



## Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: July 27, 2017

Meeting time: 7:00 pm

Trustees in Attendance:      Chair Kevin O'Neill                                      Trustee Chris Matthews  
   Trustee Jeremy Baillie                                      Trustee Diane Skelly  
   Trustee John Breffitt

Staff:                                      Wes Abel, CFO  
   Joy MacKay, CAO

Two members of the public joined the gallery.

Chair O'Neill called the meeting to order at 7:05 pm.

### 1. Agenda

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

The following items were added to the Agenda:

3.3 AGM Minutes

3.4 Update on Funding for Conversion Study

3.5 Update on Maintenance Contract

8.7 Correspondence from Shyanne Apps re: turbidity

#### 1.2. Approval of Agenda

**2017-07-01**                      M/S Trustees Skelly/Baillie that the Agenda be approved as amended.

**CARRIED**

### 2. Minutes – Approval of Minutes

Trustees reviewed the minutes from recent meetings.

#### 2.1. June 22, 2017 Regular Monthly Meeting

**2017-07-02**                      M/S Trustees Baillie/Breffitt that the minutes from the regular meeting held June 22, 2017 be adopted as presented.

**CARRIED, Trustee Skelly Opposed.**

## 2.2. June 29, 2017 Extraordinary Meeting

**2017-07-03** M/S Trustees Breffitt/O'Neill that the minutes from the extraordinary meeting held June 29, 2017 be adopted as presented.

**CARRIED**

### 3. Unfinished Regular Business, and business brought forward from minutes not covered elsewhere:

#### 3.1. Procedural/Administrative Matters – Direction from Board of Trustees Requested

- 3.1.1.1. **Agenda Development**
- 3.1.1.2. **Meeting Minutes**
- 3.1.1.3. **Open/Closed Meetings**
- 3.1.1.4. **Roles & Responsibilities**

The CAO sought direction from the Board of Trustees regarding agenda development, recording of meeting minutes, and Trustee/Staff roles and responsibilities. Examples were cited from the agenda materials and trustees and staff discussed balancing accessibility with efficiency; as the need to adhere to current policy, and the processes available for changing or exempting from current policy.

Trustees discussed at length, questions around the issue of considering certain information relating to individual accounts in an open or closed meeting. The CAO cited HWD Policy 2.11 as guidance, and trustee Skelly referred to Section 21 (third party consent to disclosure) of the Freedom of Information Act. The board discussed situations where the rate payer purports to waive confidentiality, mindful of both the need for transparency, and for legal requirements around protection of privacy. Chair O'Neill suggested the matter be carried forward to the next regular meeting, and trustees agreed.

#### 3.2. Fire Fighting with Chlorinated Water

- 3.2.1.1. **Letter from Phil Muirhead, Environmental Health Officer, dated May 30, 2016**
- 3.2.1.2. **Email from Des Webster, Fire Chief, City of Williams Lake, dated June 13, 2017**
- 3.2.1.3. **Municipal Water Use Guidelines for Release of Municipal Tap Water to the Environment (GVRD) - Emergency Response Section (page 12)**

Chair O'Neill spoke to the matter of fire fighting with chlorinated water, noting that there appears to be an incorrect understanding by some District users, that chlorinated water cannot be used for firefighting purposes, and that trustees, having discussed the matter at length, should now try to correct any existing misperception.

Trustee Skelly noted from documents submitted that parallel water lines are not required to fight fires with chlorinated water. In addition, most of the water during a fire leaves as steam and will not discharge into a storm water system. After dousing a fire, the site does not contain any detectable concentrations of chlorine.

Trustees identified a number of potential outstanding questions related to the issue of fire fighting with chlorinated water, and will continue to consider additional information on the subject.

**2017-07-04** M/S Trustees Skelly/O'Neill that the information provided by Vancouver Coastal Health Environmental Health Officer, City of Williams Lake Fire Chief, and Greater Vancouver Regional District be received and accepted as confirmation that firefighting with chlorinated water is common practice.

**CARRIED, Trustees Breffitt and Matthews Opposed.**

**3.3. AGM Minutes**

**3.4. Update on Funding for Conversion Study**

**3.5. Update on Maintenance Contract**

Chair O'Neill requested an update from the CAO as to the status of a number of items administration is working on. Due to an oversight, the minutes from the 2017 AGM have not been circulated to Trustees. Progress is underway on both the question of accessing funding for a conversion study and advertising for a maintenance contractor.

At future meetings, the Board will be presented with a written administrative update report.

**4. In-Camera Matters**

In camera matters were deferred to later in the meeting.

**5. Financial Report:**

CFO Wes Abel presented on District financial matters:

**5.1. Receive and review financial update**

The CFO presented the monthly financial report, noting that annual invoicing has been done, and payments are coming in. The District has also received the transfer of funds for fire protection from the Province.

