

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes
December 13, 2022

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

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Johanna Morrow (Trustee), Austin Tokarek (Trustee), Paul Carver (District Manager), Jonathan Musser (MBWD Engineer).

Absent: David Crowe (Trustee), David Martin (MBWD Operator).

Public: Alex Jorgensen, CVRD APC

The meeting was called to order at 2:04 pm.

1. ACKNOWLEDGEMENT OF THE LAND

Chairman Brian 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 THE AGENDA

MOTION: 2022-77 Moved by Trustee Adams, seconded by Trustee Morrow

THAT the December 13, 2022, Agenda for the Regular Board Meeting be adopted as amended to include "Matters Arising from Minutes, Motion #74".

CARRIED

3. MINUTES

3.1 Regular Board Meeting Minutes - November 8, 2022

MOTION: 2022-78 Moved by Trustee Tokarek, seconded by Trustee Morrow

THAT the minutes from the November 8, 2022, Regular Board Meeting be adopted.

CARRIED

3.2 Special Board Meeting Minutes - November 28, 2022

MOTION: 2022-79 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the minutes from the November 28, 2022, Special Board Meeting be adopted.

CARRIED

3.3 Matters Arising from Minutes

a) Special Board Meeting Brentwood College Motion No. 74 – November 28, 2022

- Chairman Young advised the Trustee's that when he and the District Manager met with our lawyer to sign the Brentwood College Lashburn Road closure documents, we were informed by our lawyer that as Brentwood College needs to file the documents with LTO prior to MoTi's December 5, 2022, closing date, which was also a surprise to our lawyer, there was no time to amend the Bill of Sale to include the cash security for the water meter vault installation. To address this concern, a separate agreement was arranged between the lawyers,

Brentwood College and MBWD. The District Manager advised the security is now in place.

4. REPORTS

4.1 Operator's Report:

- a) Maintenance Report – November 2022
 - In the absence of the Water Operator, the report was presented with the District Manager providing context to the items included in the report.
- b) Monthly Source Production – Data was presented to the Board.
- c) Well Monthly Meter Read Volume – Data was presented to the Board.

4.2 Engineering Report

- a) Associated Engineering Monthly Report
 - Jonathan Musser presented his report and discussed its contents in detail.
 - Jonathan advised the Mill Bay Watermain replacement project is nearing MoTi permit application stage and that when the permit is issued, it will come with an expiry date. The District Manager advised that funds have been included in the 2023 budget to have the project shelf ready to go, meaning preparation of tender and contract documents. The same holds true for the Noowick Road watermain replacement project.
 - Jonathan advised that due to staffing and other challenges, the 2022 Master Plan is taking longer than expected.
 - The District Manager advised that an email exchange involving MoTi appears to indicate that the removal of AC pipes may not be required for every project, provided the abandoned AC pipe is noted on as-built plans and the respective local government assumes all liability requirements. This could prove to be beneficial with the Noowick Road watermain replacement project due to alignment and cost challenges associated with the removal of the AC pipe on that road.

4.2 District Manager's Report

The District Manager discussed his report in detail.

5. NEW BUSINESS

5.1 2023 Operating/Capital Budget

MOTION: 2022-80 Moved by Trustee Morrow, seconded by Trustee Adams
THAT the 2023 Budget be approved subject to amendments in the way the capital expenditures are presented in the budget.

CARRIED

6. OLD Business

6.1 Brentwood College Lashburn Road Privatization

- Project status was provided in the Manager's Report.

6.2 Strategic Plan (2023 – 2025)

- The District Manager advised the Strategic Plan has been uploaded to our website.
- Regarding asset management, when asked by Trustee Tokarek, the District Manager advised the only item included in the Strategic Plan for 2023 was a MBWD Policy and that no funding has been allocated in the 2023 budget for additional work. Trustee Tokarek spoke of concerns that asset management wasn't proceeding fast enough. The District Manager stated that the Strategic Plan has been approved by the Board of Trustees, which included preparation of an Asset Management Plan later in the cycle, and that if changes to the plan are contemplated, it can be brought back to the Board in 2023 for consideration. If changes are made to the plan, the 2023 Budget could be amended at that time to include funding for work on an Asset Management Plan.

7. Developments

- 7.1 Benko/Butterfield (Malahat Properties) – Update provided in Manager's Report
- 7.2 Ocean Terrace – No update provided
- 7.3 Stonebridge (Limona Group) – Update provided in Manager's Report
- 7.4 Mill Springs (Gerald Hartwig) – No update provided
- 7.5 Hidden Creek (Baranti Developments) – Update provided in Manager's Report
- 7.6 Marina Village (the Purdey Group) – No update provided
- 7.7 Frayne Centre – No update provided
- 7.8 Others (in-fill, east of Francis Kelsey) – No update provided

8. BYLAWS

8.1 MBWD Parcel Tax Bylaw No. 297, 2023

MOTION: 2022-81 Moved by Trustee Adams, seconded by Trustee Tokarek
THAT MBWD Parcel Tax Bylaw No. 297, 2023, be **INTRODUCED** and given first reading by the Trustees on the 13th day of December 2023;

AND THAT MBWD Parcel Tax Bylaw No. 297, 2023, be **RECONSIDERED** and adopted by the Trustees on the 13th day of December 2023.

CARRIED

9. Correspondence – None

10. Financials

10.1 Accounts Payable (November 2022)

MOTION: 2022-82 Moved by Trustee Morrow, seconded by Trustee Tokarek
THAT the Accounts Payable for November 2022 in the amount of \$41,717.19 be approved.

CARRIED

10.2 Bank Balances – Banks balances were provided in Managers Report

10.3 Investment Balances – Investment balances were provided in Manager’s Report

9. **Adjournment**

MOTION: 2022-83 Moved by Trustee Adams

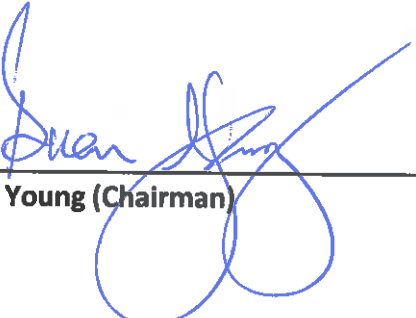
THAT the Regular Board Meeting for December 13, 2022, be adjourned.

CARRIED

Adjourned at 3:27 pm.

Next Regular Board Meeting January 12, 2023, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)