61120.

- Well Report Addendum and Update – LHC
- WWAL Review of LHC Well Report Addendum
- Handysen Creek Hydrometric Report

The Board of Trustees discussed the reports and determined that they were comfortable with the reports and supported WWAL comments with a unanimous decision.

ACTION ITEM: Administration to contact the Mill Springs Team that the Board of Trustees has no objection to the reports.

5.5 Hidden Creek/Baranti

AE summarized the details that were received on the outstanding issue of the PRV station design. Baranti has informed MBWD of their construction scheduled to begin March 2021.

5.6 Frayne Centre

At this time, no further updates.

5.7 Marina Village

At this time, no further updates.

5.8 Brentwood College – Daycare Centre & Lashburn Road Privatization

The Daycare Centre project is currently on hold due to zoning applications.

Brentwood College is looking into the requirements to privatized Lashburn Road again. They were looking for confirmation from MBWD that we are still in agreement with the Board of Trustees' decisions made a few years ago. The Trustees approved support in this project a few years ago, and this item was presented as a progress update.

6. Other Business

6.1 Grants and Gas Tax

Chairperson Laraman presented information on the lack of government grants available for IDs. Preliminary information on gas tax funding was also discussed.

At the CWSA Annual Meeting and Conference, this topic was brought forth. Chairperson Laraman has inquired at this conference into the interest from other IDs to form a working group to pressure the provincial government to include IDs to access grants.

Chairperson Laraman proposed to the Board of Trustees to host a meeting with CWSA Members to work together to form an action committee and possibly hiring legal counsel to assist in approaching the BC Government. The Board of Trustees did not support this proposal.

ACTION ITEM: Chairperson and District Administrator to follow-up with the CVRD CAO for further information on gas tax funding.

6.2 Capital Expenditure Charges

AE has finalized and submitted the CEC Memo as the supporting document for Bylaw 280 Capital Expenditure Charges.

MOTION: 2021-01-12

Laraman/Young To approve Bylaw 280 – MBWD Comprehensive Capital Expenditure Charges Bylaw.

CARRIED.

ACTION ITEM: Administration to deliver Bylaw 280 to MAH for approval and registration with the supporting CEC Memo.

6.3 Precipitation Monitoring

AE submitted an Aquifer Precipitation Variability Assessment Work Plan and Cost Estimate to MBWD. A discussion was held on a briefing paper presented by Trustee Young proposing the development of an MBWD Precipitation Monitoring Program.

MOTION: 2021-01-12

Young/Morrow To approve Associated Engineering's Aquifer Precipitation Variability Assessment Work Plan and Cost Estimate of \$6,886.00 plus applicable taxes.

AMENDMENT TO MOTION:

Laraman/Adams To postpone a decision on the motion pending the solicitation of financial support from the CVRD

Following discussion on the amendment, the Amendment to Motion was **DEFEATED** by majority decision.

The original motion was put to a vote and was **CARRIED** by majority decision

AE Jonathan Musser left the meeting at 5:12 pm.

6.4 Safety Advisory Group

No incident reports.

6.5 Brentwood Irrigation

Brentwood College has an irrigation rate agreement with MBWD for the non-potable water supply from Shawnigan Creek. The rate is reviewed every three years, and as of December 31, 2020, it was required to be reviewed for the next period ending December 31, 2023. Administration has completed the calculations and requested support from the Board of Trustees to submit to Brentwood College for their approval. The Trustees approved the new irrigation rate proposals and directed Administration to forward to Brentwood College.

ACTION ITEM: Administration to submit the proposed new irrigation rate from January 1, 2021, to December 31, 2023, to Brentwood College.

6.6 Water Sourcing

At this time, no further updates.

6.7 South Sector Liquid Waste Management Plan

At this time, no further updates.

6.8 MBWD Well Licencing

At this time, no further updates.

6.9 Shawnigan Weir Joint Works Committee

2020 JWC invoicing is complete.

Joint Works Committee meeting scheduled for January 21, 2021.

6.10 Tax and Tolls Advisory Group

At this time, no further updates.

6.11 Development/Subdivision Applications

There are no development/subdivision applications currently.

6.12 Leak Allowance Applications

There are no leak allowance applications currently.

6.13 Water Quality Complaints

There were some water quality complaints during our annual flushing. Due to Covid-19, there were more people at home to witness temporary discoloration in the water.

6.14 Topics in the News

6.14.1 Coronavirus (COVID-19)

Restrictions have been continued to February 5, 2021. Conditions at the MBWD office remain the same.

