

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

August 9, 2022

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

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

Absent: Austin Tokarek (Trustee), Paul Carver (District Manager).

The meeting was called to order at 2:05 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: 2022-56 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the April 12, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Minutes

3.1 Regular Board Meeting Minutes July 12, 2022

MOTION: 2022-57 Moved by Trustee Adams, seconded by Trustee Morrow.
THAT the minutes from the July 12, 2022, Regular Board Meeting be adopted as presented.

CARRIED

3.2 Matters Arising from Minutes: None

4. Reports

4.1 Operator's Report

a) Maintenance Report – July 2022

- MBWD Water Operator David Martin presented and discussed his report.
- There are two PRV stations with small leaks currently. David Martin will be addressing this issue.
- Hidden Creek update - Prepping for paving August 10, 2022.
- Requested by the Board that Paul Carver start discussion with Brentwood regarding a solution for the irrigation pump.
- Requested by the Board that Paul Carver and David Martin alert Frances Kelsey School of the issue with their meter.
- Discussion between Paul Carver and David Martin regarding progressing to Stage 2 water 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.
- Draft 2022 Master Plan will be ready for October 2022 meeting.

- A meeting with the lawyer regarding Lashburn privatization was recommended.

4.3 District Manager's Report

- Report was presented and discussed.
- The Board requested that Paul Carver schedule a meeting with Mr. Hartwig.
- The Board requested that the previous months financials also be present on the current agenda.

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Project update was provided in Manager's Report.

5.2 Ocean Terrace

- Project update was provided in Manager's 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 was provided to developer. No response to date.

5.5 Hidden Creek (Baranti Developments)

- Nothing new to report.

5.6 Marina Village (The Purdey Group)

- Recommended that Associated Engineering feasibility study be submitted to Purdey Group.

5.7 Frayne Centre

- Nothing new to report.

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

- Nothing new to report.

6. Other Business

6.1 Online Banking Platform – Provided in Managers Report

6.2 Borrowing Procedure – Special Report

- Board requested the District Manager consult with other banks to see what they will offer the District.
- Recommended to defer matter to the next Special Meeting.

6.3 Mill Springs Village Groundwater Well Monitoring – Email from Fresco (Gypsy Fisher)

- Board requested that the District Manager set up a meeting with Mr. Hartwig, with a Trustee present.

6.4 Strategic Planning Session

- Report from Persephone Consulting has been acknowledged. Corrections to factual information need to be done before the Board accepts the report.

David Martin and Jonathan Musser left the meeting at 3:35 pm.

7. Correspondence

7.1 Infinity Law - Water consumption billing (verbal discussion)

- The Board requested that Paul Carver write a letter to Infinity Law stating after discussion with the board the bylaw is correct, and the client was to be billed for the final meter read and the consumption used for those days, which equaled the base amount.

8. Financials

8.1 Accounts Payable (July 2022)

MOTION: 2022-58 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the Accounts Payable for July 2022 in the amount of \$36,417.13
be approved.

CARRIED

8.2 Bank Balances – Managers Report

8.3 Investment Account Balances – Managers Report

CARRIED

9. Adjournment

MOTION: 2022-59 Moved by Trustee Crowe

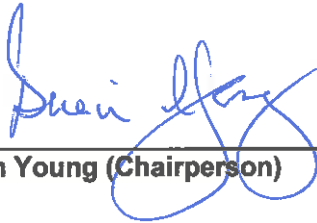
THAT the Regular Board Meeting for August 9, 2022, be adjourned.

CARRIED

Adjourned 3:50 pm.

Next Regular Board Meeting September 13, 2022, at the Mill Bay Community Hall Board Room.

Recorded by RaeAnn Reitor, Finance Assistant



Brian Young (Chairperson)



Paul Carver (District Manager)