

**Hagensborg Waterworks District**  
**Regular Monthly Meeting**  
**MINUTES**  
April 20, 2015

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**Location:** Fire Hall

**Present:** Ken Dunsworth, Chris Matthews, Don Mikkelson

**Absent:** Steve Hodgson, Charles Bryfogle

**Recording Secretary:** Rosemary Smart

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Meeting called to order: 4:23 p.m.

1. Chair Dunsworth called for late items to be added to the Agenda – none added
2. Trustees reviewed and adopted the Agenda

MOTION to adopt the Agenda

*Mikkelson/Matthews/Carried*

3. Trustees moved In Camera at 4:27 p.m. to address Labour and Legal matters. They returned out of In Camera at 5:28 p.m. The following items were brought out of In Camera:

- a) Trustees were pleased to renew the contract with Matthews Contracting for the Maintenance of the district's assets. They extend their appreciation to Matthews Contracting for their service and for keeping the maintenance budget well in hand.
- b) The trustees were also pleased to renew the contract with Gibbs Backhoe service for the Emergency Repair work. They note appreciation for Gord Gibbs decades of excellent service to the district.
- c) The trustees note that Ryan Parr is unable to continue the maintenance and service of the POE's at this time. Trustee Mikkelson agreed to step in for the interim, until the position is filled, or Ryan is able to return after the summer work season. Don Mikkelson will be the contact person in the interim.

4. Trustees reviewed the Minutes from March's regular monthly meeting

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

*Matthews/Mikkelson/Carried*

5. Trustees reviewed the Minutes from March's EOM meeting

MOTION to approve the Minutes from March's EOM meeting

*Matthews/Mikkelson/Carried*

6. Unfinished business, and business brought forward from minutes not covered in Project Reports

- a) Annual Budget – tabled until after the AGM but kept on the Agenda

7. Petitions and/or delegations from the public – None

8. Financial Report:

- a) Asset Management Plan – covered below under 11. New Business (d)

- b) Trustees received and reviewed financial report and the Annual Audited statements.

MOTION to approve the audited financial statements

*Mikkelson/Matthews/Carried*

- c) Trustees reviewed invoices received since last meeting

MOTION to approve the payables totalling \$19,064.35.

*Matthews/Mikkelson/Carried*

9. Project Specific Reports

- a) Storage Shed – Trustee Matthews reported that the storage shed is complete. He noted that the Trustees may want to replace the light fixtures as they are incandescent. Chair Dunsworth noted he was not prepared to discuss replacing lights at this time.

- b) Rip Rap Erosion – The CAO reported on conversations with Leanna Ilnicki, Regional Manager for the Ministry of Transportation, and a request for 220 – 240 m<sup>3</sup> of rock from their quarry. Leanna felt there was not enough in the quarry for them to spare it and directed Rosemary to speak to Neil Osborne about getting some more shot. Neil told her that he will need more rock blasted and has work scheduled to come out some time in June/July. He will provide a price quote for the work. Neil asked Rosemary to speak to the Ministry of Transportation for permission to take the rock.

She noted that there is no permit necessary for bank stabilization, and stream flow remediation. Rosemary had provided Trustee Matthews with the information around ‘causing no harm to fish’. Discussion re: window of time to work in the creek. Chair Dunsworth recalled the window of time was late July and August.

Trustee’s directed Rosemary to speak to Leanna Ilnicki regarding the fact that the rip rap that is failing was work done by the Ministry of Transportation in 2011.

- c) Well
  - i. Application – Submitted
  - ii. Engineer – CAO provided Northwest Hydraulics proposal. Discussion.

MOTION to approve the proposal with noted corrections *Matthews/Mikkelson/Carried*

- iii. Policy & Procedures - pending
- d) Signage
  - i. Application –Min of Transportation has declined the permit to construct a sign on the road allowance as the changing content could prove a distraction to the travelling public and impact safety.
  - ii. Installation – Trustee Matthews reported the adaptation for the sign in time for the AGM to make it portable.
- e) Door to Door Survey – Wes reported that he is reluctantly withdrawing from the survey due to his own heavy work load. Trustee Matthews and Sarah will complete it on their own in time for the annual billing.
- f) Fire Underwriters re-assessed rating – New rating still pending.

