

Hagensborg Waterworks District
EOM Finance Meeting
MINUTES
June 05, 2015

Location: Fire Hall

Remote Location: Admin office, Kamloops

Present: Chris Matthews, Ken Dunsworth, Don Mikkelson, Dianne Tuck, Charles Bryfogle

Absent:

Recording Secretary: Rosemary Smart

Meeting called to order: 2:05 pm

1. Chair Matthews called for late items to be added to the Agenda. Trustee Dunsworth asked that it be noted that he objects to the discussion about releasing Draft AGM minutes being tabled to the regular board meeting scheduled for June 15th. Rosemary provided the background in that an email had been circulated asking for the trustees wishes. Chair Matthews and Trustees Mikkelson and Bryfogle had responded with a firm opinion it should be tabled. Trustee Tuck had responded with support to table but had been somewhat reluctant when discussing it on the phone. Trustee Dunsworth had been opposed to postponing it. Discussion.

Dianne asked the board to reconsider tabling the matter to the regular board meeting as the discussion should be relatively brief. Trustee Bryfogle agreed to review it if it could be brief and asked that it be addressed first.

2. Trustees reviewed the agenda as amended.

MOTION to adopt the Agenda as amended

Bryfogle/Tuck/Carried

3. Email from Jeremy Baillie re: AGM minutes. Rosemary reminded the trustees that they have been firm that Draft minutes are not to be released until approved. Trustee Dunsworth felt that the AGM minutes are not board minutes, they are minutes of the public meeting, therefore they are public minutes and the trustees do not have the right to withhold them from the public as draft. Rosemary asked for direction on the format of the minutes. Specifically, should names of those asking and answering questions be removed from the record and simply be identified as asked and answered. Trustees generally agreed that as the question was asked at a public meeting, the identity of the questioner was public information.

MOTION to release draft AGM minutes after the trustees have reviewed and approved them for release.

Tuck/Dunsworth/Carried

Tuck, Dunsworth and Bryfogle voted for the Motion

Chair Matthews and Trustee Mikkelson did not vote the Motion

Trustees directed Rosemary to circulate the draft AGM minutes via email to the trustees and they would review and respond with edits. Trustee Tuck offered to call the board when the minutes were received as she is frequently checking emails and may be the first to receive them.

4. Trustee's reviewed the Annual Budget. Wes and Rosemary explained the budget presented is the first budget that combines both waterworks and fire protection. The budget to be determined at this meeting is the 2015 waterworks and fire protection, officially setting up the allocation split

for shared expenses such as administration and utilities. Rosemary reminded the trustees that they had tabled the approval of the 2015 budget to after the AGM in case anything happened at the AGM that would impact the budget. She explained that the 2016 budget would be determined in September.

Wes explained how the allocation was determined.

Trustee Tuck questioned what part administration is directed to fire protection. Rosemary identified some of the tasks she has undertaken recently. Trustee Dunsworth reminded the trustees of the administration work involved in collecting from the Ministry of Forests for the invoice from 2009, finally paid in 2014. Discussion.

Chris left the meeting at 4:08 p.m.

MOTION to amend the Water Shut off rate to only apply for Overdue accounts. Water shut off rates for 2015 will be increased to \$100 per shut off and turn. *Tuck/Mikkelson/Carried*

Charles left the meeting at 4:33 p.m.

MOTION to approve the Annual Budget and attached notes as presented, subject to amendments being made and circulated for final approval being received via email. Trustees will receive the amended budget by June 10, and trustees will respond by Friday, June 12.

Tuck/Mikkelson /Carried

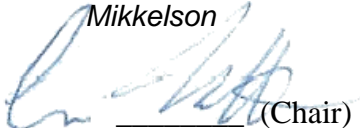
5. Trustee's reviewed the Brief on the WED Canada 150 grants and identified the following priorities that could be funded with the grant.

- a) Pipeline upgrade
- b) Feasibility study for Hydro Generation
- c) Fire hall upgrade to accommodate the new truck
- d) Web site

Rosemary will compile application budgets for the above items and circulate it to the trustees. Trustees will respond within 24 hours

Trustees talked to Michael Crowe re: insurance coverage for officers. Trustees asked Michael Crowe specifically if Officers Rosemary Smart and Wes Abel are covered under Chubb Insurance Company of Canada, by Producer, Provident Agency Inc, through HUB International Barton Insurance Brokers, as both are under 'contract' to the Hagensborg Waterworks District. Mr Crowe remarked that he would confirm their coverage.

MOTION to adjourn at 4:47 pm

Mikkelson

(Chair)