

**Hagensborg Waterworks District**  
**Regular Monthly Meeting**  
**MINUTES**  
March 16, 2015

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**Location:** Fire Hall

**Present:** Chair Ken Dunsworth, Chris Matthews, Don Mikkelson, Charles Bryfogle

**Absent:** Steve Hodgson

**Recording Secretary:** Rosemary Smart

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Meeting called to order: 4:06 p.m.

Charles attended via video conferencing.

1. Chair Dunsworth called for late items to be added to the Agenda.

2. Trustees reviewed the Agenda

MOTION to adopt the Agenda

*Matthews/ Mikkelson/Carried*

3. Trustee's moved In Camera to review labour and legal matters at 4:11 p.m. and out of In Camera at 6:25 p.m.

Mark Nelson and Diane Skelly joined the meeting at 6:25 p.m.

4. Trustees moved Petitions and/or delegations from the public up to hear from Diane Skelly. Diane asked for update on the Compliance steps. Discussion around questions from VCH Engineer Michael Wu, the abundant data that the district is collecting from the POE units, the commercial unit's pilot. Trustees took time to answer Diane's question around the details of the pilot.

Charles left the meeting at 6:34 p.m. and returned at 6:38 p.m.

Diane expressed interest in POU as opposed to POE.

Diane left the meeting at 7:28 p.m.

5. Trustee's reviewed the Minutes from January's regular monthly meeting.

MOTION to approve the Minutes from January's regular monthly meeting

*Bryfogle/Mikkelson/Carried*

6. Review and adopt Minutes from February's regular monthly meeting.

MOTION to approve the Minutes from February's regular monthly meeting

*Matthews/Mikkelson/Carried*

7. Unfinished business, and business brought forward from minutes:

a) Landscaping around fire hall and wells – Chris suggested this matter is not a priority at this time and it be dropped from the Agenda

b) Water Sustainability Act affecting HWWD – CAO will forward link to the report to Chair Dunsworth.

c) Grants – CAO report

i. Angel Program – Ken reviewed the discussions the board has been having to date and the questions from the CMN. Chris related that he is strongly against cancelling the program. Trustees tabled the discussion until Wednesday's EOM when Jim can attend.

ii. Community Futures – Succession planning

d) Well Construction Permit – CAO report

i. BTEX test results came back clean, without any trace of the chemicals found in BTEX. VCH Phil Muirhead was under the impression this was the last piece

needed for the permit to proceed, but Michael Wu has sent a list of questions he still wants answered, many of which have already been answered. CAO forwarded an email to both as noted in the Correspondence sent.

- ii. Application approval pending the Engineers report
- iii. Policy and Procedure development – tabled
- e) Storage shed completion – The inside of the shed is nearing completion. The insulation and sheeting is in, and the storage racks are installed. The paint has been ordered and should be complete this week.
- f) DFO Engineer – spoke to Northwest Hydraulic here in Kamloops and was connected to Barry Chilibeck, one of the principals with Northwest Hydraulics based out of Vancouver. Barry noted that the engineers for DFO had been in the Valley in the first week of March and had not heard that they were to meet with you. We discussed the need for a report for VCH, combined with the late funding approval for the Feasibility Study. I talked about VCH Engineers questions and concerns, and my thought that Northwest Hydraulics may be able to provide the “professional” report asked for, calling it a “Feasibility Study”. I have forwarded the questions from Michael Wu asked so far, noting that the list of questions/concerns may not be complete. Barry will get back to me on a proposal and price.
- g) Charities Directorate re: Charitable Donations - ongoing
- h) Rural Advisory Council – HWWDD representative was not accepted to the council.
- i) Signage installation – Trustee Matthew’s report
  - i. Application to Construct – Leanna Illnicki’s email notes that the application has been inputted into the system and we are waiting for approval.
- j) Internet Cable – Trustee Matthew’s noted that we are waiting for the pole to be installed. Trustee’s gave Mark the back ground to the project.
- k) Water Control Feature/Rip Rap Collapse – Chris reported that the trustees and Mark Nelson had looked at the issue. Discussion around sourcing rip rap. It was noted that the rock in Klonik has a locked MoT gate on it. The rock is for emergency purposes only.

