

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
May 11, 2021
2:00 pm (via virtual meeting)

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

Call to Order at 2:02 pm.

1. Adoption of Agenda

MOTION: 2021-05-11
Adams/Tokarek To accept the Agenda. **CARRIED**

2. Minutes

2.1 Regular Meeting Minutes February 9, 2021 (errors)

MOTION: 2021-05-11
Adams/Tokarek To accept the Regular Meeting Minutes of February 9, 2021, as amended. **CARRIED**

2.2 Regular Meeting Minutes March 9, 2021 (omissions)

MOTION: 2021-05-11
Morrow/Tokarek To accept the Regular Meeting Minutes of March 9, 2021, as amended. **CARRIED**

2.3 Regular Meeting Minutes April 13, 2021

MOTION: 2021-05-11
Morrow/Tokarek To accept the Regular Meeting Minutes of April 13, 2021, as presented. **CARRIED**

Chairperson Young posed if any matters were arising from the minutes not already covered by the agenda. This agenda item shall be added moving forward.

No additional matters followed.

3. Reports

3.1 Operator's Report & Source Production Report

David Martin reviewed the Operator's Report. See Operator's Report Attached.

A discussion was held on Item 1. Chairperson Young inquired whether the Green Sand would assist in lowering overall manganese levels. David Martin informed Chairperson Young that it would not.

David Martin reviewed Item 2 and 3. A discussion was held regarding options available to Brentwood College School.

David Martin reviewed an additional item not presented on the Operator's Report. He stated that a SCADA communication logger had failed, and a replacement has been ordered. Well 21614 will be out of commission for the week until a replacement is available.

Mill Springs Reservoir and Brentwood B Field irrigation and piping were discussed.

David Martin exited the meeting at 2:13 pm.

3.2 Associated Engineering, Jonathan Musser

Item A: Water Balance Memorandum recommendations were reviewed. Chairperson Young, the District Administrator and the Trustees discussed spare inventory.

ACTION ITEM: Engineering and Operations to develop spare inventory list for the Trustees consideration or other mitigation options for repair turnaround.

Water usage restrictions and improved information on existing sources were discussed. The District Administrator reviewed Mill Bay Waterworks District's current water restriction procedures.

ACTION ITEM: District Administrator to contact Hydrogeologist regarding cost estimate for pump tests to determine the updated sustainable yield on District Wells.

**MOTION: 2021-05-11
Morrow/Adams**

To accept Water Balance Technical Memorandum as presented by Associated Engineering as a draft.

CARRIED

Jonathan Musser reviewed Item B, C and D. The District Administrator reviewed Noowick Well's history for Trustees. The Trustees discussed the Water Balance deficit regarding Noowick Well.

ACTION ITEM: District Administrator to locate documents concerning Noowick Well and provide Trustees with an updated brief.

Chairperson Young, Trustee Tokarek and District Administrator discussed the water license process.

Jonathan Musser requested comments from the Trustees regarding Item E: Precipitation Monitoring. Chairperson Young stated that FLNRO should be included in distributing the finalized document to alert them of discrepancies.

Jonathan Musser reviewed items F, G and H. The District Administrator further clarified Item G Draft Letter's purpose. Jonathan Musser commented that OHS work was well above the standard for an organization of this size.

A discussion was had regarding Item I: Mill Springs proposed wells manganese levels. Chairperson Young noted that manganese treatment should be considered in Mill Bay Waterworks District Strategic Plan. Manganese treatment options and costs were discussed. Jonathan Musser noted that MBWD's current efforts of blending are sufficient at this time. Chairperson Young questioned whether increased monitoring recommendations should be considered.

ACTION ITEM: District Administrator to contact WWAL to review manganese issues for the long term. Engineering, Operations and Administration to discuss manganese at the upcoming meeting as well.

Jonathan Musser exited the meeting at 3:15 pm.

3.3 Office Report & Action item Listing – items to be addressed throughout the meeting.

The District Administrator and Financial Office Assistant summarized items not addressed in the Agenda.

Item 9 was presented.

MOTION: 2021-05-11
Adams/Morrow To approve the bursary awards to Emma Muller, Serena Lalani and Savonah MacAdam in the amount of \$300.00 each for 2021.

CARRIED

Item 10 was discussed.

MOTION: 2021-05-11
Morrow/Adams To approve the update of the Chief Operator job description.

MOTION: 2021-05-11
Tokarek/Adams To approve the update of the Administrative Assistant job description.
CARRIED

MOTION: 2021-05-11
Morrow/Adams To approve the update of the Financial Office assistant description.
CARRIED

MOTION: 2021-05-11
Tokarek/Adams To approve the update of the District Administrator job description as amended.
CARRIED

4. Special Projects

4.1 Treatment Plant – Media Replacement and Commissioning Complete

The District Administrator reviewed Media Replacement and Commissioning. Chairperson Young and the District Administrator discussed the use of renewals for future planning for media replacement.