Trustees enquired about and discussed the number of receivables that are paid via on-line banking, as well as efficiency around email invoicing. The CFO informed that while email invoicing and on-line payment appears to be more efficient and less costly, there is a tendency to be more late payments associated with emailed invoices, with more reminder notices being required.

CFO Abel presented the total 2017 budget for trustees information, highlighting the total amount budgeted for each line item, against the total amount to date.

Trustee Skelly enquired as to why the formatting of the annual invoices had changed for 2017. The CFO explained the different categories that appear on rate payers' annual invoices. WW relates to Waterworks: funds collected to operate the Waterworks operations and to save or future capital costs. WTS relates Water Treatment System: funds collected to operate the Water Treatment operations (compliance), and to save for future capital costs. Invoices do not include any charges for fire protection. The changes to the invoices were made in an effort to offer greater clarity to rate payers, as to what portion of annual fees relate to which aspect of the total service.

**5.2. Approval of Obligations for the month of July 2017**

Approval of Obligations for the month of July 2017 was deferred to later in the meeting.

### 5.3. WLDCU Account Signing Authority

- 2017-07-05** M/S that Trustees Kevin O'Neill, Chris Matthews, Jeremy Baillie, Diane Skelly, and John Breffitt be forthwith added as authorized signatories, to the Williams Lake & District Credit Union chequing account, with any two signatures being required to sign each cheque.
- CARRIED**

CAO MacKay will inform Trustees once the meeting minutes have been delivered to Williams Lake & District Credit Union.

### 5.4. Credit Card Authorization

- 2017-07-06** M/S Trustees Matthews/Baillie that Rosemary Smart's name be removed, and Joy MacKay's name be added, as account administrator for the Williams Lake & District Credit Union MasterCard.
- CARRIED**
- 2017-07-07** M/S Trustees Baillie/Skelly that a limit of \$5,000.00 be confirmed for the Williams Lake & District Credit Union MasterCard.
- CARRIED**

### 5.5. Initiate 2018 Budget Process

Initiating the 2018 District budgeting process, CFO Abel presented an overview of the process, identifying a four-stage process: planning, budget model development, implementation, and final approval, noting that the final budget must be submitted to the Ministry of Municipal Affairs & Housing no later than the end of October 2017.

Trustees offered their appreciation for the clear and thorough presentation offered by the CFO.

### 5.6. Proposed Time Table for Consideration of 2018 Budget Development

The CFO advised Trustees that a significant time commitment is required by Trustees, in order to complete the annual budgeting process, including attendance at several extraordinary meetings. The CFO offered a general schedule, and recommended that the first extraordinary meeting be held in approximately two weeks' time. Trustees tentatively set an extraordinary meeting for August 10, 2017, subject to confirmation of availability of Trustees and staff.

## 6. Petitions and/or Delegations from the Public

There were no petitions or delegations from the public.

## 7. Correspondence - Review correspondence received & sent not covered elsewhere:

- 7.1. Scot Durward – *Correspondence/Revisions Regarding Analysis of the BC Government's Policy Restricting Improvement Districts Access to Water and Sewer Infrastructure Grant Funding*

Trustees were informed that Scot Durward has revised his Thesis entitled *Analysis of the BC Government's Policy Restricting Improvement Districts Access to Water and Sewer Infrastructure Grant Funding*, and will be defending his work at the University of Victoria's School of Public Administration in the near future.

## 8. New Business:

### 8.1. Expression of Condolence – R. Smart Family

Trustees expressed their desire to offer condolences to the family of Rosemary Smart, on her recent passing, and to offer the Board's appreciation for Rosemary's years of service to the District, in an upcoming press release.

### 8.2. M. Hansen re: Additional Water Services – Standpipe

This item was moved to the in camera portion of the agenda.

### 8.3. Letter from John Morton, dated June 22, 2017, re; Administration Costs

Trustees perused a letter received from John Morton, dated June 22, 2017, regarding the apparent increase in the District's administrative costs in recent years, and over the past year, in particular. The CFO explained the source of the costs to which Mr. Morton is referring, separating out administration costs associated with staff (CAO) payroll, bookkeeping/CFO, and professional fees (auditor fees, legal fees, engineering fees, and CFO/CAO fees associated with specific tasks and/or presentations).

The CAO will communicate with Mr. Morton, to thank him for his letter, and to advise that the Board of Trustees wish to consider his comments further, during the upcoming 2018 budgeting process.

### 8.4. Letter from Dianne Tuck, dated July 17, 2017 re; Extension Request for Late Water Invoice Payments

Trustees perused a letter received from Diane Tuck, dated July 17, 2017, requesting consideration of offering rate payers an extension of time for payment of annual invoices, in light of the extra costs some rate payers may be facing as a result of the wildfire situation in the province and along Highway 20. Trustees agreed that extending the deadline for payment of invoices to October 31, 2017 would offer the desired relief.

