

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
April 13, 2021
2:00 pm (via virtual meeting)

In Attendance: Brian Young, Johanna Morrow, David Keir, Brook Adams, Austin Tokarek (Trustees), Kim Vanderkooy (District Administrator), Janelle Kresse (Financial Office Assistant), David Martin (Operations), Jonathan Musser (Associated Engineering)

Call to Order at 2:07 pm.

1. Adoption of Agenda

Trustee Young requested an addition to the meeting agenda.

- Addition of Item 8.5 Review of Committees

MOTION: 2021-04-13

Adams/Young

To accept the Agenda as amended.

CARRIED.

2. Election of the Chairperson

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

Trustee Tokarek nominated Trustee Young for Chairperson. Trustee Young let his name stand for Chairperson.

MOTION: 2021-04-13

Adams/Morrow

To elect Trustee Brian Young as Chairperson of the MBWD Board of Trustees.

CARRIED.

3. Induction of New Trustees

3.1 Meeting Procedures

Chairperson Young reviewed and updated meeting procedures.

3.2 Trustee Orientation – meeting proposed.

Administration and the Trustees discussed the Trustee Orientation Presentation.

ACTION ITEM:

Administration to schedule a tentative date for the beginning of June for Trustee Orientation Presentation.

4. Minutes

4.1 Regular Meeting Minutes March 9, 2021

MOTION: 2021-04-13

Morrow/Adams

To accept the Regular Meeting Minutes of March 9, 2021, as presented.

CARRIED.

5. Reports

5.1 Operator's Report & Source Production Report

David Martin reviewed the Operator's Report. See Operator's Report Attached.

A discussion was held on Item 1. David Martin commented that new operations relief (Scott McCartney) handled the situation well.

Chairperson Young inquired whether the call-out costs were recoverable. David Martin informed the Trustees the costs associated with call-outs have always been a service Mill Bay Waterworks District has provided for its customers. Unless the customer themselves had done damage, the District would cover costs associated with call-outs.

David Martin exited the meeting at 2:34 pm.

5.2 Associated Engineering, Jonathan Musser

Jonathan Musser, Administration and the Trustees discussed Item B: Groundwater License Applications and the April 12th meeting with FLNRO.

Item C: Noowick Road Watermain Replacement status was reviewed and discussed. Completed design based on draft reviewed by David Martin has been issued to MOTI and Island Health.

MOTION: 2021-04-13

Tokarek/Adams To approve Bylaw 286 – Noowick Watermain Replacement Bylaw. CARRIED.

Jonathan Reviewed Items F, G and H. Item A: Water Balance Technical memorandum was discussed.

ACTION ITEM: Engineering to include recommendations to Trustees in updated Draft Water Balance Technical Memorandum to submit to the District Administrator for approval at next regular board meeting.

Item E: Precipitation Monitoring was discussed. Following its finalization by Associated Engineering, the Chairperson suggested that the report be sent to FLNRO, Klaus Rathfelder (BC Ministry on Environment) and WWAL for information. The District Administrator suggested including the CVRD in the circulation of this report.

ACTION ITEM: Engineering to finalize the Precipitation Variability and Trends Assessment contingent on any comments prior to the meeting from Trustees.

5.3 Office Report & Action Item Listing – items to be addressed throughout the meeting.

The District Administrator summarized items not addressed in the Agenda.

- Administration provided updates regarding Item 3 Waterworth Renewal. Annual Subscription for Waterworth has been discounted by 50%, and Administration will still have access to advisors and services.
- Administration presented Item 4, recommendations for alterations in the office, and new operations workstation. The Board of Trustees supported the recommendations proposed.

6. Special Projects

6.1 Treatment Plant – Media Replacement and Commissioning

Administration updated the Trustees on Media Replacement and Commissioning Project Status. Project Scheduled to begin April 26th, within budget.

7. Developments

7.1 Malahat Properties – April 12, 2021 meeting

Administration and Trustees discussed Malahat Properties and CVRD Covenant concerning landowner effect from Malahat Properties upcoming Well.

ACTION ITEM: District Administrator to contact District Lawyer (Brian McDaniel) regarding options for Malahat Properties mitigation agreements. Schedule a meeting with the Board.

Jonathan exited the meeting at 4:12 pm.

7.2 Ocean Terrace – new potential purchaser

Administration updated the Trustees on a telephone conversation with a new potential purchaser for Ocean Terrace development.

7.3 Limona – October 2020 new well pump test results

Administration updated the Trustees on Limona Development's new well pump tests. Western Water Associates Report was provided to the Trustees for review.

