

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

April 12, 2022

2:00 pm (at Mill Bay community League Hall)

In attendance: Brian Young (Chairperson), Brook Adams (Trustee), Johanna Morrow (Trustee), David Crowe (Trustee), Austin Tokarek (Trustee), David Martin (Chief Operator), RaeAnn Reitor (Finance Assistant), Jonathan Musser (Associated Engineering) and Cory Vanderhorst (MNP LLP).

The meeting was called to order at 2:00 pm.

1. Acknowledgment of the Land

Chairperson 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 Agenda

MOTION: 2022-33 Moved by Trustee Morrow, seconded by Trustee Adams.

THAT the April 12, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Minutes

3.1 Regular Board Meeting Minutes March 8, 2022

MOTION: 2022-34 Moved by Trustee Tokarek, seconded by Trustee Morrow.

THAT the minutes from the March 8, 2022, Regular Board Meeting be adopted as presented.

CARRIED

3.2 Matters Arising from Minutes – No matters arising

4. Reports

4.1 Operator's Report

a) Maintenance Report – April 6, 2022

- MBWD Water Operator David Martin presented and discussed his report.
- Letter of appreciation to be sent to Brent Taylor regarding his service at the Shawnigan Weir.
- MBWD has decided to join the CVRD with their new watering restrictions.

b) Monthly Well Meter Read Volumes – Report was presented for information.

4.2 Engineering Report

a) Associated Engineering Monthly Update Report

- Jonathan Musser presented his monthly report and discussed its contents.

4.3 District Manager's Report

- Report was presented and discussed.

- (1) Travis Bryson from MNP will be presenting the 2021 Audited Financial Documents at the AGM April 28, 2022.
- (2) Stacey Glover starting April 19, 2022, filling the part time administrative assistant position.
- (3) Training for MAIS will start May 2, 2022.

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Remedy Agreement/Restrictive Covenant update

5.2 Ocean Terrace

- Nothing new to report.

5.3 Stonebridge (Limona Group)

- Nothing new to report.

5.4 Mill Springs (Gerald Hartwig)

- Associated Engineering's Design Review and Construction Services fee estimate has been provided to developer. No response to date.

5.5 Hidden Creek (Baranti Developments)

- Nothing new to report.

5.6 Marina Village (The Purdey Group)

- Associated Engineering feasibility study to be provided to the Purdey Group.

5.7 Frayne Centre

- Nothing new to report.

5.8 Others (in-fill, East of Francis Kelsey)

- Nothing new to report.

Jonathan Musser left the meeting at 3:40 pm.

6. Other Business

6.1 Annual AGM – Covered in Managers Report

- Recommended that question period start when AGM is adjourned.

6.2 Staffing

- Stacey Glover to start April 19, 2022

6.3 MAIS conversion – Covered in Managers Report

- Training to start May 2, 2022

6.4 Strategic Planning Session

MOTION 2022-35 Moved by Trustee Tokarek, seconded by Trustee Morrow.

THAT a resolution is required for the Strategic Planning Session.

CARRIED

6.5 Regional Water Restrictions

MOTION: 2022-36 Moved by Trustee Morrow, seconded by Trustee Tokarek

THAT MBWD join the CVRD in their new regional watering restrictions.

CARRIED

6.5 Leak Allowance Applications – Leak Allowance Policy

- a) 2566 Mill Bay Road - \$480.71
 - Not Approved
- b) 2440 Benko Road - \$2,932
 - Not Approved
- c) 2501 Fawn Road - \$719.95
 - Not Approved

6.6 Bursaries

- Recommended to keep bursary program but add requirement that applicant be a customer of MBWD.
- Agreed to bring up at the AGM to get customers opinion.

6.7 MNP

- All trustees were in favor of MNP LLP performing 2022 and 2023 audits.

6.8 Trustee Remuneration

- All trustees were in favor to continue the current remuneration.

6.9 Mill Bay Community League

- Question was raised if MBWD can be reimbursed for cost of well that was drilled if water supply gets used and a profit is gained?

6.10 Community Circle

Items 6.6-6.9 added in by Brian Young, 6.10 added by Austin Tokarek

7. Financials -Moved to first item

7.1 2021 Audited Financial Documents - Cory Vanderhorst, MNP

MOTION: 2022-37 Moved by Trustee Crowe, seconded by Trustee Adams.
THAT the 2021 Audited Financial Documents be approved.

CARRIED

7.2 Accounts Payable

MOTION: 2022-38 Moved by Trustee Morrow, seconded by Trustee Adams
THAT the Accounts Payable for March 2022 in the amount of \$47,873.11 be approved.

CARRIED

Cory Vanderhorst left the meeting at 2:40 pm.

8. Adjournment

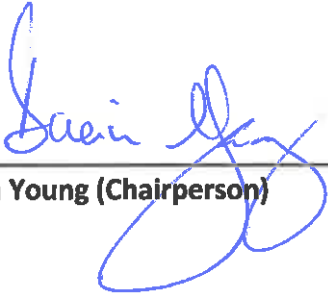
MOTION: 2022-39 Moved by Trustee Morrow
THAT the Regular Board Meeting for April 12, 2022, be adjourned.

CARRIED

Adjourned 4:55 pm.

Next Regular Board Meeting May 10, 2022, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Brian Young (Chairperson)



Paul Carver (District Manager)