

Brew Bay Improvement District

2024 Annual General Meeting Minutes

May 4th, 2:00 PM

Kelly Creek Community School Library

Invited

Brew Bay Improvement District Members and via newspaper ads (3), any interested members of the public

Attendees

Melanie Jordan	Christine Townley
Heather Stonehouse	Debbie Malthouse
Thomas Tyrwhitt- Drake	James Tyrwhitt-Drake
Phil Beauchemin	Alice McNair
Ellena Johnson	Richard Neall
Mel Waldron	Brenda Neall

Meeting Chair – Melanie Jordan

Melanie called the meeting to order

Approval of Agenda

Melanie J called for any additions / deletions / omissions to the agenda. There were none

Melanie J called for approval of the agenda. Thomas Tyrwhitt-Drake so moved / seconded by Alice McNair

Approval of Minutes from April 29th, 2023 Annual General Meeting

Copies were provided at the meeting. In addition, all meeting documents were posted to the BBID website prior to the meeting

Melanie J called for approval of the 2023 AGM minutes. Heather Stonehouse so moved / seconded by Phil Beauchemin

Business Arising from 2023 AGM

- Review of Water Use protocols and signage introduced in 2023

The letter sent to the BBID community the end of May 2023, was provided for review. It was reaffirmed the new protocols, introduced shortly thereafter, were a great success. Summer water usage was reduced to manageable levels and the need to police watering restriction infractions was negated. There was a comment the visual signs at the 2 entrances to the community made a big difference to ensure the current water restriction levels were visible to all at all times.

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New Business

- Year in Review (Melanie) – see addendum 1
- Financials (Brenda Neall)

Treasurer's report – copies of financial documents provided:

Our accountant David Duke, did not identify any issues or concerns in his review.

Our 2023 Water Toll income decreased slightly over 2022's income. This is due to one (and now for this year both) non-domestic water users ceasing business. With the water toll increase of \$50 (effective this year), we will see our income will rise \$1400 in 2024.

We will again this year, be moving as much money as we can to higher interest account(s), in order to take advantage of the current interest rates (see interest earned in income statement)

Part of our fortunate circumstances is we remain a 100% volunteer run organization. This allows us to keep costs to a minimum, unlike some the public and private water systems in the area.

Following the report, there was a comment that one of the non-domestic water users was now back in business. Brenda N will follow up regarding payment for 2024

➤ Financial motions required:

- Melanie J called for a motion to confirm waiver of full audit, and acknowledge that the 2023 financial statements, as prepared by Duke and Co, are Review Engagement statements
 - *Phil Beauchemin so moved / Seconded by Ellena Johnson*
- Melanie J called for a motion to accept the 2023 financial documents as presented
 - *Mel Hart so moved / Seconded by Heather Stonehouse*
- Melanie J called for a motion to confirm Duke and Co as BBID accountant for the years 2024-25
 - *Alice McNair so moved / Seconded by Christine Townley*

Systems maintenance report (Mel Waldron/Phil Beauchemin)

- Firefighting water supply
 - Mel W outlined discussions he had with the outgoing Malaspina Fire Chief, Dave Keiver and a representative from the qathet Regional District, regarding the fire department footing the purchase of 2 additional large reservoir tanks to add to our system (the fire department draws their water for firefighting in much of Area C via BBID's water system infrastructure). If the department made the tank purchase, Mel would do the installation. There was agreement the solution would benefit both parties and Dave K said he would put in a budget request. Unfortunately, it did not make the budget.

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- One of the main concerns regarding the drawing of firefighting water via BBID infrastructure, is if there happened to be a fire in the BBID community at the same time as a fire elsewhere in Area C, the supply would not be sufficient to fight both. Given we have firefighting resources within our Improvement District, via our water system and our fire hydrant system, many BBID members benefit in the way of decreased fire insurance costs.
 - After general discussion, the ask was that Brenda N draft a letter to send to the qRD outlining our concerns and asking the proposal to be reconsidered.
- Member Debbie Malthouse brought forward for discussion the possibility of investing in pump(s) that could be used to draw water from the ocean in case of wildfire or multiple fire type situations. Discussion ensued. In the end it was agreed that would not be practical as using the ocean as a firefighting water source is complicated (tides, distance over beaches and salt water impact on equipment being some of the concerns). It was noted that some members do have personal firefighting resources such as bladders, pumps and hoses.