ACTION ITEM: Trustees to provide comments or questions within three days to finalize the report. Administration will forward comments to WWAL

7.4 Mill Springs – Phase 16 Preliminary Subdivision Application

Administration updated the Trustees regarding the response to MoTI regarding Mills Springs' Preliminary Subdivision application for Phase 16.

7.5 Hidden Creek/Baranti – Pre-construction Meeting March 29, 2021

Administration updated the Trustees on the Pre-Construction meeting attended by the District Administrator and Operations.

7.6 Brentwood College – April 12, 2021 Meeting

Administration updated the trustees on a Brentwood College meeting. NDA was discussed.

8. Other Business

8.1 HR Policy Manual & Trustee Handbook

Trustee Morrow and Financial Office Assistant updated the trustees on the HR Policy Manual & Trustee Handbook status.

8.2 Strategic Planning

Trustee Tokarek and Chairperson Young discussed the strategic planning sessions.

ACTION ITEM: District Administrator to schedule a strategic planning session with Trustee Tokarek and Chairperson Young.

8.3 2021 Election & AGM Preparations

Administration updated the trustees on the status of the AGM Preparations. Due to COVID-19 restrictions Administration has postponed the AGM until further notice. Administration will file all documentation required by MAH in time of the due date.

8.4 Review AE Role at Board Meetings

Chairperson Young reviewed the history of Associated Engineering's role at board meetings. The Trustees discussed changes in this. The District Administrator noted that Associated Engineering has monthly meetings with Administration and Operations to remain proactive on projects. Administration and trustees have agreed that board meeting agendas moving forward will be planned to utilize the Engineer's time better.

ACTION ITEM: District Administrator to contact AE to inform the Board's satisfaction and alterations to the original plan.

8.5 Review of MBWD Committees

Chairperson Young requested the trustees to review current standing committees and new ones to institute that may assist the board. Suggestions will be discussed next regular board meeting.

ACTION ITEM: Administration to make available the complete list of MBWD Committees and Advisory Groups to the Board of Trustees.

9. Financials

9.1 Financial Bank Reconciliation Statements – reviewed by Trustee Morrow

Financial Office Assistant presented bank reconciliation statements for the month ended March 31, 2021. Trustee Morrow reviewed prior to the regular board meeting.

9.2 YTD Monthly Comparative Income Statement – J. Kresse (new format)

Financial Office Assistant presented comparative income statements for the month ended March 31, 2021.

9.3 Payables – reviewed by Trustee Morrow

Trustee Morrow reviewed Accounts Payable Listing for the month ended March 31, 2021.

MOTION: 2021-04-13

Adams/Morrow To approve the accounts payable in the amount of \$104,767.20.

CARRIED.

9.4 Banking Signatories Update

Financial Office Assistant updated the trustees regarding IA Private Wealth signing authority updates. Chairperson Young was selected as trustees signing authority.

ACTION ITEM:

Financial Office Assistant to schedule appointment for Chairperson Young with IA Private Wealth to update signing authority.

10. Correspondence

10.1 FLNRO email correspondence summary of March 18, 2021 meeting

Item previously addressed. No further discussion.

10.2 CWSA Annual General Meeting April 22, 2021, at 1:00 pm

Item previously addressed in Office Report. No further discussion.

11. Adjournment

MOTION: 2020-04-13

Adams To adjourn.

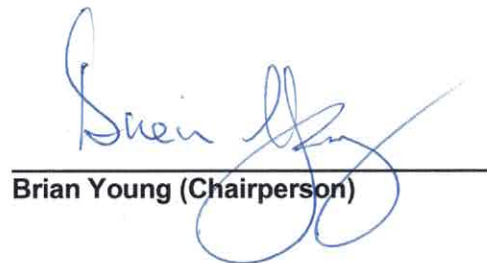
CARRIED.

Adjourned 5:07 pm

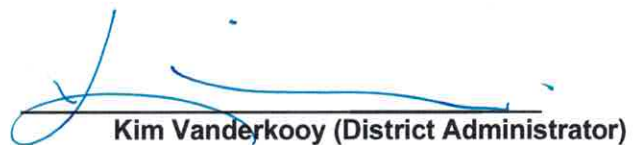
Next Regular Board Meeting is May 11, 2021, at 2:00 pm via videoconferencing.

Recorded by Janelle Kresse





Brian Young (Chairperson)



Kim Vanderkooy (District Administrator)