

**Hagensborg Waterworks District**  
**EOM Meeting**  
**MINUTES**  
March 18, 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: 9:21 a.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 as amended

*Matthews/ Mikkelson/Carried*

3. Trustees moved In Camera to review labour and legal matters at 9:22 a.m. and out of In Camera at 10:28 a.m.
4. Business not already covered In Camera

Jim Smart was invited to join the meeting at 10:32 a.m.

- a) Grants – Angel Program: Trustees asked Jim what is involved in maintaining the Angel program. Jim confirmed that the shopping portal was open and operating. He noted there was nothing on his part required to maintain the portal. There did not appear to be a time limit to registration and/or activation of customers, etc. Discussion

Jim left the meeting at 10:42 p.m. Rosemary asked if she should leave the room and trustees agreed that would not be necessary as she would not be providing any input into the discussion.

Trustees discussed whether they should cancel the shopping portal in light of the lack of interest in it.

Trustees agreed that the platform is established, and the community members can use it or not. It costs nothing in the way of money or time, and does not cost anything to maintain it now that it is set up.

Chair Dunsworth noted that some vocal members in the community are continuing to attack the HWD board for the decision to create the account.

Trustee Matthews spoke on his own research into the program when the trustees were making the decision, and the opinion from those who he had asked to also look into it arm's length. He found no significant issues around the legality of the platform.

Trustees unanimously agreed to keep the account.

Chair Dunsworth asked for discussion around promoting the Angel Program, what form that should take, and the timing of it. Trustees determined they would create an information piece for the community and present it at a general meeting in late September.

- b) Review Water District 2015 Budget - Trustees reviewed the financial reports prepared by Wes in determining the budget. Discussion to change the language around the compliance to the *Drinking Water Protection Act and Regulations* in light of the Ministry of Health's broader terms for asset management addressing delivery of potable water, which now includes pipeline upgrades. Trustees agreed, rather than referencing the budget line item as "POE's" or "Purification" they agreed to adopt the more inclusive term "Compliance".

Wes reviewed the budgets with and without adjustments to the Parcel Tax. They noted there would need to be a separation of capital development related and unrelated to compliance.

Trustee Matthews left the meeting at 11:34 a.m. to assist a community member who had come to the door with a request.

Trustees reviewed what happens with the budget if tolls are increased just 50% and what happens if there is reallocation to the Parcel Tax, with \$50 less being allocated to Capital dev. and an additional \$50 being allocated to general revenue. Wes noted that he had not recommended any increase in the budget over 2014 actual expenses. Chair Dunsworth stated that costs are only going to increase. Discussion.

Trustee Matthews returned to the meeting at 11:50 a.m.

Chair Dunsworth and Wes summarized the budgets the trustees had been discussing. Trustee Bryfogle cautioned that governments are not allowed to run at a deficit.

Wes noted that the district has unrestricted funds in reserve so are not running a deficit yet.

Trustee Mikkelson noted that the budget still reflects that the district is now spending more money for operations than they are taking in for operations.

Trustees agreed to bring the options to the community at the AGM as to their preference for increasing general revenue for operations either as an increase in tolls, an increase in Parcel Tax overall, and/or a reallocation within the existing \$500 parcel tax which would require an increase in the Parcel Tax for lands without water service.

5. Review and approve AGM agenda and the public notice.

MOTION to approve the agenda as amended *Bryfogle/Mikkelson/Carried*

MOTION to approve the AGM public notice *Bryfogle/Mikkelson/Carried*

6. Review nominations –

Mark Nelson has expressed an interest in serving on the board but notes that he is attending the CCCS AGM the same night as the District's AGM. Chair Dunsworth has informed Mark that he can submit a letter accepting the nomination prior to the AGM.

Chair Dunsworth agreed to stand again.

Chair Dunsworth left the meeting at 12:24 p.m.

Vice Chair Matthews took over chairing the meeting.

7. Trustee's Election Process - Trustees reviewed the policy changes recommended by John Morton, who has agreed to be the Elections Officer again. Rosemary briefed the Trustees on concerns John had found, that the existing policy does not address a situation where there is a tie vote. Rosemary reported that neither the Letters Patent nor the Improvement District Governance Manual address a tie vote. She found that Roberts Rules of Order simply state that, in the case of a tie, there can be a recasting of the ballot until the tie is broken.

Rosemary recommended the following which John has agreed to: If there is a vote by show of hands, John has agreed that he would refrain from voting. If there is a tie, he would call for a vote by secret ballot at which time all land owners, including himself would vote, which should break the tie without disclosing how anyone had voted.

Trustees approved the recommendation and the changes to the Elections Policy. Rosemary will write the amended policy and bring it to the next meeting for formal adoption.

8. Trustees gave the first reading of the Parcel Taxation Bylaw 2015.

Trustee Matthews read the Parcel Taxation Bylaw 2015, providing reconsideration through a second reading. Given the reading and reconsidering of the Bylaw, the following motion was made.

MOTION to adopt Bylaw 207, Parcel Taxation Bylaw 2015 *Bryfogle/Mikkelson/Carried*

9. Trustees considered the price quote for the fence posts as presented (\$800 for the materials and \$1200 for installation and paint) for marking the locations of the water shut offs.

MOTION to approve the expense. *Mikkelson/Bryfogle/Carried*

10. Trustee Matthews updated the Trustees on the materials needed to build stairs to the topmost level of the pipe storage, and a work bench in the storage shed. He noted that he has fir 4 X 12 X 16 at home that could be used for the work that he could sell to the District in part trade for the used well pipe. He noted that Dave Kopas estimated the value of a rough cut fir 4 X 12

X 16 at \$50 per beam and that some of the beams could be milled down where smaller material was needed.

Trustees agreed the project has already been approved and the materials will need to be purchased regardless of the supplier. Trustee Mikkelson noted the prices Trustee Matthews is asking are significantly less than new, retail prices.

As time is of the essence and the contractor is needing material to proceed to this level of the storage shed finishing, Trustees approved the use of Trustee Matthews material on the condition that the final price remain significantly lower than retail. Trustee Matthews agreed to supply a price quote from either David Kopas or Tru Value hardware, or both together with his invoice.

The decision as to the financial arrangements both in confirming the price and the trade, is tabled to the next meeting when quorum will be present without Trustee Matthews in the room for discussion.

MOTION to adjourn at 12:42 p.m.

*Mikkelson*

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

APPROVED