

Hagensborg Waterworks District
Regular Monthly Meeting
MINUTES
June 15, 2015

Location: Fire Hall

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

Absent: Charles Bryfogle

Recording Secretary: Rosemary Smart

Meeting called to order: 1:07 pm

1. Chair Matthews called for late items to be added to the Agenda
2. Trustees reviewed the Agenda

MOTION to adopt the Agenda as amended

Dunsworth/Tuck/Carried

3. Trustees reviewed the Minutes from AGM

MOTION to approve the Minutes from the AGM for release to the public.

Dunsworth/Tuck/Carried

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

MOTION to approve the Minutes from the May's regular monthly meeting.

Mikkelson/Dunsworth/Carried

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

MOTION to approve the minutes from June's EOM meeting

Mikkelson/Tuck/Carried

6. Trustees moved In Camera at 1:56 and came out of In Camera at 3:05 pm. No items were brought out of In Camera

7. Unfinished business, and business brought forward from minutes not covered in Project Specific Reports:

- a) Community Calendar time change – Diana Saugstad responded that, as of May 23rd, the community calendar had already gone out for June 'early'. Rosemary asked that the change be made for future publications.
- b) BCWWA Small Water Systems Symposium – Rosemary provided a report on the symposium, including her conversations with IPEX and EMCO. She provided some photos and a video link to explain the discussion about "bursting" and noted that she had been told it was significantly less cost than drilling beside the existing line, but will require water service to be interrupted.

Rosemary will ask if the equipment can burst the 6 inch PVC. Trustees agreed to table the discussion until funding has been confirmed.

Rosemary will ask Charles for a report on the workshops he attended.

Trustees noted the information presented in *Window on Victoria – Government Updates on Water Policy & Regulations* contains information that may be retrievable for discussions with VCH.

MOTION to authorize Grant Roberson, Home Plus, to release any reports and/or information regarding Hagensborg Waterworks District's POE pilot project. *Dunsworth/Mikkelson/Carried*

Rosemary will confirm with Grant Robertson and Home Plus that the reports are not proprietary.

- c) BCWWA/GFOABC Asset Management Planning Workshop – Trustee's reviewed the report on the workshop. They expressed appreciation to Rosemary for attending the workshop and for the information she has brought back for the trustees.

8. Petitions and/or delegations from the public – None were scheduled
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9. Financial Report:

- a) Asset Management Plan – Trustee’s identified this as a Project with Rosemary as lead. Rosemary will create Terms of Reference for the project and Wes will assist her.
- b) Receive and review financial report – Wes provided a review of the District’s financial situation.

Dianne reported there has been some concern about security with the Belco service. Rosemary will investigate the feasibility and costs of installing Xplornet service.

- c) Trustees reviewed invoices received since last meeting.

MOTION to approve payment of the invoices totalling \$11,325.80 *Mikkelson/Dunsworth/Carried*

10. Project Specific Reports

- a) Rip Rap Erosion – on going
- b) Well
 - i. Application – Submitted
 - ii. Engineer – The work is proceeding on schedule. Ned Atkins, P.Eng from Northwest Hydraulics reports that he anticipates completion by the end of June.
 - iii. Procedures - pending
- c) Door to Door Survey – Chair Matthews reported that he and Sarah are having trouble fitting it in their schedule. He recounted a discussion with the CAO that Wes had expressed significant interest in being involved in the project. Tabled until September. Wes will contact Sarah to set up the schedule for later in the summer.
- d) Fire Underwriters re-assessed rating – pending
- e) Mutual Aid Agreement – Trustee Tuck reported that the fire chiefs from our district and Bella Coola met. She is researching “automated aid agreements”. Rosemary noted the District needs to pass their own Mutual Aid Bylaw. Liability of fighting a fire outside of the district, and service agreements with homes outside of the Mutual Aid agreement was discussed. Trustee Tuck will take the lead on a project titled Fire Department Compliance project which will replace this project. Trustee Dunsworth will work with her on it as they are Service Agreements, Operational Guidelines and Fire truck purchase.
 - i. Fire Truck purchase: Trustee Tuck noted that Sean from Safetek said we could possibly get one more year from our truck. She reported on the impacts to the prices on trucks and equipment coming from the US. She noted that there is some indication that prices may drop in the fall. She asked the trustees if we should hold off until there is a better exchange rate. Ken noted that Dianne had also asked Fire Chief Nygaard to identify the difference between what they would like to have, and what they must have.
 - ii. Operational Guideline is currently 110 pages. Dianne has tried to cover every scenario including as if we were full service. The trustee’s will need to determine what portion of the guideline they are willing to utilize.
- f) Website/Logo – Rosemary submitted the proposal from ideaLever to develop a website for the district and the draft logo designs from graphic designer Mary Arnason.

MOTION to authorize Rosemary to proceed with the development of a website with ideaLEVER as proposed. *Dunsworth/Tuck/Carried*

Rosemary will ask ideaLEVER to include the cost for online payment, and ask if there is an association that allows for less costly fees. Trustees will adjust the budget with the costs for online payment.

Rosemary will ask Mary to design the logo within a shape that contains the District’s name

MOTION to approve the Concept Option 2 as the district's logo for a maximum of \$300

Dunsworth/Mikkelson/Carried

- g) WED Canada 150 – Trustee's reviewed the WED funding summary provided and the draft budgets for the projects identified at the June 5th meeting for potential funding. Discussion. Trustee authorized Rosemary to apply for funding for the Fire Hall upgrade, the GeoTechnical Report for the pipeline upgrade, the website development and the Asset Management Plan.

