

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
March 8, 2022
2:00 pm (at Mill Bay Community League Hall)

In Attendance: Brian Young (Chairperson), Brook Adams (Trustee), Johanna Morrow (Trustees), David Crowe (Trustee), Austin Tokarek (Trustee), Paul Carver (District Manager), David Martin (Chief Operator), and Jonathan Musser (Associated Engineering).

Meeting was called to order at 2:07 p.m.

1. Land Acknowledgement

Chairperson 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: 2022-25 Moved by Trustee Morrow, seconded by Trustee Tokarek
THAT the March 8, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Minutes

3.1 Regular Meeting Minutes February 8, 2022

MOTION: 2022-26 Moved by Trustee Adams, seconded by Trustee Morrow
THAT the February 8, 2022, Regular Board Meeting Minutes be Adopted as presented.

CARRIED

3.2 Special Meeting Minutes February 17, 2022

MOTION: 2022-27 Moved by Trustee Crowe, seconded by Trustee Adams
THAT the February 17, 2022, Special Board Meeting Minutes be adopted as presented.

CARRIED

3.3 Matters Arising from Minutes – No matters arising

4. Reports

4.1 Operator's Report:

a) Maintenance report for February 2022

- MBWD Water Operator David Martin presented and discussed his report.
- David Martin advised the muskrats that have made the area around Detention Pond #2 home are being re located.
- There was further discussion about the requirement to conduct an engineering inspection of Shawnigan Weir every 10 years.

- Mr. Martin will continue regular inspections of Shawnigan Weir as he has his dam inspection certification. Mr. Martin advised that the MBWD is taking the lead on this as the dam was originally construction by the MBWD.
- b) Well Monthly Meter Read Volumes – Report was presented for information.

4.2 Engineering Report:

- a) Associated Engineering Monthly Update
 - Jonathan Musser presented his monthly report and discussed its contents.
 - Jonathan advised that their review of the Marine Village Development is taking longer than expected. Delays are the result of staffing changes on the project.
- b) Noowick Road Watermain Upgrade Project Summary
 - Jonathan Musser presented his report about the Noowick Road Watermain Upgrade. No further work will be initiated unless authorized by MBWD.

4.3 District Manager's Report

- Report was presented and discussed.
- (1) The District Manager (DM) stated the only evening available the last week in April is for the AGM at the Kerry Park Mill Bay Hall is April 28th. It was unanimous to book the Mill Bay Hall for that evening. It was also unanimous to incorporate the election with the AGM.
- (3) The DM advised that he had a zoom meeting with the Mais software company on Friday, March 4th and that meeting went well. He was advised that MBWD is about 75% through the conversion process. And while much of MBWD's data was uploaded last year prior to the project being put on hold, additional uploads will now be required to update that data with new information that has been received since that time (new customers, property ownership changes, new tolls and fees, new parcel tax rates, etc.). There will still need to be a series of training sessions with staff, that will be completed virtually.
- (3) A question was asked about if it still makes sense to follow through with the conversion from Vadim to Mais. The DM said that it does, as from what he has heard Mais is geared towards smaller organizations such as our, plus we already financially committed to the conversion. The DM also stated that he finds Vadim more complicated than what it needs to be for our organization.
- (7) The high utility bills were discussed. The DM mentioned there are now more than the original 3 now and that contact has been made with those customers and investigations are occurring.
- (8) A letter will be issued to our customers advising of the increase in parcel taxes for 2022.

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- With the exception of the remedy proposal and the restrictive covenant, the project has been quiet.

5.2 Ocean Terrace

- Nothing new to report.

5.3 Stonebridge (Limona Group)

- The email from Western Water Associates regarding the water licence application dated February 22, 2022, was presented. In the email Chad Petersmeter was receptive with Limona's proposal to proceed with the groundwater licence application for WTN 107097. WBWD recently co-signed that application. This would be done with the understanding that the final well yield would be determined at a later date when a production pump is installed. Water quality would be further reviewed at that time as well. The MBWD would have another

opportunity at that time to review quantity and quality of water from that well and to either accept or reject that well based on those results. Water quality if it is still of concern would need to be addressed through treatment to the satisfaction of the MBWD.

- The MBWD is receptive of this proposal as there are a series of controls in place to prevent the developer from proceeding with the project if water volume and quality is still of concern at the time of development, including the subdivision process through the CVRD. At the time of subdivision application, following which a PLA (Preliminary Layout Approval) would be issued, the MBWD would be contacted as a referral agency.

5.4 Mill Springs (Gerald Hartwig)

- Associated Engineering provided a proposal to provide design review and construction services for phases 16 and 17 of this project. The total projected fees are \$20,796, excluding taxes. This was initiated from a request we received from one of the developer's engineers to review their pump electrical drawings. The reason for providing an estimate for the entire project at this early state is to avoid having to go back to the developer for money as the project advances from design to construction completion. The Board was in agreement for staff to provide the developer with the proposal.

5.5 Hidden Creek (Baranti Developments)

- Dave Martin provided an update in his monthly report.

5.6 Marina Village (The Purdey Group)

- Jonathan Musser provided an update in his monthly report.

5.7 Frayne Centre – Project has been quiet.

5.8 Others (in-fill, east of Francis Kelsey) – Nothing new to report.

6. Other Business

6.1 Annual AGM – Covered in District Manager's report.

6.2 Staffing – Covered in District Manager's report.

6.3 Mais Conversion – Covered in District Manager's report.

6.4 Strategic Planning – Covered in Manager's report.

6.5 FLNRO – The Chair advised that FLNRO will be subdividing their ministerial department.

6.6 CVRD – It was discussed to bring Area Director Blaise Salmon in for a meeting.

Jonathan Musser left the meeting at 3:45 pm.

Dave Martin left the meeting at 3:45 pm.

7. Financials

7.1 Accounts Payable

MOTION: 2022-28 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the Accounts Payable in the amount of \$40,988.76 for February 2022 be approved.

CARRIED

8. Adjournment

MOTION: 2022-29 Moved by Trustee Adams
THAT the regular Board meeting for March 8, 2022, be adjourned.

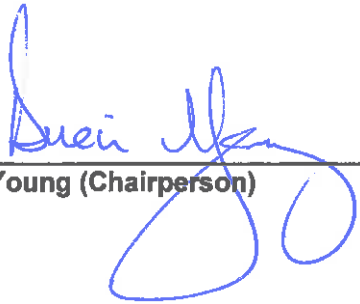
CARRIED

Adjourned 3:57 pm.

PRC
March 8, 2022

Next Regular Board Meeting April 12, 2022, at the Mill Bay Community League Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairperson)



Paul Carver (District Manager)