



Hagensborg Waterworks and Fire Protection District Annual General Meeting Minutes

Location: Board Office, School District No. 49 (NES)
Gymnasium

Date: May 25, 2017
Meeting time: 7:00 pm

49 Eligible Voters Present

Trustees in Attendance: Chair Chris Matthews Trustee Kevin O'Neill
 Trustee Jeremy Baillie Trustee Mark Nelson
 Trustee Donald Mikkelson

Staff in Attendance: Wes Abel, CFO

Recording Secretary: Joy MacKay

1. **Call to Order:**

Chair Matthews called the meeting to order at 7:02 pm, and welcomed members of the public/District.

2. **Agenda:**

2017-01-AGM Moved/Seconded Ilma Matthews/Susan Osmer that the agenda be adopted as presented.

MOTION CARRIED

3. **Minutes from 2016 AGM:**

Copies of the draft minutes from the 2016 AGM were circulated. Chair Matthews enquired if members present wanted the minutes read out loud.

2017-02-AGM Moved/Seconded Erin Chapman/Karl Osmer that the minutes of the 2016 Annual General Meeting of the Hagensborg Waterworks and Fire Protection District be adopted as presented.

Discussion:

Diane Skelly noted that, at the 2016 AGM, incorrect information was shared by the District, regarding the issue of firefighting with chlorinated water. Statements in this regard, though incorrect, were recorded in the 2016 AGM minutes, and subsequently cited in an article carried by the Coast Mountain Newspaper. Ms. Skelly said that this incorrect information has led some ratepayers to believe that chlorination is not a viable option for the District to achieve potable water. Ms. Skelly requested that a letter to the Board of Trustees, dated May 30, 2016, from Phil Muirhead, Environmental Health Officer, be appended to the

minutes. Clarification was offered that Mr. Muirhead's letter, correcting the misinformation, could be appended to the 2017 AGM minutes.

MOTION CARRIED

4. Introduction of Elections Officer:

Joan Sawicki was introduced as Elections Officer for the 2017 Trustee elections.

Ms. Sawicki spoke to the nomination forms that were available for use, and advised that separate elections were required to fill each of two, two-year terms.

Ms. Sawicki introduced scrutineers Lynn Nelson and Brad Goodacre.

5. Reports:

5.1. Chair's Report

Chair Matthews presented his report, highlighting two public meeting presentations, in addition to the regular and extraordinary meetings throughout the year, as well as ongoing negotiations with the Department of Fisheries and Oceans. Chair Matthew advised that Administrator, Rosemary Smart had ceased employment with the District, due to illness, and thanked Chief Financial Officer, Wes Abel, for stepping in and taking on the corporate administrative work on a temporary basis.

Chair Matthews welcomed Joy MacKay, newly hired Corporate Administrative Officer for the District, effective June 1, 2017.

2017-03-AGM Moved/Seconded Valerie Nygaard/Steve Hodgson that the 2017 Chair's Report be received.

MOTION CARRIED

5.2. Maintenance Report

Chair Matthews presented the Maintenance Report, noting that he and Trustee Donald Mikkelson had agreed to oversee maintenance operations, on a volunteer basis, but while tracking their time. Chair Matthews reported that maintenance operations had gone well, and that the board anticipated that a maintenance contract would be tendered. Chair Matthews confirmed that he would like to continue as a volunteer, regardless of any changes to manner in which maintenance is undertaken.

Chair Matthews noted that the aging infrastructure is holding, but that a number of "band aid" solutions have been applied.

2017-04-AGM Moved/Seconded Ralph Gunderson/David Stanger that the 2017 Maintenance Report be received.

MOTION CARRIED

5.3. Fire Chief's Report

Trustee Mark Nelson presented the Fire Chief's Report, due to the Fire Chief being ill. The report recounted attendance at fires within the District, over the course of the year.

2017-05-AGM Motion/Seconded Rick Ratcliff/Dianne Tuck that the Fire Chief's Report be received.

MOTION CARRIED

Finance Report

5.3.1. **Auditors Report – December 31, 2016**

5.3.2. **Budget Model for 2017**

Chief Financial Officer, Wes Abel, presented the Financial Report in two parts, using a Power Point presentation format. Part 1 summarized the past year's financials, and Part 2 demonstrated the budgeting model that was utilized.

The Audited Financial Statements, prepared by auditors Tenisci Piva were reviewed, and CFO Abel detailed Schedules #1 and #2 (Waterworks & Fire Protection).

CFO Abel reviewed the Statement of Financial Position, and explained the source of accrued liabilities and deferred expenses.

In Part 2 of the presentation, CFO Abel detailed the 2017 budget structure, with use of a chart graphic, explaining the parcel tax and capital development fee. CFO Abel also explained that fire protection fees are collected by the Province, through BC Assessment.

