

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

July 12, 2022

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

In attendance: Brian Young (Chairman), Brook Adams (Trustee), David Crowe (Trustee), Johanna Morrow (Trustee), Paul Carver (District Manager), David Martin (Chief Operator) and Jonathan Musser (Associated Engineering).

Absent: Austin Tokarek (Trustee)

The meeting was called to order at 2:05 pm.

1. Acknowledgment of the Land

Chairman 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: 2022-50 Moved by Trustee Adams, seconded by Trustee Morrow

THAT the July 12, 2022, Agenda for the Regular Board Meeting be adopted.

CARRIED

3. Minutes

3.1 Regular Board Meeting Minutes June 14, 2022

MOTION: 2022-51 Moved by Trustee Crowe, seconded by Trustee Adams

THAT the minutes from the June 14, 2022, Regular Board Meeting be Adopted as amended.

CARRIED

3.2 Matters Arising from Minutes

- a) Report on Borrowing – District Manager advised the report is in progress.

4. Reports

4.1 Operator's Report

a) Maintenance Report – June 2022

- MBWD Water Operator David Martin presented his report and discussed the contents.
- It was discussed to increase manganese testing from 4 times per year to monthly to expedite the collection of base line data. District Manager to work out the details with the Water Operator.

b) Monthly Source Production – 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.

4.3 District Manager's Report

a) Report was presented and its contents discussed.

b) Leak Allowance

MOTION: 2022-52 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT Leak Allowance Policy No. 10-09-19 be amended as follows:

i) *Physical location of an eligible leak to read, "from the meter box to the external footprint of the Owner's building"; and*

ii) *The District Manager will be the authority to grant a leak allowance as set out in this policy or as determined otherwise. The Owner will retain the right to appeal any decision of the District Manager to the Board of Trustees.*

CARRIED

c) Online Banking Platform Update

MOTION: 2022-53 Moved by Trustee Adams, seconded by Trustee Morrow
THAT subject to approval of our Auditor, the MBWD online banking platform be amended as follows:

RaeAnn Reitor – Financial Office Assistant

- *Transfer funds between accounts up to \$50,000. Any trustee can approve it. Paul can approve up to \$50,000.*
- *Pay a bill up to \$3000, and \$10,000/day. Any trustee can approve it. Paul can approve up to \$10,000.*
- *Pay a CRA bill up to \$15,000 and \$15,000/day. Any trustee can approve it. Paul can approve up to \$15,000.*
- *Approve:*
 - *Paul's transfer up to \$50,000*
 - *Paul's bill payments up to \$10,000*
 - *Paul's CRA payments up to \$15,000*

Paul Carver – District Manager

- *Transfer funds between accounts up to an unlimited amount. Any trustee can approve it. RaeAnn can approve up to \$50,000.*
- *Pay a bill up to an unlimited amount. Any trustee can approve it. RaeAnn can approve up to \$10,000.*
- *Pay a CRA bill up to \$15,000 and \$15,000/day. Any trustee can approve it. RaeAnn can approve up to \$15,000.*
- *Approve:*
 - *RaeAnn's transfer up to \$50,000*
 - *RaeAnn's bill payments up to \$10,000*

- *RaeAnn's CRA payments up to \$15,000*

Brian Young – Chairperson

- *Approve all transfers*
- *Approve all bill payments*
- *Approve all CRA payments*
- *Cannot set up any transactions*

Johanna Morrow – Trustee

- *Approve all transfers*
- *Approve all bill payments*
- *Approve all CRA payments*
- *Cannot set up any transactions*

Brook Adams - Trustee

- *Approve all transfers*
- *Approve all bill payments*
- *Approve all CRA payments*
- *Cannot set up any transactions*

All users can:

- *Add bill payees*
- *Create stop cheque payments*
- *View e-statements*
- *View account balances*
- *View term deposits*

CARRIED

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Update was provided in Manager's report.

5.2 Ocean Terrace

- Update was provided in Managers Report.

5.3 Stonebridge (Limona Group)

- No recent activity.

5.4 Mill Springs (Gerald Hartwig)

- No recent activity.

5.5 Hidden Creek (Baranti Developments)

- No update.

5.6 Marina Village (The Purdey Group)

- No recent activity.

5.7 Frayne Centre

- No update.

5.8 Frayne Road/Partridge Road/Highway #1

- No update.

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

- No update.

6. **Other Business**

6.1 Leak Allowance Policy – Provided in Manager’s Report

6.2 Online Banking Platform Update – Provided in Manager’s Report

6.3 Review of Strategic Planning Session – The strategic planning session held on July 7-8, 2022, was discussed. The consensus was that the session went well and that everyone was looking forward to seeing the end product. Chairman Young and the District Manager will compile the information from the consultant’s report into a strategic planning document and bring it back to the Board for consideration.

7. **Financials**

7.1 Accounts Payable

MOTION: 2022-54 Moved by Trustee Crowe, seconded by Trustee Morrow
THAT the Accounts Payable for June 2022 in the amount of \$60,403.73 be approved.

CARRIED

8.2 Bank Balances – Presented in Manager’s Report

8. **Adjournment**

MOTION: 2022-55 Moved by Trustee Adams
THAT the Regular Board Meeting for July 12, 2022, be adjourned.

CARRIED

Adjourned 3:40 pm.

Next Regular Board Meeting August 9, 2022, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairperson)



Paul Carver (District Manager)