



# HAGENSBOURG WATERWORKS DISTRICT

## Regular Monthly Meeting Minutes

**Location: District Office, Hagensborg Fire Hall**

**Date: Thursday, July 19, 2018**

**Meeting time: 1:00 pm**

Trustees in Attendance: Trustee Kevin O'Neill (Chair)  
Trustee Diane Skelly

Trustee Jeremy Baillie  
Trustee Tony Norton

Staff: Joy MacKay, CAO

Gallery: Mark Nelson, Chris Matthews

Chair O'Neill called the meeting to order at 1:02 pm

### 1. Agenda:

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

The following items were added to the Agenda: Website 3.8 and Budgeting 8.1.  
Trustee O'Neill requested that item 3.5 be the first item for discussion under Unfinished/Regular Business.

#### 1.2. Approval of Agenda

**2018-07-01 M/S Baillie/Skelly that the agenda be approved as amended.**

**CARRIED**

### 2. Minutes – Approval of Previous Meeting Minutes:

#### 2.1. June 14, 2018 Regular Meeting Minutes

Trustee Baillie suggested members of the gallery be identified by name starting today.  
Gallery members were in agreement.

Chair O'Neill stated that Wendy Kingsley's designation to be changed from CFO to Interim Financial Consultant.

CAO Joy MacKay spoke to the number of minutes being deferred and offered apologies and assured Trustees that corporate work will be completed as soon as time allows.

Trustee Skelly requested a change under 9.5.1 to "may not be required" to "is not required" (re: conversion/infrastructure funding).

**2018-07-02 M/S Trustees Norton/Skelly that the minutes of the June 14, 2018 regular meeting be approved as amended.**

**CARRIED**

### 3. Unfinished/Regular Business:

#### 3.5 Infrastructure Funding Update

Chair O'Neill stated that he met with the CCRD to inquire as to whether the CCRD would be willing to sponsor an application under the new federal and provincial government infrastructure program where government will contribute up to 73.33% cost sharing for approved projects.

Conversion would be a part of this application if successful. CCRD requested a resolution from the HWD today if we decide to move forward with the grant application. Discussion took place around infrastructure upgrades, water treatment and conversion.

- 2018-07-03 M/S Norton/Skelly that the Trustees of the Hagensborg Waterworks District request that the CCRD sponsor our application for funding under the recently announced Environmental Quality Program, a sub stream of the Investing in Canada Infrastructure Program.**

**CARRIED**

Resolution was scanned and sent immediately to the CCRD.

**3.1. Administration Report (Verbal)**

Discussion took place on the issue of hiking, climbing and trespassing in the watershed due to a recent accident in the area. CAO will touch base with Hagensborg Waterworks District watershed warden Rob Gruetter.

- 2018-07-04 M/S Trustees Norton/Baillie that the Administration Report for the month of July be received.**

**CARRIED**

**3.2. POE Removal – Labour Contract Update**

Scott Leverington agreed to undertake Point of Entry removals in the Fall.

**3.3. DFO Collaborative Agreement Update**

Trustee O'Neill provided a summary of the July 6, 2018 meeting with DFO Snootli Hatchery.

**3.4. Conversion Review – Update**

In abeyance until after CCRD sponsorship application is completed.

**3.5. Infrastructure Funding Update - See above**

**3.6. Water Sampling Update**

Trustee O'Neill stated that the water sampling requisitions are in the mail.

**3.7. By Election Date**

Special General Meeting proposed date is September 27, 2018.  
Trustee Baillie will contact Joan Sawicki to confirm she would be willing and available to act as elections officer.

- 2018-07-05 M/S Trustees Baillie/Norton that the by-election be held September 27, 2018.**

**CARRIED**

**3.8 Website**

- 2018-07-06 M/S Trustees Skelly/Norton that the Hagensborg Waterworks District retain the current functioning HWD website and continue to revise and update as needed.**

Discussion: Trustee Baillie thinks the current site is too onerous and would like to see it simpler where little training would be necessary. He has been working on the map for the new website.



