

# Mill Bay Waterworks District

## Meeting Minutes

February 9, 2021

2:00 pm (via videoconference)

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

*The District Administrator took the role of Chairperson*

Call to Order at 2:05 pm.

### 1. Agenda

**MOTION:** 2021-02-09

**Adams/Young To accept the Agenda as amended.**

**CARRIED.**

*On January 19, 2021, Mr. Paul Laraman resigned as Chairperson and Trustee from the District's Board.*

*The Board of Trustees acknowledges the eight years of service Mr. Laraman has provided to the District and extends their appreciation for all that he has accomplished during his tenure.*

### 2. Trustee Term Assignment

The District Administrator reviewed the Trustees' Terms from the November 14, 2020, Trustee Election. As the Returning Officer of the Election, it was recommended to the Board of Trustees for Trustee Morrow to assume the Trustee Term of the departing Chairperson to expire March 2023 to minimize the Board's turnover risk.

**MOTION:** 2021-02-09

**Young/Tokarek To revise the term for Trustee Morrow to expire in March of 2023 to minimize the turnover risk of the Board of Trustees.**

**CARRIED.**

### 3. Election of Chairperson

This being the first meeting after the resignation of Chairperson Laraman, the Board of Trustees is now required to elect a Chairperson for the Board of Trustees.

Trustee Adams nominated Trustee Young for Chairperson. Trustee Young confirmed and agreed to let his name stand for Chairperson.

**MOTION:** 2021-02-09

**Adams/Morrow To elect Trustee Brian Young as Chairperson of the MBWD Board of Trustees.**

**CARRIED.**

#### 4. In-Camera Human Resources

*The Board Meeting of February 9, 2021, entered In-Camera at 2:18 pm.*

*The Board Meeting of February 9, 2021, dissolved the In-Camera session at 2:29 pm.*

*Jonathan Musser (Engineering) entered the Board Meeting at 2:30 pm.*

#### 5. Minutes

5.1 Regular Meeting Minutes, January 12, 2021.

**MOTION: 2021-02-09**

**Morrow/Tokarek To approve the Regular Meeting Minutes of January 12, 2021, as presented.**

**CARRIED.**

Matters Arising - none.

#### 6. Reports

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

Dave Martin was not in attendance at this meeting; therefore, the District Administrator presented the Operators Report, attached hereto, to the Board of Trustees.

6.2 Office Report & Action Item Listing

The Action Item Listing was reviewed.

Items in the attached Office Report were discussed.

- A Purchase Requisition for a new laptop was submitted to the Board for approval.

**MOTION: 2021-02-09**

**Adams/Morrow To approve Option 1 of the Purchase Requisition proposal, to purchase a Lenovo ThinkBook 15 in the amount of \$1,174.88.**

**CARRIED.**

- Administration presented information on an integrated billing system that could potentially replace and alleviate the current problem laden system with MBWD at the January Board Meeting. At that time, the Board of Trustees requested some further information. A Purchase Requisition was presented with company referrals.

**MOTION: 2021-02-09**

**Morrow/Adams To approve the Purchase Requisition proposal, to purchase an integrated software with A-Mais Technologies at a start-up cost of \$24,500.00, following with an annual fee of \$10,500.00 per year.**

**CARRIED BY MAJORITY.**

- The Board of Trustees and Administration discussed the options moving forward regarding standardizing purchase requisitions and project planning approvals. It was suggested to develop a system that is simple and straightforward. This will be a project collaboration between everyone. To

begin the procurement policy and procedure, Trustee Tokarek and Administration will address the scope, purpose, and other various details required and report back to the Board.

**ACTION ITEM:** Trustee Tokarek and Administration to begin developing a procurement policy and procedure and report back to the Board.

- Previous communication between Trustee Tokarek and Administration about asset management proposed that staff participate in a certification course.

**MOTION:** 2021-02-09

**Morrow/Tokarek** To approve the District Administrator and the Financial Office Assistant to attend the Asset Management Certification Course at the cost of \$949.20.

**CARRIED.**

### 6.3 Associated Engineering – Monthly Update Report for February 2021.

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

- The items were briefly discussed and will go into further detail throughout the meeting.

## 7. Special Projects

### 7.1 Noowick Well 53503

At this time, no further updates.

### 7.2 Regional Groundwater Exploration Study

Administration received the final report for the Regional Groundwater Exploration Study.

### 7.3 Noowick Watermain Replacement

The preliminary design is finalized and was reviewed by Operations, Administration and Engineering before shelving. Chairperson Young suggested that MBWD move forward to implement the project later this year. It was unanimously decided to lift the break on this project and for AE to continue the tender process.

### 7.4 Water Budget

AE is reviewing the draft document. Discussion with Administration will take place before presentation to the Board of Trustees.

### 7.5 Pumphouse Backwash Pipe Break

Administration presented a Project Planning and Approval document for the repairs of the backwash pipe break.

