



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, June 14, 2018

Meeting time: 1:00 pm

Trustees in Attendance: Trustee Kevin O'Neill (Chair) Trustee Tony Norton
Trustee Jeremy Baillie Trustee Diane Skelly

Staff: Joy MacKay, Corporate Administrative Officer

Three rate payers attended in the gallery.

Chair O'Neill called the meeting to order at 1:00 pm.

1. Agenda:

1.1. Call for late items to be added to the Agenda

The following items were added/deleted to/from the Agenda:

Deferred to July 19, 2018: May 24, 2018 Regular Meeting Minutes
April 19, 2018 Extraordinary Meeting Minutes
April 18, 2018 Regular Meeting Minutes
April 18, 2018 Extraordinary Meeting Minutes

Moved to in camera: April 10, 2018 Extraordinary Meeting Minutes

Added to Unfinished/Regular Business: Annual Drinking Water Report

1.1. Approval of Agenda

2018-06-01 M/S Norton/Baillie that the agenda be approved as amended.

CARRIED

2. Minutes – Approval of Previous Meeting Minutes:

Minutes were deferred/moved to in camera, as noted above.

3. Unfinished/Regular Business:

3.1. Policy Development: Audio/Video Recording of Board Meetings

Chair O'Neill informed that he does not support audio/video recording of board meetings by members of the public, preferring to see this matter addressed in the Meeting Procedure Bylaw and or Policy.

2018-06-02 M/S Trustees Skelly/Norton that recordings of board meetings by members of the public not be permitted.

CARRIED

3.2. Administration Report

The Corporate Administrative Officer detailed items in the June Administration Report. Further to research into possible consultants to take on the Conversion Review, the CAO will contact Sherry Hurst, and inquire as to her interest and availability for the project.

Trustees will meet with the Department of Fisheries and Oceans Snootli Hatchery staff in July.

Trustees and staff again considered the process to update the District website. Trustee Baillie will develop a map, the CAO will develop terms of reference and issue a request for proposals.

Annual line flushing will take place July 16 -18, and notices will be posted in advance, so as to advise of the service interruption.

The CAO noted that it was problematic that no trustee had been assigned the trustee portfolio for financial oversight.

2018-06-03 M/S Trustees Norton/Skelly that Trustee O'Neill be assigned the portfolio of Trustee Financial Oversight. CARRIED

The CAO advised of communications with Williams Lake and District Credit Union, regarding signing authority and general communications.

2018-06-04 M/S Trustees Norton/Baillie that Wes Abel be removed from Williams Lake and District Credit Union's list of authorized users for communication, and that Joy MacKay be added as authorized user instead. CARRIED

Chair O'Neill advised that he has been communicating with Vancouver Coastal Health Drinking Water Officer, Phil Muirhead, regarding water sampling procedures. Chair O'Neill will continue to work on this.

The CAO requested direction regarding the resolution on record, to proceed toward replacement of the main waterlines. Trustees indicated that further consideration of mainline replacement should be deferred.

The CAO will invite WorkSafe BC regional representative Branko Samoukovic to a future board meeting.

2018-06-04 M/S Trustees Baillie/Norton that the Administration Report for the month of June be received. CARRIED

3.3. Staff Recruitment/Retention – Moved to In Camera

3.4. POE Removal – Excerpt of email from Grant Robertson

Trustee Skelly briefly spoke to some tips requested and received from Grant Robertson, including the suggestion that a certified plumber should be contracted to remove the POE units.

Chair O'Neill will contact Scott Leverington (Channel Plumbing and Heating), and Carl Harestad, to gauge their respective qualification, interest, and availability to remove the POE units.

3.5. POE Removal – Letter from VCH Drinking Water Officer, Phil Muirhead

Trustees reviewed the steps set out by Phil Muirhead, for discontinuation of the Point of Entry Pilot Project. The CAO will try to locate any relevant reports from Grant Robertson, who oversaw the initiation of the Pilot Project.

Some comments were offered from the Gallery.

3.6. POE Removal – Labour Contract Update

See above (Administration Report).

3.7. Water Sampling

See above (Administration Report).

3.8. DFO Collaborative Agreement – Meeting Request

See above (Administration Report).

3.9. Conversion Review – Update

See above (Administration Report).

3.10. Vancouver Coastal Health Permit to Operate – Update

Trustees were updated on the status of the VCH Permit to Operate. The current permit had not been issued due to a backlog at Vancouver Coastal Health.

