



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall	Date: June 27, 2019 Meeting time: 1:00 pm
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Present: Trustees Jeremy Baillie, John Morton, Tony Norton, Kevin O'Neill and Diane Skelly

Maintenance Contractor - Chris Matthews

Gallery: Mark Nelson, Don Mikkelson, Rick Ratcliff, John Breffitt (portion)

- 1) Late items added to the agenda; Watering Restriction Notices, Office Supplies and the District's Facebook page
- 2) It was moved/seconded by Baillie/ Norton that the agenda be adopted as amended. **Carried**
- 3) The minutes of the May 14 regular meeting were reviewed, and adoption was moved/seconded by Norton/Skelly. **Carried**
- 4) Draft minutes of the May 30 AGM were reviewed, and it was moved/seconded by Morton/Norton that these be received. **Carried**
- 5) The minutes of the May 30 extraordinary meeting were reviewed, and adoption was moved/seconded by Norton/Skelly **Carried**
- 6) Administration report; Chair O'Neill provided an update on the district's grant application, ongoing preparation of the 2019 property assessment notices and invoices, trustee communications going forward (a group email will be set up to insure timely delivery of notices, agendas etc.), the latest water sampling results indicating persistent elevated coliform counts, a quarterly ministry circular setting the current interest rate at 6.95% and the need to update signing authorities on the district's accounts. It was

moved/seconded by Skelly/Baillie that John Morton be added and John Breffitt be removed as signatories on the district's accounts. **Carried**

- 7) The financial report was presented by Chair O'Neill, consisting of the most recent bank statement and a print out of current balances as of June 27. It was moved/seconded by Norton/Baillie that the report be received. **Carried**
- 8) Payables in the amount of \$20,090.81 were circulated for review, and it was moved/seconded by Morton/Norton that these invoices be paid.
Carried
- 9) It was moved/seconded by Skelly/Norton that \$20,000. Be transferred from the operations savings account to operations chequing. **Carried**
- 10) Portfolio reports/assignments going forward:

Communications; trustee Baillie agreed to continue in this role.

Fire Department; trustee Norton will continue in this role, and brought trustees up to date on his efforts to secure grant funding for replacement turn out gear.

Maintenance; trustee O'Neill agreed to continue in this role, and confirmed that line flushing had been carried out as per the direction of the board. Maintenance contractor Matthews reported on events of the previous month, expressing desire for improved communication with the board.

New Directions; trustee Skelly agreed to continue in this role.

Financial Oversight; trustee Morton agreed to assume this role, and will review the auditor's recommendations with the bookkeeper.

- 11) Voluntary watering restrictions; notices will be put up, and ads placed in the paper.

- 12) Office Supplies; it was moved/seconded by O'Neill, Norton that trustee Skelly be authorized to inventory the office and order supplies as needed. **Carried**
- 13) Facebook; trustee Skelly will continue to monitor the situation, with a view towards creating a new district Facebook page as soon as possible.
- 14) The meeting moved in camera at 3:05 PM
- 15) The regular meeting reconvened at 3:45 PM, with the release of two issues from that in camera session:
 - a) Tony Norton was named district fire chief.
 - b) Due to the unavailability of CAO Thompson over the summer months, the existing CAO contract for service was suspended for three months commencing July 1 and an interim contract covering this time period was offered to trustee Skelly under the same terms and conditions.
- 16) The next regular monthly meeting was scheduled for July 25, 2019
- 17) The meeting was adjourned at 3:55 PM.

Chair

Corporate Administrative Officer