**MOTION: 2021-02-09**

**Adams/Tokarek** To approve the Project Planning and Approval document with a quotation from Archie Johnstone, replacing the previous motion of January 12, 2021, to repair the broken backwash pipe at the cost of \$26,500.00

**CARRIED.**

#### 7.6 Treatment Plant – Media Replacement and Commissioning

Administration presented a Project Planning and Approval document for the media replacement and commissioning of the Treatment Plant. The media is required to be changed every ten years.

**MOTION: 2021-02-09**

**Adams/Tokarek** To approve the Project Planning and Approval document with a quotation from BI Pure Water to replace the media and commission the Treatment Plant for \$33,600.00

**CARRIED.**

### 8. Developments

#### 8.1 Malahat Properties

At this time, no further updates.

#### 8.2 Ocean Terrace

At this time, no further updates.

#### 8.3 Limona

At this time, no further updates

#### 8.4 Mill Springs

Administration updated the Board of Trustees with the amendment to the water licence application on Wells 60966 and 61120. The Board of Trustees supported and approved the Letter of Support with Mill Springs to FLNRO.

**ACTION ITEM:** Administration to contact the Mill Springs Team that the Board of Trustees has no objection and return signed letter.

#### 8.5 Hidden Creek/Baranti

AE has approved the technical perspectives of the final submissions. The development is planned to begin in March 2021.

#### 8.6 Frayne Centre

At this time, no further updates.

#### 8.7 Marina Village

At this time, no further updates.

## 8.8 Brentwood College – Lashburn Road Privatization

Brentwood College has requested a meeting with the Board of Trustees. Administration suggests setting up a separate meeting with Brentwood.

**ACTION ITEM:** Administration to schedule a meeting with Brentwood College.

## 9. Other Business

### 9.1 Malahat Nation and Corix

Chairperson Young, Trustee Tokarek and Administration briefed the other Trustees on a meeting of January 26, 2021. A discussion was held, and it was decided that a reply would be created.

**ACTION ITEM:** Chairperson Young and Administration to create a response to Malahat Nations and Corix.

### 9.2 Safety Advisory Group

No incident reports.

Administration has submitted a Flashing Amber Light application with MBWD Policy for Operations to use flashing lights on their vehicles. The use of flashing amber lights is part of our OHS Program that we have been working on for the past year.

### 9.3 Brentwood Irrigation

Brentwood College has requested a meeting to discuss. An action item has already been requested previously in the meeting.

### 9.4 Water Sourcing

At this time, no further updates.

### 9.5 MBWD Well Licencing

At this time, no further updates. FLNRO is hoping to receive a response from Malahat Nations by the end of the week.

### 9.6 Shawnigan Weir Joint Works Committee

At this time, no further updates.

### 9.7 Tax and Tolls Advisory Group

A discussion was held with the article in the Cowichan Valley Citizen on February 2, 2021, and it was felt a response was not necessary.

### 9.8 Development/Subdivision Applications

There are no development/subdivision applications currently.

9.9 Leak Allowance Applications

There are no leak allowance applications currently.

9.10 Water Quality Complaints

There have been no water complaints.

9.11 Topics in the News

9.11.1 Coronavirus (COVID-19)

Restrictions regarding gatherings have been continued until further notice. Conditions at the MBWD office remain the same.

9.12 2021 AGM Preparations – confirmation of dates

Administration has confirmed dates with MNP and will continue to monitor Covid restrictions in case of AGM postponement.

**10 Financials**

10.1 Financial Bank Reconciliations

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

10.2 YTD Financial Review

Budget Variance Report will be completed by the Financial Office Assistant beginning April 2021.

10.3 Payables

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

**MOTION: 2021-02-09**

**Morrow/Adams To approve accounts payable in the amount of \$50,584.75.**

**CARRIED.**

10.4 2020 Year-End Audit

MNP will present our 2020 Financial Statements to the Board of Trustees on March 9, 2021.

10.5 Banking Signatories Update

Administration advised the Board of Trustees that a motion is required to assign a signatory to replace Paul Laraman.

**MOTION: 2021-02-09**

**Tokarek/Morrow To remove Paul Laraman from our bank signatories and appoint Trustee Johanna Morrow as a new signatory on our ISCU bank accounts.**

**CARRIED.**

**11 Correspondence**

Items were discussed in other areas above.

**12 Adjournment**

**MOTION: 2021-02-09  
Young/Adams To adjourn.**

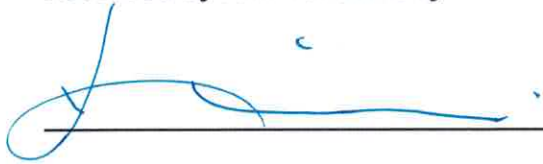
**CARRIED.**

**Adjourned 4:32 pm**


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

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

**Recorded by Kim Vanderkooy**




A handwritten signature in blue ink, appearing to be 'Kim Vanderkooy', written over a horizontal line.



A handwritten signature in blue ink, appearing to be 'Brian Young', written over a horizontal line.

Brian Young (Chairperson)



A handwritten signature in blue ink, appearing to be 'Kim Vanderkooy', written over a horizontal line.

Kim Vanderkooy (District Administrator)