

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
March 9, 2021
2:00 pm (via videoconference)

In Attendance: Brian Young (Chairperson), Brook Adams, Austin Tokarek, Johanna Morrow (Trustees), Jonathan Musser (Engineering), Janelle Kresse (Financial Office Assistant), Kim Vanderkooy (District Administrator) and

Guests: Graham Roberts, Louise Blomer (MNP)

Call to Order at 1:58 pm.

1. Adoption of Agenda

One addition to Administration's Office Report was requested. One addition to the meeting agenda was discussed.

- Addition of Item 4 to the Office Report
- Addition of Item 7.9 CVRD Meeting to Agenda

MOTION: 2021-03-09

Young/Morrow To accept the Agenda as amended.

CARRIED.

*Graham Roberts (MNP) and Johnathon Musser (AE) arrived at 2:01 pm.
Louise Blomer (MNP) arrived during MNP Presentation.*

2. MNP 2020 Financial Statements Presentation - Mr. Graham Roberts & Ms. Louise Blomer, MNP LLP

Mr. Roberts presented the draft 2020 year-end financial statements to the Board of Trustees.

The Board of Trustees was satisfied with the 2020 audit and approved the documents and financial statements presented. Certified copies of the 2020 financial statements will be available for presentation at the tentative AGM on March 30, 2021.

Graham Roberts and Louis Blomer exited the meeting at 2:32 pm.

3. Minutes:

3.1 Regular Meeting Minutes February 9, 2021

MOTION: 2021-03-09

Morrow/Tokarek To accept the Regular Meeting Minutes of February 9, 2021 as presented.

CARRIED.

3.2 In-Camera Session Meeting Minutes February 9, 2021

MOTION: 2021-03-09

Tokarek/Adams To accept the In-Camera Session Meeting Minutes of February 9, 2021, as presented.

CARRIED.

3.3 Special Meeting Minutes February 16, 2021

MOTION: 2021-03-09
Morrow/Tokarek To accept the Special Meeting Minutes of February 16, 2021 as presented.

CARRIED.

3.4 In-Camera Special Meeting Minutes February 16, 2021

MOTION: 2021-03-09
Adams/Morrow To accept the In-Camera Special Meeting Minutes February 16, 2021, as presented.

CARRIED.

3.5 MBWD Special In-Confidence Meeting Minutes March 2, 2021

MOTION: 2021-03-09
Adams/Tokarek To accept the Special In-Confidence Meeting Minutes March 2, 2021, as presented.

CARRIED.

4. Reports

4.1 Operators Report – David Martin, GR Martin Contracting Ltd.

A discussion was held on the Operator's Report. See operators report attached.

David Martin exited the meeting at 2:49 pm.

4.2 Office Report & Action Item Listing – items to be addressed throughout the meeting.

The District Administrator summarized items not addressed in the Agenda.

- Administration presented a Service Recognition proposal.

MOTION: 2021-03-09
Morrow/Adams To accept the request for 20 years of Service Recognition Gift for David Martin.

CARRIED.

- Administration presented a proposal to hire an Office Cleaner.

MOTION: 2021-03-09
Morrow/Tokarek To authorize the District Administrator to hire an Office Cleaner for two hours per month at a rate of thirty dollars per hour.

CARRIED.

- Administration presented recommendations for postponement of the renewal of Waterworth.

ACTION ITEM: Administration to follow-up with WaterWorth regarding penalties. Waterworth Renewal to be placed on hold following Administration's completion of the Asset Management Course.

- Trustees discussed Malahat Properties correspondence and meeting request.

ACTION ITEM: Administration to arrange a meeting between Malahat Properties and FLNRO to include Chairperson Young and Trustees Adams and Morrow.

- Administration reviewed correspondence for Mill Springs Well. No further action is required at this time.

4.3 Associated Engineering, Jonathan Musser

In attendance, Jonathan Musser, Associated Engineering, discussed items on his report to the Board of Trustees. See Engineers Report Attached.

5. Special Projects

5.1 Pumphouse Backwash Pipe Break – repairs March 8 to 10, 2021

Administration updated the Trustees regarding the remaining work to be completed.

5.2 Treatment Plant – Media Replacement and Commissioning

Administration updated the Trustees on Media Replacement and Commissioning Project timeline.

6. Developments

6.1 Malahat Properties – correspondence FLNRO/Malahat Properties; meeting request

Item previously addressed. No further discussion.

6.2 Mill Springs – Meeting Request

Item previously addressed. No further discussion.

6.3 Brentwood College – March 2, 2021 Meeting

Administration presented minutes previously in the meeting. No further action is required.

7. Other Business

7.1 HR Policy Manual & Trustee Handbook

Administration updated Trustees on the Vertical Bridge Proposal. Administration noted that previous HR Policy issues had exhausted our consulting budget for 2021. The funds used for this project will be from the operational reserves. Trustee Morrow volunteered to act as the representative for Trustees.

MOTION: 2021-03-09

Adams/Tokarek To approve Vertical Bridge Proposal with a limit of \$3,500.