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Trustee Skelly stated that the website is not “broken”; it just needs cleaning up, updated and not totally replaced. She stated the current website cost the District a substantial amount of money and there was little justification for more expense when the current site was very user friendly and easy to navigate.

**MOTION DEFEATED**

**2018-07-07 M/S Trustees Norton/O’Neill that the HWD “Just Do It” in reference to creating a new website.**

**CARRIED**

4. **In-Camera Matters:** In-Camera matters were moved to later in the agenda.
5. **Financial Report:**
  - 5.1. **Receive and Review Financial Update to July 17, 2018** - in-camera
  - 5.2. **Approval of Obligations for the Months of June/July 2018 (Released from In Camera Meeting)** – see below
  - 5.3. **Signing Authority – Update**
  - 5.4. **2018 Annual Billing**

CAO outlined general concerns and some errors in the 2018 billing.  
CAO will contact the Ministry financial advisor about the transposing of fees in relation to waterworks (WW) and water treatment system (WTS) on the 2018 annual invoices.
6. **Petitions and/or Delegations:** None
7. **Correspondence:**
  - 7.1. **ICI Electrical Engineering – Invitation to Operator Training Workshop**
  - 7.2. **BC Water and Waste Association – The Waterline Newsletter – July 5, 2018**
  - 7.3. **Coastal Wildfire Centre – Wildfire News – June 22, 2018**
8. **New Business:**
  - 8.1 **Budgeting**

Trustee Baillie would like to see the budgeting process begin as soon as possible.  
Chair O’Neill will consult with a few facilitators and will get back to trustees in August.
9. **Portfolio/Committee Reports**
  - 9.1. **Communications – Trustee Baillie** – No report at this time.
  - 9.2. **Maintenance, Repairs and Upgrades – Trustee O’Neill**

Maintenance person Chris Matthews said the line flushing was completed.  
Chair O’Neill stated that in future the HWD should contact businesses directly with the flushing dates prior to cleaning.  
Chris Matthews also stated that District wide weed eating was scheduled and he identified some needed repairs after the board finds a new “digger” to assist in those repairs.  
During the last high water event Matthews successfully switched over to the new well.
  - 9.3. **Fire Department – Trustee Norton** – Moved to in-camera
  - 9.4. **Trustee Financial Oversight – Trustee O’Neill** – Moved to in-camera
  - 9.5. **New Directions Research – Trustee Skelly**

Trustee Skelly said Beaver Creek ID used Sussex Consultants for conversion study.

**2018-07-08 M/S Trustees Baillie/Norton to receive portfolio reports.**

CARRIED

2018-07-09 M/S Trustees Skelly/Baillie to move in-camera.

CARRIED

10. In-Camera Matters:

2018-07-10 M/S Trustees Skelly/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

Chris Matthews was invited to address the board in-camera.

The meeting moved in-camera at 2:35 pm.

The Regular Meeting reconvened at 4:05 pm.

The following items were released from the in-camera meeting:

2018-07-10 M/S Trustees Norton/Skelly that the financial expenditures in the amount of SIX THOUSAND SEVEN HUNDRED FIFTY-TWO DOLLARS AND THIRTY-EIGHT CENTS (\$6,752.38), representing payment of the District's commitments and obligations for the period covering July 2018, be approved.

CARRIED

2018-07-11 M/S Trustees Norton/Skelly that the June 14, 2018 resolution 2018-06-07 be amended to read "Bookkeeping Consultant" rather than CFO.

CARRIED

2018-07-12 M/S Trustees Baillie/Norton that CAO Joy MacKay contact the Ministry re: Water Treatment System (WTS) and Waterworks (WW) allocation on the 2018 annual billing.

CARRIED

11. Next Board Meeting Date: September 20, 2018 (Regular Meeting)

12. Adjournment

2018-07-13 M/S Trustees Norton/Baillie that the meeting be adjourned.

CARRIED

The meeting was adjourned at approximately 4:25 pm.

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Chair

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Corporate Administrative Officer