



## Hagensborg Waterworks and Fire Protection District Extraordinary Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: August 10, 2017

Meeting time: 7:00 pm

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

Trustee Chris Matthews (7:20 pm)  
Trustee John Breffitt

Trustees Absent: Trustee Baillie

Staff: Wes Abel, CFO  
Joy MacKay, CAO

Chair O'Neill called the meeting to order at 7:16 pm.

### 1. Agenda

#### 1.1. Approval of Agenda

**2017-08-01E** M/S Trustees Breffitt/Skelly that the agenda be approved as presented.

**CARRIED**

Trustee Matthews joined the meeting at 7:20 pm.

### 2. Financial Matters:

#### 2.1. Williams Lake & District Credit Union Signing Authority

Trustees were informed that Williams Lake & District Credit Union has requested more specific information in the resolutions relating to signing authority on District accounts.

**2017-08-02E** M/S Trustees O'Neill/Matthews that the following names be removed as signatories from the Williams Lake & District Credit Union chequing account: Donald Mikkelson, Mark Nelson, and Rosemary Smart; and further

That the following names be added as signatories to the Williams Lake & District Credit Union chequing account: John Breffitt, Diane Skelly, and Joy MacKay.

Therefore, signatories for the Williams Lake & District Credit Union chequing account are authorized to be Jeremy Baillie, John Breffitt, Chris Matthews, Kevin O'Neill, Diane Skelly, and Joy MacKay, with any two signatories being required to sign each cheque.

**CARRIED**

**2017-08-03E** M/S Trustees Skelly/Matthews that the following names be removed as authorized on-line users from all Hagensborg Waterworks District Williams Lake & District Credit Union accounts: Donald Mikkelson, and further

That the following names be added as authorized on-line users to all Hagensborg Waterworks District Williams Lake & District Credit Union accounts: John Breffitt.

Therefore, on-line users for all Williams Lake & District Credit Union accounts are authorized to be John Breffitt, and Chris Matthews.

**CARRIED**

**2017-08-04E** M/S Trustees Matthews/O'Neill that the following names be removed as signatories from the Williams Lake & District Credit Union safety deposit box: Donald Mikkelson, Mark Nelson, and Rosemary Smart; and further:

That the following names be added as signatories to the Williams Lake & District Credit Union safety deposit box: John Breffitt, Diane Skelly, and Joy MacKay.

Therefore, signatories for the Williams Lake & District Credit Union safety deposit box are authorized to be Jeremy Baillie, John Breffitt, Chris Matthews, Kevin O'Neill, Diane Skelly, and Joy MacKay, with any two signatories being required to enable access.

**CARRIED**

## **2.2. 2018 Budget Development**

CFO Wes Able provided an overview of the process he is recommending for development of the 2018 annual budget. The process will be a strategic approach, commencing with a comprehensive planning stage.

## **2.3. Committee of the Whole**

**2017-08-05E** M/S Trustees Matthews/Breffitt that trustees enter into a meeting of the Committee of the Whole.

**CARRIED**

The regular meeting reconvened at 9:15 pm.

## **3. Next Board Meeting Date:**

The next regular board meeting will be held September 21, 2017. Trustees hope to convene a meeting of the Committee of the Whole during the week of August 27, 2017.

## **Adjourn**

The meeting was adjourned at 9:20 pm.

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**Chair**

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**Corporate Officer**