Rosemary will ask Illnicki for permission to access for the break in the rip rap. If she asks what break, she needs to send an engineer to look at it. Trustees are available to escort.

There is rock in the creek that is part of the annual maintenance program that highways were approving.

Rosemary should talk to DFO asking for permission to enter the creek to clean out the stumps and debris from below the dam that is forcing the water towards the driveway, eroding the bank and cutting behind the rip rap.

- l) CMN questions – Chair Dunsworth’s reviewed her original submission in Caitlin’s questions, and her resubmission of further questions.

MOTION that we withdraw the press statement previously submitted, and make no comment at this time. *Mikkelson/Bryfogle/Carried*

- m) Door to door survey – Trustee Matthews reports that Sarah and Wes have the documents printed and will be beginning the survey.
- n) Fire Underwriters rating – CAO submitted two more forms needed by the Fire Underwriters for an updated rating. In response to my question about what the district would need to do to earn a rating of 6 or 7, Michael King, Surveyor for the Fire Underwriters forwarded the two documents as well as a price quote for a professional report with recommendations. A decision on the new rating and an explanation for it is pending.
- o) Well casing price for used – Rosemary reported that several prices she has obtained from the internet is \$6/ft.

MOTION to sell the used steel well casing for \$6/ft *Matthews/Bryfogle/Carried*

Charles requested the trustees table items 10 a - e until Wednesdays' EOM as he has to leave in 15 minutes.

8. CFO Report:

- a) Asset Management Plan – nothing to report, ongoing
- b) Receive and review financial report - Wes' update

Trustees asked Wes to check the terms available for a one year redeemable term deposit; If the Credit Union will provide better terms than are currently available from the savings account. If they do, he is authorized to create a third term deposit.

Wes explained the new reporting system based on feedback from the trustees and CFO, providing more clarity. Ken noted that the long term capital plan needs to ensure we save enough money to replace the fire truck every 20 years, and the pipeline every 40 years.

Trustee's will address the budget at Wednesday's meeting.

- c) Trustee's reviewed invoices received since last meeting totalling \$15,732.45.

MOTION to approve the payables.

*Bryfogle/Mikkelson/Carried*

- d) Process for receiving auto-monthly debit payment through the Credit Union – Wes' reported that the community members can set the water district up as a payee for monthly auto debit.

9. Review correspondence received & sent, not already covered in previous items:

- a) CCRD Wendy Kingsley's request re: permanent fire protection charge waiver for ball diamond extension. Trustees agreed to exempt the fire protection charge for 2015, but decline the exemption to be ongoing.
- b) Trustee's received the Fire Underwriters email from March 10 with price quote for evaluation. Discussion, no action to be taken at this time.

10. New Business not already covered In Camera

- a) Water Shutoff markers – Chris requests for authorization to order and install 4 inch posts at shutoffs to mark their locations. Chris will get a price to order the posts and install them and bring them to the next meeting.
- b) Investigate pulling pipe through the ground – Don notes that he has learned there is a way to pull pipe through rather than digging up the road allowance.

Rosemary will ask Emco if they have knowledge of a company that may be able to do this.

11. Fire Department – Trustees discussed the possibility that the OK Falls Fire Department would sell their fire truck; and the savings to be gained from buying a used truck rather than new, and the room that would allow in the budget for a replacement building for a fire hall.

Rosemary will open conversations with the OK Falls fire chief to see if we can get a price and a tentative commitment to sell.

12. Maintenance report – quiet month, cleaning screens, waiting to blow the lines after the Event sign is installed.

MOTION to adjourn at 10:05 p.m.

*Mikkelson*

\_\_\_\_\_ (Chair)