



Hagensborg Waterworks District DRAFT 2018 Annual General Meeting Minutes

Location: Board Office, School District No. 49 (NES) Gymnasium	Date: April 19, 2018 Meeting time: 7:00 pm
48 Eligible Voters Present	

- Trustees in Attendance:** Chair Kevin O’Neill
Trustee Jeremy Baillie
Trustee John Breffitt
- Trustee Chris Matthews
Trustee Diane Skelly
- Staff in Attendance:** Joy MacKay, Corporate Administrative Officer
Wes Abel, Corporate Financial Officer
- Contractors/Volunteers:** Elections Officer: Joan Sawicki
Recording Secretary: Caitlin Thompson
IT Operations: David Ratcliff
Scrutineers: Lynn Nelson
Brad Goodacre

1. Call to Order:

Chair O’Neill called the meeting to order at 7:10 pm, and welcomed members of the public/District.

2. Agenda:

2018-01-AGM Moved/Seconded Lilly Norton/Ken Dunsworth that the agenda be adopted as presented.

MOTION CARRIED

3. Introduction of Elections Officer:

Joan Sawicki was introduced as Elections Officer for the 2018 Trustee elections.

Ms. Sawicki spoke to the nomination forms that were available for use, advising that one election was required to fill a single, three-year term.

Ms. Sawicki introduced scrutineers Lynn Nelson and Brad Goodacre.

4. Minutes from 2017 AGM:

Copies of the draft minutes from the 2017 AGM were circulated. It was noted that the minutes include an attachment: a letter from Vancouver Coastal Health Environmental Health/Drinking Water officer, Phil Muirhead. Chair O'Neill asked the members to review the minutes, and time was given to do this. There were no questions arising from the minutes.

2018-02-AGM Moved/Seconded Ken Dunsworth/Melany Rambo that the minutes of the 2017 Annual General Meeting of the Hagensborg Waterworks and Fire Protection District be adopted as presented.

MOTION CARRIED

5. Reports:

5.1. Chair's Report

Chair O'Neill presented the Chair's Report, explaining that the District had undertaken a comprehensive budget development process last summer and fall, and had been able to reduce the total charges to rate payers for the year, by reducing the parcel tax.

Chair O'Neill also introduced the issues of the Point of Entry Pilot Project and the Conversion Review, advising that more detail on these subjects would follow, later in the meeting.

The Chair touched on renewed negotiations with the Department of Fisheries and Oceans (Snootli Hatchery), to collaborate on infrastructure renewal at the dam/intake.

2018-03-AGM Moved/Seconded Todd Rambo/Connie Nygaard that the 2018 Chair's Report be received.

MOTION CARRIED

5.2. Maintenance Report

Trustee Matthews presented the Maintenance Report, advising that the past year had been an uneventful year, in terms of maintenance issues. Trustee Matthews noted that some maintenance matters represent a continuing response to the impacts of the 2010 Flood. He reported that the back up well has been functioning without any problems, noting that there can still be some turbidity in the system, in the event of landslides into the upper reaches of the creek. Trustee Matthews advised that active and passive line flushing continues on a regular basis.

Trustee Matthews invited anyone with an interest in waterworks maintenance issues to work and learn with him.

2018-04-AGM Moved/Seconded Todd Rambo/Ralph Gunderson that the 2018 Maintenance Report be received.

MOTION CARRIED

5.3. Fire Chief's Report

Fire Chief Peter Nygaard presented the Fire Chief’s Report, informing of the District’s involvement in fire response, and advising that the membership roster is currently comprised of 16 members, with one fire truck. Chief Nygaard advised the members that the District is working toward the purchase of a newer fire truck, and Trustee with Portfolio, John Breffitt confirmed that discussions and exploration on that front continues. Chief Nygaard also spoke to concerns about low water pressure on the western end of the system and raised questions about how the District’s fire response capabilities might affect insurance ratings and rates.

2018-05-AGM Moved/Seconded Ken Dunsworth/Rob Gruetter that the Fire Chief’s Report be received.

MOTION CARRIED

5.4 Finance Report

5.4.1 **Auditors Report – December 31, 2017**

5.4.2 **Budget Model for 2018**

Chief Financial Officer (“CFO”), Wes Abel, presented the Financial Report in two parts, elaborating with the use of a Power Point presentation. Part One summarized the past year’s financial statements, and Part Two demonstrated the budgeting model that was utilized for 2018.

The Audited Financial Statements, prepared by the firm Tenisci Piva, were circulated Piva had resulted in delays. The CFO summarized the report from the auditors, highlighting a number of items in the financial statements and presenting slides showing the financial position of each of the operations accounts, as well as the reserve funds. CFO Abel confirmed that the District is in a comparatively healthy financial position, for this time of year.

2018-06-AGM Moved/Seconded Ralph Gunderson/Ken Dunsworth that the Audited Financial Statements prepared by Tenisci Piva, Chartered Professional Accountants, for the year ending December 31, 2017 be received.

