



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, February 21, 2019

Meeting time: 1:00 pm

HAGENSBORG WATERWORKS DISTRICT

REGULAR MONTHLY MEETING, FEBRUARY 21, 2019

Present; Trustees Skelly, Norton (via Telephone) and ONeill (via Skype), Regrets Trustee Baillie

The meeting commenced at 1 PM with a call for late items to be added to the agenda. Chair ONeill added an update on the status of the district's grant application to the admin report.

- 1) It was moved/seconded by Norton/Skelly that the agenda be adopted as amended. **Carried**
- 2) The minutes of the January 17, 2019 meeting were reviewed, and adoption of those minutes was moved/seconded by Skelly/Norton. **Carried**
- 3) The admin report was presented by Chair ONeill. Information as to the status of the district's grant application was sought from the engineers at Urban Systems. They hope a decision will be rendered by the province within the next 2-3 months. An update on preparations for the district's annual audit was provided, with everything on schedule. As directed, an ad was placed in the most recent issue of the Coast Mountain News, renewing the district's search for a corporate administrative officer.
- 4) POE pilot project removal of treatment units; this is proceeding.
- 5) DFO Collaborative Agreement; pursuant to legal advice received by the district, a request to draft a memorandum of understanding that will contain operational specifics acceptable to both parties has been sent to Snootli Hatchery.
- 6) WorkSafe BC; the trustees received final confirmation of the fact that volunteer maintenance contractors are not covered by WorkSafe BC.
- 7) District Fire Department Bylaws; for informational purposes, it was noted that prospective firefighters must be 19 years of age or older and in possession of a valid BC driver's license.
- 8) The District's Annual General Meeting is tentatively scheduled for April 25, 2019, providing financial statements have been completed by the auditors and made available to trustees and interested rate payers.



HAGENSBOURG WATERWORKS DISTRICT

9) It was moved/seconded by Norton/ONeill that the meeting move in camera at 1:25 PM. **Carried**

10) The regular public meeting resumed at 1:35 PM

11) The most recent bank statements were provided by trustee Skelly for review. Payables in the amount of \$11,472.21 were presented, and payment of the following invoices was moved/seconded by Norton/ONeill **Carried**

All West Freight 241.50

Columbia Fuels 1114.13

Civic InfoBC 143.85

BC Hydro 378.69

Western Financial 1075.00

Roby Norton 80.00

Receiver Gen. For Canada 1686.00

Ace Hardware 140.92

Mecham Sales 100.00

Channel Plumbing 1405.69

IdeaLEVER Solutions 231.00

Sina Elrick 1830.00

CCCS 67.20

Lidstone and Co. 956.48

Telus 515.22

ICBC 916.00

WorkSafe BC 338.52

Diane Skelly 252.01



HAGENSBORG WATERWORKS DISTRICT

- 12) Credit Union G.I.C. It was moved/seconded by Norton/ONeill that this be renewed for a one year term as per discussion with credit union staff. **Carried**
- 13) Bookkeeping; the trustees noted their appreciation of and satisfaction with the work being done by Sina Elrick, and will discuss expanding the scope of her duties as invoicing season approaches.
- 14) Correspondence and information items received by the district were presented by trustee Skelly.
- 15) After seeking advice from the ministry, it was moved/seconded by Norton/Skelly that 2019 assessment notices be sent to rate payers together with annual invoices, simplifying this process significantly while still allowing an opportunity for individual appeals to be heard. **Carried**
- 16) Portfolio Reports;
- Maintenance; A written report was provided by maintenance contractor Chris Matthews, noting extra efforts required to access and clean intake screens etc. during the colder weather. A break in one residential water line was successfully repaired. The trustees thanked Mr. Matthews for his efforts.
- Fire Department; Trustee Norton updated trustees on his review of the district's emergency fire phones, the current contact list and discussions with Telus in the wake of the recent service interruption. The fire department responded to one incident of a chimney fire on February 8th that was successfully extinguished by the property owner. And following the resignation of Chris Matthews from the position of interim Fire Chief, it was moved/seconded by Norton/ONeill that Craig Tuck be appointed interim Fire Chief. **Carried**
- New Directions; trustee Skelly continues her efforts to update the district's website, and is reviewing the service agreement the district currently has with IdeaLEVER Solutions in Kamloops regarding website hosting etc.
- 17) The next regular meeting was scheduled for March 21, 2019.

It was moved/seconded by Norton/Skelly that the meeting adjourn at 2:15 PM.

Chair

Corporate Administrative Officer