CARRIED.

7.2 Strategic Planning

Trustees discussed the implementation of strategic planning documents. Administration noted that employees do not have prior Strategic Planning experience. Trustees discussed the use of a facilitator. Administration noted that the consulting expense for strategic planning had not been budgeted for 2021.

ACTION ITEM: Chairperson Young and District Administrator will begin executing primary strategic objectives over the next 4-6 weeks. External facilitator to be considered at a later date.

7.3 Safety Advisory Group & Incident Reports – Confined Space Training

The District Administrator has completed confined space training. David Martin is to complete his certification at the next available session in April 2021.

7.4 Water Quality Committee

Documentation has been submitted to the Provincial Government regarding the disbandment of the Water Quality Committee. Chairperson Young discussed waiving further committee meetings pending information from the Province regarding the dissolution.

NOTIFICATION: 2021-03-09

Young/Adams To waive further Water Quality Committee meetings until further notice. CARRIED.

7.5 Shawnigan Weir Joint Works Committee – Seasonal Start March 1, 2021

No further updates.

7.6 Leak Allowance Applications – two leak allowances processed; one presented.

Administration updated the Trustees on two leak allowances processed. Administration presented a customer request for a leak allowance. The Trustees rejected this request as it did not fall within the Leak Allowance Policy.

7.7 Topics in the News – *information only*

7.7.1 Pandemic – restrictions extended
No further updates.

Johnathon Musser exited the meeting at 4:44 pm.

7.8 2021 AGM Preparations – Trustee Nominations & Election Information

Administration updated the Trustees on AGM preparations regarding COVID-19 and Trustee election. 3 Nominations have been submitted.

ACTION ITEM: Administration to update Trustees and other related parties regarding AGM date if required.

7.9 CVRD Meeting Discussion

Trustee Tokarek brought forth the suggestion of the MBWD Trustees meeting with the CVRD. Trustees discussed the merits of discussion with CVRD.

ACTION ITEM: Administration to arrange a District Administrator and Chairperson Young meeting with Brian Carruthers and others following April Trustee meeting.

8. Financials

- 8.1 Financial Bank Reconciliation Statements
Bank Reconciliations were verified and approved by Trustee Morrow prior to the meeting.
- 8.2 YTD Monthly Comparative Income Statement
Administration presented a new format for Monthly Comparative Income Statement.
- 8.3 Accounts Payable

MBWD cheques and invoices were presented to Trustee Morrow prior to the meeting for review. Trustee Morrow noted the Auditor requires Accounts Payable invoices to be authorized individually from now on by a Trustee. Trustee Morrow verified to the Board for approval and payment.

MOTION: 2021-03-09

Adams/Tokarek To approve the accounts payable in the amount of \$43,219.34.

CARRIED.

- 8.4 Banking Signatories Update

Administration updated the Trustees on banking signatories. Documentation has been sent to Island Savings Credit Union to be signed by Chairperson Young and the District Administrator.

9. Correspondence

- 9.1 Source Production Report
Item previously addressed with Associated Engineering Report. No further discussion.
- 9.2 FLNRO & Malahat Properties email correspondence
Item previously addressed. No further discussion.
- 9.3 Malahat Nation & Corix Utilities Response Letter dated 19Feb21

Trustees discussed meeting and correspondence with Malahat Nation & Corix Utilities. Chairperson Young and Trustee Tokarek suggested privatization as an option to receive funding.

ACTION ITEM: Chairperson Young and District Administrator to contact Ministry to discuss getting funds and privatization.

- 9.4 Malahat Nation response to FLNRO 19Feb21

Item previously addressed with Associated Engineering Report. No further discussion.

10. Adjournment

MOTION: 2020-03-09

Adams To adjourn.

CARRIED.

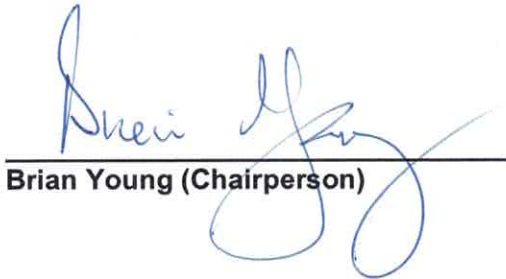
Adjourned 5:18 pm

Next Regular Board Meeting is April 13, 2021, at 2:00 pm via videoconferencing.

Recorded by Janelle Kresse

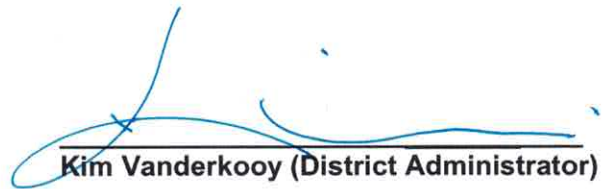


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A handwritten signature in blue ink, appearing to read 'Brian Young', written over a horizontal line.

Brian Young (Chairperson)



A handwritten signature in blue ink, appearing to read 'Kim Vanderkooy', written over a horizontal line.

Kim Vanderkooy (District Administrator)