

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

October 11, 2022

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

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

The meeting was called to order at 2:05 pm.

1. Acknowledgment of the Land

Chairman Brian 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: 2022-64 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the October 11, 2022, Agenda for the Regular Board Meeting be adopted as amended to include 72-hour pump test in next budget (Matters Arising out of Minutes), Malahat Properties Remedy Plan (Matters Arising out of Minutes) and CVRD all candidates' forum (Other Business)

CARRIED

3. Minutes

3.1 Regular Board Meeting Minutes September 13 12, 2022

MOTION: 2022-65 Moved by Trustee Crowe, seconded by Trustee Adams

THAT the minutes from the September 13, 2022, Regular Board Meeting be adopted as amended to read Acting Chairperson Johanna Morrow read the Acknowledgement of the Land statement.

CARRIED

3.2 Matters Arising from Minutes:

- a) 72-Hour Pump Test next Budget – Staff to determine how many pump tests to include in 2023 budget and at what repeat interval.
- b) Malahat Properties Remedy Plan – The Remedy Plan was a late addition to the agenda and was distributed to the Trustees at this meeting. Details of the plan were included in the Manager's Report and was discussed. Chairman Young requested that Trustees review the plan to get familiar with the document.

4. Reports

4.1 Operator's Report

a) Maintenance Report – September 2022

- MBWD Water Operator David Martin presented his report.
- It was discussed that Stage 4 water restriction signs should be purchased for future drought events should southern Vancouver Island reach level 5 drought conditions.
- It was also discussed that when Brentwood College was conducting its 72-hour pump test for their new well on Field B, the college was simultaneously flushing hydrants on its campus property. The pump test, combined with the hydrant flushing and our turning off some well pumps to assist Brentwood College's data collection during the pump test created significant low water issues in our water system. The District Manager will follow up with Brentwood College on this matter.

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

c) Monthly Well Meter Read Volumes – Data was presented for information.

4.2 Engineering Report

a) Associated Engineering Monthly Update Report

- Jonathan Musser presented his monthly report and discussed its contents.
- It was also discussed that Associated Engineering was having challenges finding a watermain alignment on Mill Bay Road suitable to MoTi due to the close proximity of private structures to property line and/or on the road allowance itself. MoTi typically wants utilities as close to property line as possible. This is a work in progress.

4.3 District Manager's Report

- Report was presented and discussed.

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Project update was provided in Manager's Report. The Remedy Plan aspect was discussed in great detail, with the District Manager providing some context on where things are with the plan, and the remaining steps to bring the plan to conclusion with all involved.

5.2 Ocean Terrace

- Project update was provided in Manager's Report.
- The design changes being proposed by the developer to reduce its reliance on fire water storage was discussed. District Manager advised there is only 1.2 ML of water storage available for fire suppression activities in this pressure zone. Associated Engineering had earlier stated the current storage volume available for fire suppression in this pressure zone can only support single family residential developments, and not high land use designations. The first phase of this project will involve 40 townhome units. The calculations provided by the developer for the design changes appear to indicate they have reduced the volume of water required for fire

protection to mirror single family residential. This will be reviewed in conjunction with the feasibility study being conducted by Associated Engineering. Ultimately the design changes proposed will require CVRD approval and enforcement. There will need to be dialogue and coordination between MBWD and CVRD.

- The developer would like to avoid having to provide source water for this first phase. Staff advised our water system is already in a net deficit for source water and to not require the developer to provide a new water source for the first phase will only add to that shortage. The Board instructed staff to notify the developer that they will be required to provide sufficient source water to support their project.

5.3 Stonebridge (Limona Group)

- Nothing new to report.

5.4 Mill Springs (Gerald Hartwig)

- No update.

5.5 Hidden Creek (Baranti Developments)

- MBWD Water Operator provided an update earlier in the meeting with respect to the construction phase of the project stating that a final inspection has been completed by MBWD and our engineer earlier in the day.

5.6 Marina Village (The Purdey Group)

- The Board made the decision for staff to notify the developer that the Noowick Well is no longer available to this development as a source of water. Our Water Operator mentioned the intent of the Noowick Well was to address the current deficit within the water system. The Noowick Well is not yet online nor has it received an approved water licence. This decision was precipitated by the Ocean Terrace discussion earlier in the meeting. The Noowick Well was previously made available to this development in the previously released feasibility report. That report mentioned the developer could either provide a new well to serve this development or contribute substantial CEC's towards the future provision of source water.

5.7 Frayne Centre

- Nothing new to report.

5.8 Frayne Road/Partridge Road/Highway #1

- The District Manager provided a detailed update on this project in his Manager's Report stating that the developer has provided payment for two CEC's totalling \$25,422.22 and \$11,274.25 for two ¾ inch service connections.

5.9 Others (in-fill, East of Francis Kelsey)

- Nothing new to report.

6. Other Business

- 6.1 Stage 3 Watering Restrictions – MBWD has moved to Stage 3 watering restrictions on September 30, 2022, due to Drought Level 4 conditions being experienced on southern Vancouver Island.

- 6.2 Brentwood College Lashburn Road Privatization – It was determined that Brentwood College must provide a financial security and design for the meter vault prior to MBWD signing off on the Lashburn Road closure. Brentwood College will be permitted to install the meter vault during the 2023 construction season. This matter was brought before the Board as a result of the District Manager being advised by Brentwood College that there may have been some earlier discussion with MBWD on this issue.
- 6.3 All Candidates Forum (October 6, 2022) – Chairman Young added this item to the agenda for discussion purposes for those Trustees’ who attended the all-candidates forum for October 6, 2022, for the upcoming municipal election to be held on October 15, 2022.

David Martin and Jonathan Musser left the meeting at 3:40 pm.

7. Correspondence – None

8. Financials

8.1 Accounts Payable (July 2022)

MOTION: 2022-66 Moved by Trustee Morrow, seconded by Trustee Adams
THAT the Accounts Payable for September 2022 in the amount of \$46,182.48 be approved.

CARRIED

8.2 Bank Balances – Managers Report

9. Adjournment

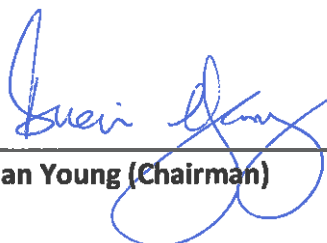
MOTION: 2022-67 Moved by Trustee Crowe
THAT the Regular Board Meeting for October 11, 2022, be adjourned.

CARRIED

Adjourned 3:55 pm.

Next Regular Board Meeting November 8, 2022, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)