

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

June 14, 2022

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

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

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: 2022-46 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the June 14, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Minutes

3.1 Regular Board Meeting Minutes May 10, 2022

MOTION: 2022-47 Moved by Trustee Crowe, seconded by Trustee Adams
THAT the minutes from the April 12, 2022, Regular Board Meeting be Adopted as amended.

CARRIED

3.2 Matters Arising from Minutes – No matters arising.

4. Reports

4.1 Operator's Report

a) Maintenance Report – April 6, 2022

- In addition to presenting his report, MBWD Water Operator David Martin provided added information in relation to the volume of water used to fight the recent Pioneer Square fire. It is believed the Fire Department also used water from Cobble Hill.
- The District Manager advised he had a brief discussion with the Fire Chief following the recent awards ceremony at Kelsey Secondary School. The Fire Chief mentioned there were problems with contacting our water operator during the fire event. The District Manager advised the Fire Chief he would stop by to meet with him to sort out the communication protocol between the Fire Department and MBWD during major fire events.

b) Monthly Source Production – Report was presented for information.

- c) Pioneer Square Fire – Fire Demand Graph – Water Operator David Martin explained in detail the information provided on the graph.

4.2 Engineering Report

a) Associated Engineering Monthly Update Report

- Jonathan Musser presented his monthly report and discussed its contents.
- Design submission for Mill Bay watermain replacement is expected in August of this year.
- Ministry of Transportation advised there are no plans to proceed with the upgrade of Mill Bay Road in 2022 or 2023.
- 2022 Master Plan upgrade has been initiated.

4.3 District Manager's Report

- a) Report was presented and discussed.
- b) Chairman Young asked if any direct costs have been incurred as a result of the Mill Springs development. The District Manager advised he would investigate.
- c) The District Manager stated that the Strategic Planning Session has been set for July 7 and 8.
- d) With the borrowing of funds to replace asbestos cement pipes, Jonathan mentioned it may be a good idea to prepurchase pipe to control construction costs.
- e) Chairman Young asked Jonathan Musser to provide an updated cost for the Mill Bay Road watermain replacement.
- f) Chairman Young requested the District Manager prepare a report detailing the steps for MBWD to borrow funds. Those steps will involve both Island Savings and Ministry of Municipal Affairs.
- g) Chairman Young instructed staff to upload Western Water's Local Aquifer Study and Associated Engineering's Mill Bay Aquifer Recharge Precipitation Variability and Trends Assessment to our website. Mr. Young will arrange for the distribution of Associated Engineering's Mill Bay Aquifer Recharge Precipitation Variability and Trends Assessment to the various outside agencies (Ministry of Forests, MOE, CVRD, Malahat First Nations, etc).

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Update provided in Manager Report.

5.2 Ocean Terrace

- Update provided in Managers Report.
- District Manager advised that a report was received from the developer's representative. This report is a follow up to the meeting the District Manager had with the development group a few weeks ago to discuss MBWD development requirements to move this project forward. The developer was advised that an update of the 2010 feasibility study that was completed for the developer by MBWD is required.

- Key takeaways from the developer's report include acknowledgement that a new feasibility study would be required at their cost, a 72-hour pump test still needs to be performed, overall density of the development will not significantly change however the layout and phasing will (I had requested confirmation of this), and a request for MBWD to accept the two existing undersized 150mm diameter wells. I had advised earlier that the well sizes no longer met MBWD standards. The developer did acknowledge that if the existing wells were not accepted, they would redrill.
- The District Manager advised he will forward the developers report to Associated Engineering for a proposal to complete the updated feasibility study.

5.3 Stonebridge (Limona Group)

- Update provided in District Manager's report.

5.4 Mill Springs (Gerald Hartwig)

- No recent activity. Chairperson Young asked if developer had paid the \$20,000 fee for MBWD to complete the engineering study. District Manager advised payment has not yet been received, nor has there been any response to the proposal previously presented to the developer.

5.5 Hidden Creek (Baranti Developments)

- No update.

5.6 Marina Village (The Purdey Group)

- No update.

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 MBWD Public Communications Protocol

- In light of what transpired in the media following the Pioneer Square fire, this was added to the agenda by Chairman Young. It was frustrating that even though MBWD was mentioned in the media, MBDW was not contacted for comment. The District Manager was asked to reach out to local media outlets to advise that MBWD is available to be contacted for news reports affecting our improvement district. It was decided at this meeting that the District Manager will be the media contact for our operations.

6.2 MBWD Website

- This was added to the agenda by Chairman Young. Mr. Young requested that approved meeting minutes from past meetings be added to our website. District Manager advised that he would arrange to have signed meeting minutes uploaded

to the website. The Manager also mentioned that our website is not overly user friendly, and it is frustrating having to call Texas for tech support. The website we use is from a USA based company and is essentially a cookie cutter template for all its users. The District Manager suggested that we consider developing our own website to make it more compatible with our needs and those of our customers.

Jonathan Musser and David Martin left the meeting at 4:01 pm.

7. Financials

7.1 Accounts Payable

MOTION: 2022-48 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the Accounts Payable for May 2022 in the amount of \$45,914.18 be approved.

CARRIED

8.2 Bank Balances – Presented in Manager’s Report

8.3 Term Deposits – Presented in Manager’s Report

8. Adjournment

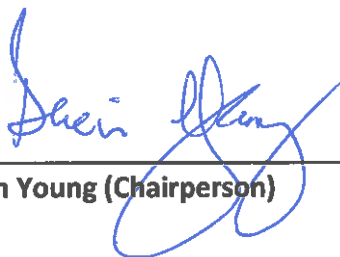
MOTION: 2022-49 Moved by Trustee Adams
THAT the Regular Board Meeting for June 14, 2022, be adjourned.

CARRIED

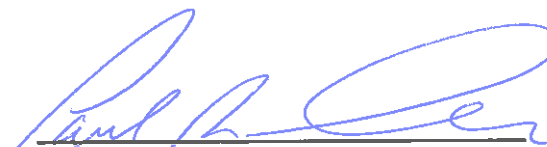
Adjourned 4:10 pm.

Next Regular Board Meeting July 12, 2022, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairperson)



Paul Carver (District Manager)