MOTION CARRIED

2018-07-AGM Moved/Seconded Chris Matthews/Donald Mikkelson that the Financial Reports be received.

MOTION CARRIED

5.5 New Directions Report

5.5.1 **Introduction of New Directions Research Portfolio**

Chair O’Neill briefly introduced the New Directions Portfolio, held by Trustee Diane Skelly during the past year.

5.5.2 **POE Pilot Project Update/Recommendation**

Trustee Skelly led a brief presentation on the history of the Point of Entry Pilot Project, concluding with a recommendation from the Board of Trustees that the Point of Entry Pilot Project be terminated.

2018-08-AGM Moved/Seconded John Morton/Connie Nygaard that the New Directions Report be received.

MOTION CARRIED

5.5.3 Presentation on Conversion

Chair O'Neill introduced Corporate Administrative Officer (CAO) Joy MacKay, who led a presentation on the topic of a Conversion Review.

The CAO reminded the members of last year's resolution to seek/pursue funding from the provincial government for a conversion study; recounted the history of provincial government policy on improvement district conversion; and advised that the provincial government has recently committed to funding an HWD Conversion Review, subject to certain conditions, and via an application from the Central Coast Regional District.

The CAO advised that the Board of Trustees has now embarked on the process of accessing funding through the Regional District, to undertake a Conversion Review.

6. Question Period:

Chair O'Neill invited questions from the members.

Several questions were brought forward, including an inquiry into board priorities for the coming year, progress on the purchase of a newer fire truck, and questions about low water pressure at the west end of the system. Trustees responded that both the replacement of the existing fire truck, and commencement of mainline replacement were both Board priorities for the coming year.

Questions were asked, and further clarification offered, regarding the implications of terminating the Point of Entry Pilot Project.

The question was brought forward as to whether the conversion review would consider the possibility of municipal incorporation. The CAO responded that, while the costs associated with incorporation would likely be more than the rate payers could bear, the question should be considered within a comprehensive conversion review.

Questions were brought forward regarding the District's website, which is somewhat outdated. The Chair and CAO responded that delays in posting all of the meeting minutes, bylaws, and other updates, has been the result of workload issues.

A member asked whether commercial water tolls were different from residential rates. The members were advised that commercial rates are different from residential rates, and that the various rates are set out in the applicable bylaw.

A question was asked about water sampling, and whether water quality sampling was currently being done. Trustees responded that HWD's Operating Permit and water testing procedures were currently being reviewed by trustees and Vancouver Coastal Health Environmental Health/Drinking Water Officer, Phil Muirhead. The District is in compliance with Boil Water Advisory notification requirements.

A question was asked about why signed versions of the District bylaws were not available on the website. Staff responded that signed copies of all bylaws are available for review at the District office, but that digital versions are posted to the website, as a matter of efficiency.

An inquiry was made about the possible resale of the PoE units from the Point of Entry Pilot Project. Trustees advised that the District is investigating this possibility, and assessing potential associated liability issues.

A question was asked about the total cost associated with the Point of Entry Pilot Project. Trustee Skelly advised that the total cost to date is \$159,000.00, which includes the costs associated with the well (\$70,000.00).

A member asked whether the District expected to move forward with replacement of the main waterlines. Trustee Breffitt advised that the Board has committed to moving forward with mainline, and that options currently being considered include the standard method (dig/trench and bury), and alternative methods (drilling mole/horizontal boring), are being considered.

A member commented that, since the wells were brought on-line, the quality of water during high water events has improved dramatically.

2018-09-AGM Motion/Seconded Ralph Gunderson/Charlie Endicott that the Board of Trustees cease all operations and funding in relation the Point of Entry Pilot Project; and
Further, that existing POE units be removed before the end of the 2018 fiscal year.
Motion Carried

7. Election of Trustees:

Elections Officer, Joan Sawicki explained the process for the evening's trustee voting, noting that 48 eligible voters were present.

7.1. One Trustee Position term expires in 2018 (3 year term)

Ms. Sawicki called for nominations for the position of Trustee for a three-year term.

Ms. Sawicki called for nominations a second time.

Ms. Sawicki called for nominations a third time.

The following nominations were received:

Chris Matthews was nominated and declined to stand.

Tony Norton was nominated and agreed to stand.

Mark Nelson was nominated and agreed to stand.

Votes were cast by secret ballot and **Tony Norton** was declared **ELECTED**.

2018-10-AGM Moved/Seconded Susan O'Neill/Charlie Endicott that the ballots now be destroyed.
MOTION CARRIED

8. Trustees' Annual Honorarium

2018-11-AGM **Moved/Seconded John Morton/Lilly Norton that the Trustees' annual honorarium be set \$750.00 per year**

MOTION CARRIED

9. Adjournment

2018-12-AGM **Moved/Seconded Todd Rambo/Charlie Endicott that the meeting be adjourned.**

MOTION CARRIED

The meeting was adjourned at 9:38 pm.

Chair

Corporate Officer