



HAGENSBOURG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, January 17, 2019

Meeting time: 1:00 pm

HAGENSBOURG WATERWORKS DISTRICT

REGULAR MEETING MINUTES, JANUARY 17, 2019

Present; Trustees Skelly, Baillie, Norton (via Skype) and ONeill (via Skype) plus Maintenance Contractor Chris Matthews.

- 1) After a call for late items to be added to the agenda, it was moved/seconded Baillie/Norton that the meeting agenda be adopted. **Carried**
- 2) The minutes of the December 13, 2018 regular meeting were circulated, and it was moved/seconded by Norton/Skelly that they be adopted as presented. **Carried**
- 3) The administration report was presented by Chair ONeill and trustee Skelly, noting that all overdue accounts had now been paid. Chair ONeill will inquire as to the status of the district's grant application, and hopefully a timeline for notification. Trustee Skelly noted that the toilet at the firehall needed replacing and also raised the matter of the upcoming Annual General Meeting, the need for an updated voters list and a review of voting procedures. It was moved/seconded by Norton/Skelly that a new toilet for the firehall be purchased and installed as soon as possible. **Carried**

It was further moved/seconded by Norton/Baillie that the District advertise for a Corporate Administrative Officer. **Carried**

- 4) Removal of Point of Entry Pilot Project units; removal continues, and is expected to be completed shortly.
- 5) DFO Collaborative Agreement; a legal opinion was received, confirming the district's authority to enter into such an agreement. It was recommended that negotiations to agree on the particulars of such an agreement now commence, and the trustees will seek further legal assistance in this area in order to fully protect the interests of ratepayers. It was moved/seconded by Baillie/Norton that Chair ONeill discuss with Olga Rivkin how best to proceed with development of a working agreement with DFO Snootli Hatchery regarding



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upgrades to the district's dam and provide a cost estimate to the trustees before any work is undertaken. **Carried**

6) Audit; Chair O'Neill confirmed that the firm of Tenisci Piva has accepted our letter of engagement, and will perform an audit of the district's finances for the year 2018.

7) WorkSafe BC; Trustee Baillie will follow-up with Occupational Safety Officer Branko Samoukovic for the purpose of further discussion related to coverage for our volunteer maintenance contractor.

8) Portfolio reports were presented:

Communication; Trustee Baillie confirmed submission of an article to the Coast Mountain News.

Maintenance; a verbal report was presented by Chris Matthews.

Fire Department; The Board noted with regret the passing of long time fire chief Peter Nygaard, thanking him for his many years of volunteer service and expressing our deepest sympathies to his family. It was moved/seconded by Baillie/Skelly that Chris Matthews be appointed interim fire chief. **Carried**

Interim chief Matthews thanked the board, and took the opportunity to raise some ongoing issues of concern to the fire department. These included the status of our mutual aid agreements with other valley fire departments, status of efforts to obtain a replacement used fire truck, the need for replacement turn-out gear for our volunteer firemen and the continuing problem of leaks in the roof of the firehall. Chris Matthews then left the meeting.

Financial Oversight; bank statement for the month of December 2018 circulated.

New Directions; Trustee Skelly will commence a major update of the district's website.

9) It was moved/seconded by Norton/Skelly that the meeting move in camera at 2:03
Carried

The regular public meeting resumed at 2:12



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10) The financial report was presented by Chair ONeill, and adoption was moved/seconded by Norton/Skelly. **Carried**

11) Payables in the amount of \$ 6274.80 were presented by Trustee Skelly, and it was moved/seconded by Norton/Baillie that the following invoices be paid. **Carried**

Provident Insurance	\$4165.00
BC Minister of Finance (Water Lic.)	523.68
CCCS	67.20
Telus	518.82
Sina Elrick (bookkeeping)	240.00
Diane Skelly (office expenses)	760.10

12) It was noted that the district's Fire Protection Guaranteed Income Certificate (GIC) matures at the end of this month. The trustees will discuss renewal options at the next meeting.

The next regular meeting is scheduled for February 21, 2019. It was then moved/seconded by Norton/ONeill that the meeting adjourn. **Carried**

Chair

Corporate Administrative Officer