5. Developments

5.1 Malahat Properties – Contacted Lawyer

No further updates.

5.2 Ocean Terrace

The District Administrator updated the Trustees on their current interest in Ocean Terrace.

5.3 Limona – WWAL Assessment Report Final & Forwarded

No further updates.

5.4 Mill Springs – Letter of Intent Request

The District Administrator reviewed Item 14 and correspondence from Mill Springs Development. The Trustees discussed the rejection of the request for a letter of intent.

5.5 Hidden Creek/Baranti

The District Administrator reviewed Item 15.

5.6 Brentwood College & Marine Group – May 6, 2021 Meeting

Brentwood College School drilling locations were discussed.

6. Other Business

6.1 HR Policy Manual & Trustee Handbook – Meeting Proposal

Completion of the HR Policy Manual & Trustee Handbook was discussed.

ACTION ITEM: District administrator to organize a meeting between Administration, Operations, and Trustees to review the document.

6.2 Strategic Planning – Preliminary Meeting April 22, 2021

Chairperson Young discussed the upcoming Strategic Planning and CVRD Meetings. Trustee Tokarek was given the option to recuse himself from the latter.

The District Administrator reviewed correspondence with Ministry. Chairperson young questioned the rationale behind Ministry making no changes to open funding accessibility. The District Administrator stated that she had not posed that question and commented that Ministry was open to a meeting with the Board of Trustees to address any questions. Chairperson Young noted that the Trustees would defer this to a later date when more information is available.

The Trustees further discussed Study Grant availability through a coordinated application with the CVRD.

6.3 MBWD Committees Review

Chairperson Young reviewed Administration's list of current committees. He stated the Water Quality Committee was in the process of being disbanded and that the Water Sourcing Committee would disband as well. The Safety Advisory Group was discussed, and confirmed annual meetings are to commence having formal documentation. There has been inconsistency with the Safety Advisory Group due to Covid and the creation of our OHS Program.

Chairperson Young discussed the Tax and Tolls Advisory Group. Trustee Morrow and Trustee Adams were selected to assume the Trustee positions in the group.

Chairperson Young suggested the introduction of a new HR Committee. The Trustees discussed the structure of the HR Committee. Chairperson Young will create HR Committee Terms of Reference and Board of Trustees to utilize HR Committee on a trial basis.

No other committees were suggested.

6.4 Trustee Election

Item 19 was discussed.

**MOTION: 2021-05-11
Tokarek/Morrow**

To waive the 60-day requirement to hold a Trustee Election and defer the election to correlate with June Toll billings.

CARRIED

6.5 2021 Bursaries

Item previously addressed. No further discussion.

6.6 Staff Job Descriptions – Updates

Item previously addressed. No further discussion.

7. Financials

7.1 Financial Bank Reconciliation Statements

Financial Office Assistant presented bank reconciliation statements for the month ended April 30, 2021. Trustee Morrow reviewed prior to the regular board meeting.

7.2 YTD Monthly Comparative Income Statement

Financial Office Assistant presented comparative income statements for the month ended March 31, 2021.

7.3 Accounts Payable

Trustee Morrow reviewed Accounts Payable Listing for the month ended April 30, 2021.

**MOTION: 2021-05-11
Morrow/Adams**

To approve the accounts payable in the amount of \$64,223.95

CARRIED

7.4 Banking Signatories Update – IA Private Wealth Completed

No further updates.

8. Correspondence

8.1 AE Correspondence Regarding Engineering Role 26Apr21

Item previously addressed. No further discussion.

8.2 MAH Correspondence 27Apr21

Item previously addressed. No further discussion.

9. Adjournment

**MOTION: 2020-05-11
Adams**

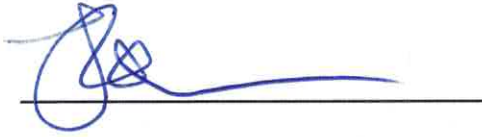
To adjourn.

CARRIED

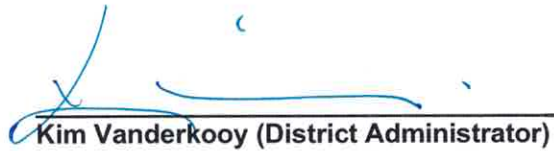
Adjourned 5:16 pm.

Next Regular Board Meeting June 8, 2021, via virtual meeting.

Recorded by Janelle Kresse



Brian Young (Chairperson)



Kim Vanderkooy (District Administrator)