

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

February 14, 2023

2:30 pm (at Mill Bay Community League Hall)

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

The meeting was called to order at 2:32 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: R2023-05** Moved by Trustee Morrow, seconded by Trustee Crowe

THAT the February 14, 2023, Agenda for the Regular Board Meeting be adopted as amended to include new item under Matters Arising from Minutes.

**CARRIED**

## 3. MINUTES

### 3.1 Regular Board Meeting Minutes – January 12, 2023

**MOTION: R2023-06** Moved by Trustee Adams, seconded by Trustee Crowe

THAT the minutes from the January 12, 2023, Regular Board Meeting be adopted.

**CARRIED**

### 3.2 Matters Arising from Minutes

Following discussion initiated by Trustee Adams, the Board profoundly regrets that the provincial surplus will not be made available to Improvement Districts.

## 4. REPORTS

### 4.1 Operator's Report:

#### a) Maintenance Report – December 2022

Water Operator presented his report in detail. Water Operator advised that hydrant flow testing is now complete.

#### b) Monthly Source Production – Data was presented and discussed.

#### c) Well Monthly Meter Read Volume – Data was presented and discussed.

#### d) Shawnigan Lake Weir Annual Maintenance Report – Report was presented.

#### e) Shawnigan Wier JWC 2023 Budget- Budget was discussed. Water Operator advised that the JWC has since approved the budget.

#### 4.2 Engineering Report

- a) **Associated Engineering Monthly Report**  
Jonathan Musser spoke to his report.

Mill Bay Road Watermain Replacement - Mr. Musser advised MoTi's preference is to remove all AC pipes from the ground. The design plans for this project will show the AC mains as remaining in-place and abandoned following construction. Design plans to be provided to MoTi for this approval soon. Water Operator is currently reviewing the design.

Malahat Properties – District Manager added that the feasibility study has now been made available to the developer.

MBWD Office Expansion – Mr. Musser provided detailed information on why the existing office should not be expanded either horizontally or vertically. Reasons include having to apply the current building code to the entire building with any major building upgrades, including old construction (i.e.: seismic upgrading, etc.).

#### 4.2 District Manager's Report

District Manager (DM) discussed his report in detail. DM also included information about recent Frayne Centre development activity, with MoTi contacting DM to confirm that an earlier letter prepared by the previous DM in relation to MBWD servicing requirements still applies to the project. The DM advised MoTi through email that it does.

### 5. **NEW BUSINESS**

- 5.1 Strategic Plan (Action Items) Update – Update provided in Manager's Report.
- 5.2 2023 AGM – District Manager to bring possible AGM meeting dates to the next board meeting.
- 5.3 2022 Audit – District Manager advised 2022 Audit is scheduled to start the week of February 21, 2023.

### 6. **OLD Business - None**

### 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) – No update provided.
- 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 – Verbal update provided in Manager's Report.
- 7.8 Others (in-fill, east of Francis Kelsey)
- a) Cowichan Housing Association Partridge Road – Update provided in Manager's Report.

8. BYLAWS - None

9. CORRESPONDENCE - None

*Louise Blomer of MNP arrived at 3:15 pm.*

*Dave Martin and Jonathan Musser left the meeting at 3:30 pm.*

10. Financials

10.1 Accounts Payable (January 2023)

**MOTION: R2023-07** Moved by Trustee Adams, seconded by Trustee Morrow  
THAT the Accounts Payable for January 2023 in the amount of  
\$74,474.50 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

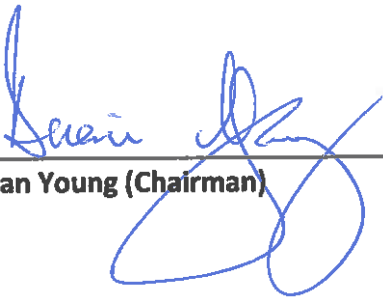
**MOTION: R2023-08** Moved by Trustee Crowe  
THAT the Regular Board Meeting for February 14, 2023, be adjourned.

**CARRIED**

**Adjourned at 3:41 pm.**

Next Regular Board Meeting March 14, 2023, at the Mill Bay Community Hall Board Room.

**Recorded by Paul Carver, District Manager**



**Brian Young (Chairman)**



**Paul Carver (District Manager)**