

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
May 10, 2022
2:00 pm (at Mill Bay community League Hall)

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

The District Manager called the meeting to order at 2:07 pm.

1. Acknowledgment of the Land

District Manager 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: 2022-40 Moved by Trustee Crowe, seconded by Trustee Young
THAT the May 10, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Election of Chair

MOTION: 2022-41 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT Trustee Young be elected Chairperson for the Mill Bay Waterworks District.

CARRIED

4. Minutes

4.1 Regular Board Meeting Minutes April 12, 2022

MOTION: 2022-42 Moved by Trustee Crowe, seconded by Trustee Adams
THAT the minutes from the April 12, 2022, Regular Board Meeting be Adopted as amended.

CARRIED

4.2 Matters Arising from Minutes – No matters arising

5. Reports

5.1 Operator's Report

a) Maintenance Report – April 6, 2022

- In addition to presenting his report, MBWD Water Operator David Martin provided an update on the Hidden Creek development.

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

c) Source Production – Report was presented for information.

5.2 Engineering Report

a) Associated Engineering Monthly Update Report

- Jonathan Musser presented his monthly report and discussed its contents.

b) Master Water Plan

- Trustee Tokarek asked if the asset management plan could be incorporated into GIS, to which Jonathan Musser said that it could.
- Trustee Tokarek asked if each component will get a replacement value in asset management. Mr. Musser stated the data will have a smooth transition with Waterworth and that there will be some tweaking of the proposal.

MOTION: 2022-43 Moved by Trustee Crowe, seconded by Trustee Adams
THAT Associated Engineering be authorized to proceed with the Master Water Plan.

CARRIED

5.3 District Manager's Report

- Report was presented and discussed.

6. Developments

6.1 Benko/Butterfield (Malahat Properties)

- Covered in Manager Report. District Manager provided an update on the Remedy Proposal/Restrictive Covenant.
- Our lawyer is recommending an agreement with the developer rather than a covenant which will be difficult to put together.
- Meeting scheduled for Wednesday May 11 with FLNRO to discuss covenant and remedy proposal.
- District Manager has a call scheduled for Friday May 13 with developer and his engineer to discuss remedy proposal and the suggested agreement.

6.2 Ocean Terrace

- Covered in Managers Report. Project has come back to life.
- Call was held on May 6 with the developer's representative.
- District Manager provided a project update.

6.3 Stonebridge (Limona Group)

- Update provided in District Manager's report.

6.4 Mill Springs (Gerald Hartwig)

- Associated Engineering's Design Review and Construction Services fee estimate has been provided to developer. No response to date.

6.5 Hidden Creek (Baranti Developments)

- MBWD Water Operator provided verbal update with his report.

6.6 Marina Village (The Purdey Group)

- Update provided in District Manager's report.

6.7 Frayne Road/Partridge Road/Highway #1 Intersection

- Update provided in Manager's Report.

7. Other Business

7.1 Annual AGM

- A recap of the AGM held on April 28, 2022, was provided.

7.2 MAIS Conversion

- Training is ongoing.
- Plans are still in place to go live at the end of May.

7.3 Strategic Planning Session

- Update provided in Manager's Report.

7.4 Regional Water Restrictions

- Updated regional water restrictions with the stakeholder's logos was presented for discussion.

7.5 Noowick Road Well

- The board reaffirmed its decision to only make the Noowick Road well available for infill developments.

8. Financials

8.1 Accounts Payable

MOTION: 2022-44 Moved by Trustee Adams, seconded by Trustee Crowe
THAT the Accounts Payable for May 2022 in the amount of \$50,755 be approved.

CARRIED

Trustee Tokarek left the meeting at 3:45 pm.

8.2 Bank Balances

- a) The following Island Savings bank balances were noted as of May 4, 2022.
- i) Chequing \$33,904.89
 - ii) Savings \$281,314.30 (\$250,266 representing the 2021 parcel taxes was transferred to Capital Renewal Term Deposit on May 4, 2022).
 - iii) In Trust \$60,435.74
 - iv) Plan 24 Dividend \$1,337.86

It was discussed to close the In Trust and Plan 24 Dividend accounts and transfer those funds to Savings. However, it was decided to have staff contact our lawyer and/or MNP to determine if an In Trust account can be closed.

8.3 Investment Accounts (as of March 31, 2022)

- a) Capital Fund Term Deposit \$292,473.80
- b) Capital Renewal Term Deposit \$1,092,372.58 (plus \$250,226 transfer made from Savings Account May 4, 2022)
- c) General Funds Term Deposit \$355,765.93

8.4 Bank Reconciliation

- a) Bank reconciliation for Chequing, In trust and Plan 24 Dividend for January, February and March 2022, was received.

9. Adjournment

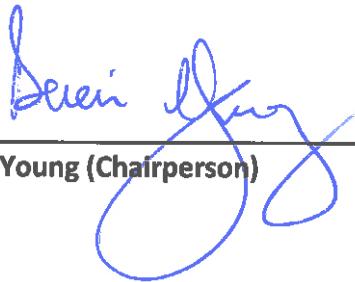
MOTION: 2022-45 Moved by Trustee Crowe, seconded by Trustee Adams
THAT the Regular Board Meeting for May 10, 2022, be adjourned.

CARRIED

Adjourned 4:16 pm.

Next Regular Board Meeting June 14, 2022, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairperson)



Paul Carver (District Manager)