#### 10. Review correspondence received & sent, not covered elsewhere:

- a) Legal: CMN Story, Letter from Dubli Legal – Trutees agreed that this has become a legal matter and moved the discussion to In Camera.
- a. Letter from CRA Charities Directorate re: Donee’s Status approved
- b. Emails to and from Min. of Forests, Lands, and Natural Resource Operations/Christina Metherall, Elucidate Consulting re: Survey on Watershed risks: Trustee’s reviewed the survey questions and answers. Discussion

#### 11. New Business not already covered In Camera

- a) Mutual Aid Agreement – CAO reported on her review of the existing Mutual Aid Agreement, approved prior to her working for the Improvement District. She noted *Improvement District Manual* directs the district to pass their own Mutual Aid Agreement in order to respond to a fire outside the district. Discussion

Trustees directed Rosemary to arrange a meeting with the Fire Chiefs and the Trustees to discuss and work out the Mutual Aid Agreement.

- b) Trustees reviewed the amended Election Process Policy now addressing breaking a tie vote.

MOTION to adopt Policy (T) 1.2 Trustees Election Process *Matthews/Mikkelson/Carried*

- c) Policy (T) 1.3 Petitions from the Public – CAO expressed concern with the inordinate amount of time Petitions can, and have taken of the board’s valuable time. She recommended a policy limiting the length of time a petitioner can use, and had

prepared a draft policy around the process. Discussion. Trustees noted a preference that the matter be a procedure rather than a policy to allow for more flexibility.

- d) BCWWA – Rosemary shared the list of workshops now posted for the Small Water Users Symposium on May 28th. Discussion.
- i. Asset Management Plan Workshop: UBCM received a \$1.5M grant from MCSCD in 2011 to support local governments in developing an Asset Management Plan. There is a great deal of information on their web site, and they have held regional workshops, including one in Kelowna in March. Unfortunately, Improvement Districts are not on their list of contacts so we were not notified.

BCWWA and Gov. of Finance Officers Assoc. of BC (GFOABC) are holding a workshop in Penticton on May 26<sup>th</sup>, during GFOABC's annual conference. Because space is limited, Chair Dunsworth had authorized the training ahead of the board meeting. Rosemary is attempting to get confirmation that templates will be provided.

Trustee's reviewed the training budget against the cost of the workshop. It was noted that cost for the CAO to travel to the workshop is minimal as she is only 2 hours away from her home.

MOTION to approve the CAO attendance at the Asset Management training workshop.

*Mikkelson/Matthews/Carried*

- ii. Membership: Trustees discussed membership with BCWWA. Rosemary noted that she has been a member since 2001 and did not feel the District would benefit additionally with their own membership. The matter could be readdressed when her contract is terminated.

MOTION to reimburse Rosemary for the membership cost to BCWWA annually

*Mikkelson/Matthews/Carried*

- e) AGM - review

- i. Agenda – Chair Dunsworth had made some small changes to the agenda and Rosemary had added the Trustee terms.

MOTION to approve the amended Agenda

*Matthews/Mikkelson/Carried*

- ii. Presentations – Chair Dunsworth shared the Power Point presentations he had prepared.

12. Fire Department report/update – Rosemary reported that the OK Falls Fire Department is in a state of flux with the old fire chief possibly stepping down and a new one taking over. Tabled to later in the summer.

13. Maintenance report – Chris reported that the system is functioning well and spring maintenance is minimal.

- a) Shut off marker posts have not been purchased as of yet. Rosemary suggested several locations where fence posts may be obtained by donation and offered to seek the donation.

MOTION to adjourn at 10:05 p.m.

*Mikkelson*

 (Chair)