**2017-07-08** M/S Trustees Baillie/O'Neill that the CAO and CFO develop a public information bulletin, advising of the District's invitation to any rate payers affected by the 2017 wildfire situation, to contact the District office for consideration of interest/penalty relief, relative to their 2017 HWD invoices.

**CARRIED**

Trustees thanked Mrs. Tuck, who was present in the gallery, for her letter.

### 8.5. Percentage Addition on Overdue Accounts WTC

Chair O'Neill spoke to the issue of the 10% fee that is authorized to be added to overdue accounts, stating that, in his view, this fee is excessive, and should be in line with the rate of 5% currently charged by the Province on delinquent property taxes. Chair O'Neill further suggested the fee rate be discussed annually, based on economic conditions. Trustees and staff agreed that the language of the bylaw should be reviewed in the context of the 2018 budget and bylaw process.

### 8.6. Water Intake Holding Tanks

Trustee Skelly expressed health and safety concerns she had, regarding the water intake holding tanks at the District dam site. Trustee Matthews clarified that the tanks were used for water intake filtration and is

part of the in-line system and not an issue for contamination should the tank lids be improperly removed. Trustee Matthews also spoke to the history of the locks associated with the tank lids, noting problems that had occurred with freezing during the winter.

Chair O'Neill recommended deferring further consideration of the issue to the upcoming meeting with Vancouver Coastal Health Environmental Health Officer, Phil Muirhead.

### **8.7. Correspondence from S. Apps, re: Turbidity**

Trustee Baillie presented an inquiry from rate payer Shyanne App, regarding particulate entering into her household water, from the District distribution system. Trustee Matthews spoke to the background and history of this particular situation, which is unique and is the result of the subject property being serviced by a larger water main, and being "first in line" in the water delivery system. Trustees discussed possible solutions to this unique problem.

**2017-07-09** M/S Trustees Breffitt/O'Neill that the Board of Trustees approve the purchase of a filter mechanism to be offered to Shyanne Apps, in order to address the particular problem associated with water delivery to her property; and further, that the District offer a one-time water testing opportunity to Ms. Apps, to confirm her domestic water quality.

**CARRIED**

## **9. Portfolio Reports/Assignments:**

### **9.1. Communications**

Trustee Baillie updated the Board on the situation with publication of the Coast Mountain Advisor, having been affected by the wildfire and associated road closures. He also noted that he had received inquiries as to the status of the District website. Staff committed to making every effort to expedite the updating of the website. Suggestions were also made to develop an effective means of communicating District information on social media. Trustees and Staff agreed that individual names of rate payers who have requested consideration by the Board, not be shared in the District's press releases.

### **9.2. Maintenance, Repair and Upgrade**

Trustee Matthews confirmed that line flushing had taken place on July 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup>, with minimal disruptions, but that in future, information regarding line flushing will be specifically communicated to staff at the Centennial Pool, in order that they may prepare accordingly.

Weed trimming around the hydrants and standpipes has recently been completed. The large scale, annual weed trimming in the proximity of the District's intake infrastructure will be undertaken in August. Trustee Matthews noted that a number of mainline standpipes are in need of replacement and will be flagged for the information of the fire department, until such time as they have been replaced.

Information was shared regarding the District's recent request for voluntary water restriction/conservation by rate payers. It appears most rate payers are willing to comply, voluntarily, provided enough information is given regarding the reasons for the request. Clarification was offered by the CAO as to the authority in the bylaw to develop a regulation to enforce water restrictions, if necessary.

### **9.3. Fire Department**

**2017-07-10** M/S Trustees O'Neill/Matthew that Trustee John Breffitt be assigned the District portfolio of Fire Department.

**CARRIED**

Trustee Breffitt gratefully accepted the offer from Dianne Tuck and Mark Nelson, both of whom were in attendance in the gallery, to meet and discuss fire department background issues.

#### **9.4. Trustee Financial Oversight**

Chair O'Neill updated that his work as trustee with portfolio of financial oversight had thus far gone smoothly, and had included meetings with the CFO to review District expenditures.

The following matters were brought forward:

#### **4. In-Camera Matters**

2017-07-11 M/S Trustees Breffitt/O'Neill 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 regular meeting reconvened at 11:18 pm.

#### **4.1 Matters Released from In Camera:**

**2017-07-12** M/S Trustees O'Neill/Matthew that financial expenditures in the amount of NINE THOUSAND FIVE HUNDRED NINETY-EIGHT DOLLARS AND FOUR CENTS (**\$9,598.04**), detailing payment of the District's commitments and obligations for the month of July 2017, be approved.

**CARRIED**

#### **10. Next Board Meeting Date**

The next regular meeting of the Board of Trustees will be held on September 21, 2017.

#### **11. Adjournment**

The meeting was adjourned at 11:20 pm.

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**Chair**

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**Corporate Officer**