11. Trustee's reviewed correspondence received & sent, not covered elsewhere:

- a) Email from Steve Baumber, Min. of Health re: update on consultation process is received
- b) Email from Baillie re: AGM minutes is received.
- c) Email Girard re: response received and discussed; Chair Matthews volunteered to make time to go look at the work and see if he can confirm it is not on District property.
- d) Email from Zoller, Steel Building sale is received
- e) MoF Industry Bulletin June 10 and MoF Information Bulletin June 10 are received. Trustee Dunsworth reviewed the purpose behind these bulletins. Trustees agreed they do not need to see these bulletins in meeting. Rosemary may use her discretion on circulating them to the public and/or trustees for information as they come in.
- f) Misc. Emails from community members in response to the Line Flushing notice, incl. a community member's issue with their service connection, a member's contact information for their volunteer position, notice of potential impact to Winning memorial service, and some questioning the choice of date (Father's Day). Discussion. Trustee Tuck noted the memorial service was held on the 14th and will not be on the 21st.
- g) Letter to Black Press – Trustees reviewed email discussions relating to the letter. Trustees agreed, in light of the discussions, to cancel the letter to Black Press.

12. New Business not already covered

- a) Water Test results – Rosemary reported that the district had received an NHC report of a slight turbidity event in early June. Both she and Trustee Mikkelson noted they had not received any calls for alarms on the POE's. Rosemary had received a call from one community member regarding muddy water. Trustee Matthews confirmed Matthews Contracting had also received the call and had addressed it.
- b) Addressing questions/announcements from the AGM – Trustee's discussed issues that could arise with the release of draft AGM minutes from questions, or erroneous information from the floor that was not addressed at the AGM. Trustees agreed that once the web site is developed, if a question or comment can be answered with a 3rd party scientific response then a link to that response can be made from the minutes to the FAQ/Info page where the answer/correction can be noted and the 3rd party document provided.
- c) Policies
 - i. Policy (O&A) 2.2 Water Tolls and Taxes, Accounting, Billing & Collecting, Amended – Rosemary had prepared the amendment to Policy (O&A) 2.2 as directed. Trustee Dunsworth noted this was more appropriate as a "procedure" than a policy. Discussion. Trustees approved the wording but directed Rosemary to amend the title to a "Procedure".
 - ii. Policy (O&A) 2.6 Contingency and Reserve funds – Rosemary reported that, in preparing a policy as directed for allocating interest earned on reserve funds, she had realized the district had no parent policy speaking to the establishment of a reserve fund, or a contingency fund. She had addressed that in this policy. Trustees reviewed the policy.

MOTION to adopt Policy (O&A) 2.6

Dunsworth/Mikkelson/Carried

- iii. Policy (O&A) 2. 7 Draft Minutes – Rosemary provided a proposed Policy that would address the release of “draft” minutes. Trustees reviewed the wording. Trustee Dunsworth noted that he tends to use the word “policy” erroneously in discussion when he sometimes meant “procedure” or “guidelines”. He suggested that this may be more appropriate as a “procedure”. Discussion. Trustee’s approved the wording of the document but directed Rosemary to amend the title to a “Procedure.”
- d) Insurance coverage, Provident Insurance – Rosemary provided a response from Michael Crowe regarding coverage of district staff under the policy.

MOTION to designate that the contractors filling the positions of CAO/CFO and bookkeeper are to be covered under the Accident insurance program that covers our emergency responders and other volunteers who assist our fire department.

Dunsworth/Mikkelson/Carried

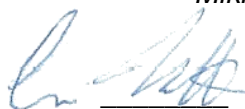
Rosemary will review both Wes and her own contract and ensure they are amended as recommended by Crowe, and brought to the next board meeting for signing.

13. Fire Department report/update, Fire Truck purchase - Trustee Tuck report covered in 10.e. Fire Department Administrator placed in the Project Specific Report section of the agenda.
14. Maintenance report – Chair Matthews reported that the first round of weed eating has been completed. Hot windy weather has caused a lot of needles to drop into the water resulting in frequent screen cleaning. Extensive discussion about inspecting and maintaining the standpipes and hydrants. Trustee Tuck will include in the fire department’s Operational Guidelines that the volunteer fire department will inspect and report on the standpipes as part of their weekly practices. Matthews contracting inspects and maintains the hydrants as part of their line flushing. They will note the locations on their invoice. Matthews Contracting will be conducting the line flushing on June 21st and announcement has been circulated and posted on the roadside. Mark Nelson will be cleaning the dam out prior to that.
15. Trustees discussed the extensive amount of work they have taken on as part of their position as a “working board”, in order to keep administration costs to a minimum. Chair Matthews, as the longest serving board member, reviewed how the role had evolved from a traditional “governance” board to a “working board”. Rosemary identified the events that impacted the trustees decisions, coming about shortly after the change in legislation impacting financial accounting and reporting in the 1990’s, the introduction of the *Drinking Water Protection Act* and legislation in early 2000’s, and the release of the Improvement District Manual and Improvement District Policy in 2006, impacting administration.

Rosemary noted that this “in kind” work is important to track for grant applications. Trustees agreed to log their volunteer time on projects, identifying the project, and submitting the logs every month.

MOTION to adjourn at 9:13 pm

Mikkelson

 (Chair)