Trustee Election

Melanie Jordan advised she has agreed to stand for another 3 yr term as Trustee and she turned the meeting over to Trustee Ellena Johnson to conduct the Trustee election process.

- Ellena confirmed with Brenda N that there have been no other forthcoming nominations from the BBID community.
 - Ellena called for further Trustee nominations from the floor – there were none
 - Ellena made a second call for further Trustee nominations from the floor – there were none
 - Ellena made a third call for further Trustee nominations from the floor – there were none
 - Ellena advised Melanie Jordan is elected, by acclamation, to another 3 yr term as Trustee

Call for other Business

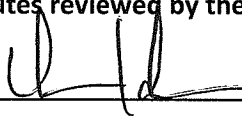
Melanie J called for other business – there was none

Meeting Adjourned @ 3 PM

AGM Minutes recorded by Brenda Neall (BBID Administrator)

AGM Minutes reviewed by the BBID Board and signed by BBID Board of Trustee chair and Trustee

Signed: _____



Name (Print): _____

MELANIE JORDAN

Brew Bay Improvement District Trustee Chair

Signed: _____



Name (Print): _____

Ellena Johnson

Brew Bay Improvement District Trustee

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Addendum #1 - 2023 Year in Review – as presented by Trustee Chair, Melanie Jordan

Welcome to the Brew Bay Improvement District Annual General Meeting. We appreciate all of you in attendance here to learn about our system, review our financial, and discuss current and future projects and elect a new Trustee.

BBID had 39 occupied properties with 68 service connections. As of this year, we have one commercial service connection. Since we last met, we've said goodbye to resident Carol Dewert and hello to new residents; brothers Tom and James Tyrwhitt-Drake moved into the Baillie property; Nicholas and Beth Turner reside in Dewert's former home; and Jason Browning and Deana Fong live on the Spreeuw property now.

Mel W will talk more about these next two items but I wanted to mention them as well. First, there are no immediate plans for the qathet Regional District to add the recommended water tanks at our pump house site. We've invited them to place two tanks to help combat fires south of town. These tanks would benefit the entire south of town community in the event we have a fire so we are still hoping to see this come to fruition. All residents are encouraged to contact the regional district representatives to express their desire for more water tanks.

Second, I want to thank everyone for responding so well to the water use signs installed by Mel Waldron last summer. When Mel increased the water warning level last year, the neighborhood responded and reduced its water use immediately. While our issue with high use is that it reduces the required contact time for chlorine to be effective in making our water safe to drink, in future we could have issues with supply in the creek and it's important we have a plan to respond. I encourage anyone who is filling a pool or pond or hot tub to consider doing it overnight with a lower flow instead in a couple of hours. Also, if you water lawns and plants, consider high efficiency drip irrigation or doing your watering sometime other than first thing in the morning or between 4-6pm when our use is already high, even in the winter.

I'm going to stand for election again this year. Patrick will be serving for another year and Lena for another two but they will likely both need someone else to step forward and take a turn on our board. I want to assure you that it is minimal work because Brenda Neall and Mel Waldron shoulder so much responsibility for running our system. BBID is both well administrated and maintained by them. Should we ever need to replace them, it will require thousands of dollars a year to get the equivalent service from professionals. One of the reasons our annual water fees are so low is because neither Brenda nor Mel require any payment. I'm grateful to both of them.

I'd also like to thank Lena and Pat for showing up to meetings and supporting the work of BBID. Continuing the optimal function of our system requires committed board members like them. Let me know if you are willing to stand for election next year to replace Pat. The sooner I know the better.

Thanks again for coming - Melanie