

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

January 12, 2023

2:00 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).

Absent: Jonathan Musser (MBWD Engineer)

The meeting was called to order at 2:03 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: R2023-01 Moved by Trustee Morrow, seconded by Trustee Tokarek

THAT the January 12, 2023, Agenda for the Regular Board Meeting be adopted as amended to include under New Business, meeting with new Area Director.

CARRIED

3. MINUTES

3.1 Regular Board Meeting Minutes – December 13, 2022

MOTION: R2022-02 Moved by Trustee Crowe, seconded by Trustee Adams

THAT the minutes from the December 13, 2022, Regular Board Meeting be adopted.

CARRIED

Trustee Tokarek stated that asset management is not proceeding fast enough. Chairman Young mentioned that a detailed policy will be established in 2023 laying out the groundwork for the asset management plan. Trustee Tokarek requested to be involved in the preparation of the policy and that there are numerous examples out there in industry that MBWD can make use of.

3.2 Matters Arising from Minutes - None

4. REPORTS

4.1 Operator's Report:

a) Maintenance Report – December 2022

- Water Operator presented his report in great detail. With respect to the Emergency Response Plan, the Water Operator stated he was unable to locate an updated version of the plan which is required for VIHA. Staff will investigate and report back.

- 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
 - The District Manager spoke to the report in the absence of Jonathan Musser, MBWD Engineer.

4.2 District Manager's Report

- District Manager discussed his report in detail.
- With respect to Malahat Properties, the District Manager stated the feasibility study prepared by Associated Engineering has now been provided to the developer. The developer has also been provided with the proposal to prepare the required well monitoring plan. That proposal, prepared by Western Water, includes two (2) components. The first part is the monitoring plan itself, the second is the implantation phase. The developer has committed to depositing funds with MBWD for only the plan. The developer stated they want to be directly involved with the plans implementation as they have the resources to control the costs. They would also like to involve outside groups, such as the First Nations.

5. NEW BUSINESS

5.1 Meeting with New Area Director

Chairman Young advised the new Area Director for the CVRD Kate Segall would like a meeting with MBWD. Blaise Salmon, the previous Area Director, has suggested an introductory meeting with Kate Segall, himself, Brian Young, and the District Manager. The Chairman received the approval of the Board to proceed with the introductory meeting as suggested by Mr. Salmon, then schedule a meeting with the full Board of Trustees.

6. OLD Business

6.1 MBWD Parcel Tax Bylaw No. 297, 2023

District Manager advised the new parcel tax bylaw has been forwarded to the Ministry of Municipal Affairs for approval.

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 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)

- a) Cowichan Housing Association Partridge Road – Update provided in Manager’s Report.

8. **BYLAWS - None**

9. **CORRESPONDENCE**

8.1 EOCP Letter – Water Distribution

8.2 EOCP Letter – Water Treatment

Dave Martin left the meeting at 3:20 pm

10. **Financials**

10.1 Accounts Payable (December 2022)

MOTION: R2023-03 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the Accounts Payable for December 2022 in the amount of \$45,605.27 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**

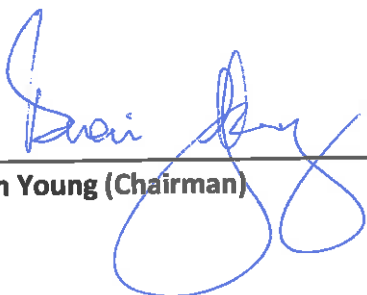
MOTION: R2022-04 Moved by Trustee Adams
THAT the Regular Board Meeting for January 12, 2023, be adjourned.

CARRIED

Adjourned at 3:40 pm.

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

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)