2017-06-AGM Moved/Seconded Susan Osmer/Steve Hodgson that the Financial Report be approved.

MOTION CARRIED

6. **Question Period:**

Several questions were put forth by rate payers, including inquiries about water pressure, water metering, and the existence of a long-term plan for replacing the mainline.

Chair Matthews responded that the system is gradually developing leaks, which can affect pressure at the far reaches of the lines.

The District does not currently have a process in place for metering water use.

Chair Matthews advised that replacement of the mainline has become one of the Board's main priorities, with its #1 priority being to save money.

A member of the public asked about asbestos in the mainline. Chair Matthews advised that, while he had received some information on this issue, he does not profess to be an expert. He further advised that when a broken line is repaired, the line is flushed very well.

A member of the public stated that he feels it is very unlikely that the District will become eligible for provincial government funding for infrastructure projects, and enquired as to what proportion of rate payers would be sufficient to prompt the Board of Trustees to undertake a study of Conversion to a Central Coast Regional District service.

Trustee Nelson suggested that support for such a request from 40% of rate payers would likely be sufficient.

2017-07-AGM Dianne Tuck/Ralph Gunderson that the Hagensborg Waterworks District consider applying for funding in the amount of \$5,000 from the Province, to undertake a study of Conversion of the Hagensborg Waterworks District to a Central Coast Regional District Service.

MOTION CARRIED

A member of the public read a submission regarding the Point of Entry Project and associated parcel tax, which has now been in place from seven years.

2017-08-AGM Moved/Seconded Diane Skelly/Dolores Vosburgh that the Board cease all operations and funding towards the Point of Entry (POE) pilot project due to the fact that it is an unaffordable and unsustainable option for water treatment for the Hagensborg Water District.

Discussion:

CFO Wes Abel confirmed that there were no costs associated with the Point of Entry Pilot Project for 2016, except for insurance costs.

Trustee Matthews advised that the Board has been unable to find someone to take on the Pilot Project maintenance work.

Discussion ensued around whether, if the Pilot Project were discontinued, the District would be forced to implement another treatment option.

Trustee O'Neill suggested that the Conversion Study and funding applications get "shelf ready", and that no final decision need be made until grant funding is approved.

A member of the public enquired whether the Waterworks District could not just partner with the Regional District. Trustee O'Neill advised that this was not possible.

MOTION DEFEATED

2017-09-AGM Moved/Seconded Diane Skelly/Dolores Vosburgh that the Board discontinue, immediately, the current water treatment surcharge of \$335.00 that is being charged to the rate payers for the POE Pilot Project.

Discussion: A question was asked about the purpose of collecting the parcel tax. A member of the public suggested that it was originally for implementation of the POE.

MOTION DEFEATED

A member of the public enquired as to the accuracy of the vote tally, in relation to the preceding resolution, specifically, as to why so few votes were tallied, when it was apparent that the total number of people in the room was greater than the total number of votes tallied.

The public was advised that a standing vote could be called for, by any member of the assembly.

7. Election of Trustees:

Elections Officer, Joan Sawicki, commended the Board of Trustees on its efforts to improve the elections policy and processes.

Ms. Sawicki explained the process for the evening's trustee voting, noting that 49 eligible voters were present.

Ms. Sawicki called for nominations.

RECESS

A brief recess was called.

RECONVENE

The meeting reconvened.

Ms. Sawicki called for any further nominations.

Ms. Sawicki called a third time for any further nominations.

7.1. Trustee Position (1) term expires in 2017 (3 year term)

Donald Mikkelson was nominated and agreed to stand.

Mark Nelson was nominated and agreed to stand.

John Breffitt was nominated and agreed to stand.

Votes were cast by secret ballot and **John Breffitt** was declared **ELECTED**.

7.2. Trustee Position (2) term expires in 2017 (3 year term)

Donald Mikkelson was nominated and declined to stand.

Mark Nelson was nominated and agreed to stand.

Diane Skelly was nominated and agreed to stand.

Votes were cast by secret ballot and **Diane Skelly** was declared **ELECTED**

2017-10-AGM **Moved/Seconded Charles Endicott/June Vosburgh that the ballots now be destroyed.**

MOTION CARRIED

Ms. Sawicki thanked the CFO and the Scrutineers for their assistance.

8. Trustees' Annual Honorarium

2017-11-AGM **Moved/Seconded Steve Waugh/Ray McIlwain that the Trustees' annual honorarium be increased to \$750.00 per year.**

MOTION CARRIED

9. Adjournment

Chair Matthews offered thanks, on behalf of the District, to Rosemary Smart, Wes Abel, Don Mikkelson, and Mark Nelson, and to School District No.49.

**2017-12-AGM Moved/Seconded Charles Endicott/Erin Chapman that the meeting be adjourned.
MOTION CARRIED**

The meeting was adjourned at 9:16 pm.

Chair

Corporate Officer