6.15 2020 AGM Review and 2021 AGM Preparations

Administration has presented some possible dates for the 2021 Trustee Election and AGM. Covid-19 restrictions have altered Trustee Election dates, and it is essential to re-establish moving forward. Therefore, Administration proposed the 2021 Trustee Election in March 2021. It was deemed the proposed date for the 2021 AGM should change from March 2021 to April 2021. Holding the AGM in April 2021 will allow the time for the completion of the 2020 Audit. Annual reporting to MAH

Dates for the Trustee Election can remain firm, and the AGM will be required to be confirmed for the MBWD Newsletter in February 2021.

ACTION ITEM: Administration to discuss eligible 2021 AGM dates with MNP to align with the 2020 Financial Audit. Must be completed in April 2021 as per reporting requirements for MAH.

Trustee Young had presented a briefing paper on a review of the proceedings at the 2020 AGM. A discussion was held and his suggestion was not supported by the Trustees.

6.16 HR Policy Manual, District Trustee Handbook and Wage Review

Administration had suggested holding the annual wage review meeting on February 16, 2021. This suggestion prompted the Chairperson to add to the meeting a review of the HR Policy Manual, District Trustee Handbook. Administration proposed that if the HR Policy Manual were to be revised, MBWD should have our HR Consultant present. If the consultant were here at this meeting, Administration further suggested providing the Anti Bullying and Harassment Training required for the new Trustees and staff.

Clarification was requested from the Board for Administration to be prepared for the proposed meeting on specific documents requested.

After a detailed discussion, it was agreed to hold a meeting on February 16, 2021, as follows:

February 16, 2021

12:30 pm - Anti-Bullying and Harassment Training (Morrow, Tokarek, McCartney)

1:15 pm – HR Policy Manual and MBWD Trustee Handbook Review

3:30 pm – Wage Review Proposal

4:00 pm – In-Camera Session

Chairperson Laraman suggested that the Board choose an alternate Chairperson for this meeting because his schedule is uncertain around this date.

MOTION: 2021-01-12

Adams/Tokarek To choose Trustee Young as the alternate Chairperson for the Board Meeting on February 16, 2021.

CARRIED.

6.17 Archie Staats

Mr. Staats passed away recently, and the Board of Trustees was informed that a condolence card on behalf of the MBWD Trustees and Staff was sent out.

7 Financials

7.1 Financial Bank Reconciliations

Bank Reconciliations, completed by the Financial Office Assistant, were verified and approved by the Board Chairperson prior to the meeting.

7.2 YTD Financial Review

Budget Variance Report, completed by the Financial Office Assistant, was presented and reviewed.

7.3 Payables

MBWD cheques and invoices were completed by the Financial Office Assistant and presented to the Board Chairperson prior to the meeting for review. The Chairperson verified to the Board for approval and payment.

MOTION: 2021-01-12

Adams/Morrow To approve accounts payable in the amount of \$76,717.63.

CARRIED.

7.4 2020 Year-End Audit

Item discussed under 6.15 2021 AGM Preparations.

7.5 Banking Signatories Update

Item discussed in Office Report.

MOTION: 2021-01-12

Laraman/Young To approve the update of banking signatories; removal of Robert Dluhosh and John Craddock and add William Brook Adams; to approve Janelle Kresse online banking access.

CARRIED.

8 Correspondence

Items were discussed in other areas above.

9 Adjournment

MOTION: 2021-01-12

Young/Adams To adjourn.

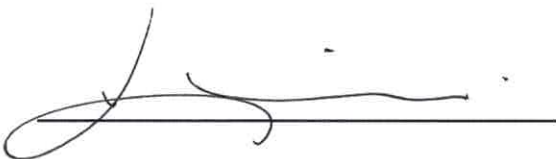
CARRIED.

Adjourned 6:21 pm

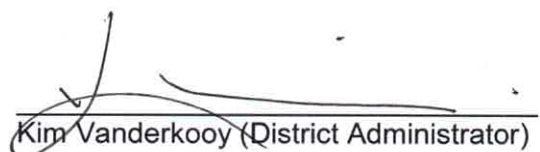
Next Regular Board Meeting is on February 9, 2021, at 2:00 pm via videoconferencing.

Special and In-Camera Board Meeting on February 16, 2021, at 12:30 pm via videoconferencing.

Recorded by Kim Vanderkooy



Brian Young (Chairperson)



Kim Vanderkooy (District Administrator)