3.11. Fire Truck – Update

3.11.1. Correspondence from Sven Reimann

Chair O'Neill updated trustees on the matter of the replacement of the District's fire truck. Chair O'Neill recently met with Fire Chief Nygaard and Sven Reimann, to discuss the features to be included in a newer truck. Indications are that the cost of a replacement truck, with the requisite features, would be greater than the amount of funds currently set aside for that purpose.

3.12. Annual Drinking Water Report

The CAO will follow up with Phil Muirhead regarding processes associated with filing Annual Drinking Water Reports.

4. In-Camera Matters:

2018-06-05 **M/S Trustees Norton/Baillie that the meeting move in camera, for consideration of matters pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.**

CARRIED

The meeting moved in camera at 2:00 pm.

The meeting reconvened at 3:45 pm.

The following items were released from the in camera meeting:

- 2018-06-06** M/S Trustees Norton/Skelly that the financial expenditures in the amount of **THREE THOUSAND FOUR HUNDRED SIXTY-TWO DOLLARS AND FORTY-THREE CENTS (\$4,362.43)**, representing payment of the District’s commitments and obligations for the period covering June 2018, be approved. **CARRIED**
- 2018-06-07** M/S Trustees Norton/Baillie that advertising commence in the Coast Mountain Advisor, inviting expressions of interest for the provision of District CAO/CFO services. **CARRIED**
- 2018-06-08** M/S Trustees Norton/Skelly that the Hagensborg Waterworks District retain the services of Wendy Kingsley to fill the role of Corporate Financial Officer on an interim basis. **CARRIED**
- 2018-06-09** M/S Trustees Baillie/Norton that the minutes of the April 10, 2018 extraordinary meeting be approved as amended. **CARRIED**

5. Financial Report:

5.1. Receive and Review Financial Update to June 14, 2018 – Not Available

5.2. Approval of Obligations for the Month of June 2018

See above release from in camera meeting.

5.3. Signing Authority – Update

See above (Administration Report).

6. Petitions and/or Delegations: None

7. Correspondence:

7.1. Coastal Wildfire Centre – May 24, 2018

7.2. Coastal Wildfire Centre – June 8, 2018

7.3. BC Water & Waste Association – Waterbreak Webinar

7.4. BC Water & Waste Association – Waterline, June 2018

7.5. BC Water & Waste Association – 2017 Annual Report

The above correspondence items were presented for information.

8. New Business:

No additional new business was addressed.

9. Portfolio/Committee Reports/Assignments

9.1. Communications – Trustee Baillie

Trustee Baillie anticipates a press release will be forthcoming in the near future.

9.2. Maintenance, Repairs and Upgrades – Trustee O’Neill

Chair O'Neill met with Chris Matthews, volunteer maintenance, regarding maintenance issues and the development of a new contract, regardless of whether services are provided on a volunteer basis.

9.3. Fire Department – Trustee Norton

Trustee Norton provided a brief update on fire department matters.

9.4. Trustee Financial Oversight

The portfolio for trustee financial oversight has now been assigned to Chair O'Neill.

9.5. New Directions Research – Trustee Skelly

9.5.1. Infrastructure Funding – Excerpts of Announcements from June UBCM Newsletter

Trustee Skelly shared that a new infrastructure program will commit up to \$243 million in federal and provincial funding for drinking water, wastewater and solid waste programs in British Columbia. Through this program, government will contribute up to 73.33% cost sharing for approved projects. Application deadline is August 29, 2018.

Trustee Skelly also shared that the UBCM newsletter confirmed that provincial and federal infrastructure programs continue to be in line with provincial policy. It was noted that it appears that conversion prior to submitting an application for infrastructure funding, is not required. Further exploration of this possibility will be undertaken.

2018-06-10 M/S Trustees Norton/Skelly that Chair O'Neill undertake a detailed review of the infrastructure program(s) funding guide(s) to confirm whether conversion is a prerequisite to access funding.

CARRIED

9.5.2. Purification – Excerpts of email from Pierre Berube

Trustees considered communication from Pierre Berube, regarding membrane purification technology.

10. Next Board Meeting Date: July 19, 2018 (Regular Meeting)

11. Adjournment

2018-06-11 M/S Trustees Baillie/Norton that the meeting be adjourned.

CARRIED

The meeting was adjourned at approximately 4:00 pm.

Chair

Corporate Administrative Officer