



HAGENSBOURG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, September 20, 2018

Meeting time: 1:00 pm

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

Trustee Jeremy Baillie
Trustee Tony Norton (via Skype)

Gallery: Chris Matthews, Lily Norton (via Skype)

Chair O'Neill called the meeting to order at 1:03 pm

1. Agenda

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

Agenda item 3.2 was deleted from the agenda. There were no other additions.

1.2 Approval of Agenda

2018-09-01 M/S Trustees Baillie/Norton that the agenda be adopted as amended.

CARRIED

2. Minutes – Approval of Previous Meeting Minutes

2.1. April 19, 2018 Extraordinary Meeting Minutes

2018-09-02 M/S Trustees Baillie/O'Neill that the minutes from the EOM held April 19, 2018 be adopted as presented.

CARRIED

2.2. April 30, 2018 Extraordinary Meeting Minutes

2018-09-03 M/S Trustees Baillie/Norton that the minutes from the EOM held April 30, 2018 be adopted as presented.

CARRIED

2.3. July 19, 2018 Regular Monthly Meeting Minutes

2018-09-04 M/S Trustees Norton/O'Neill that the minutes of the July 19, 2018 Regular meeting minutes be adopted as presented.

CARRIED

2.4 August 23, 2018 Extraordinary Meeting Minutes

2018-09-05 M/S Trustees Baillie/Norton that the minutes of the August 23, 2018 EOM held August 23, 2018 be adopted as presented.

CARRIED



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3. Unfinished/Regular Business

3.1. Administration Report (Chair O'Neill)

After experiencing some difficulties with this year's invoicing, there has been a very good response from ratepayers with only a few remaining outstanding accounts.

3.2. **Bylaw 218:** Deleted from Agenda.

3.3. **POE Removal:** The Board has not received a response from Scott Leverington in regards to a timetable for removing the POE units. An inventory of the domestic and commercial POE units needing removal was recorded.

2018-09-06 M/S Trustees Baillie/O'Neill that a statement from Mr. Leverington outlining costs for the removal of the POE's be received by the Board prior to approval.

CARRIED

3.4. **Infrastructure Funding Update:** The HWD infrastructure grant application was completed on time and submitted by the Central Coast Regional District. The grant application is available for viewing in the District office.

3.5. **Water Sampling Update:** As of September 2018 water sampling resumed for the HWD. Testing will occur every two weeks until further notice. Routine samples will be taken from the fire hall and at the east and west end of the District. Water testing results are available in the HWD office. A boil water notice remains in place for the District.

3.6. **By-Election update:** The trustees reviewed requirements for the upcoming by-election and ascertained that without administrative support a postponement was in order.

2018-09-07 M/S Trustees O'Neill/Norton that the HWD postpone the upcoming by-election for lack of administrative support.

CARRIED, Trustee Baillie Opposed

Chair O'Neill to notify Joan Sawicki of the postponement.

3.7. **Staff Recruitment:** Trustees agreed to place another advertisement in the Coast Mountain news for the position of CAO.

3.8. **WorkSafe BC:** Chair O'Neill will contact WorkSafe BC representative Branko Samoukovic to schedule a meeting with the Board to address the issue of volunteers working for the HWD.

4. **In-Camera Matters:** In-camera matters were deferred to later in the meeting. Item 9 and 8.1 moved forward on the agenda to accommodate maintenance person Chris Matthews.

5. **Financial Report:** Deferred to after in-camera.

6. **Petitions and/or Delegations:** None

7. **Correspondence:** None



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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 reported that brushing and weed eating was completed on all easements and right-of-way’s. He indicated that limbing between the fire hall and intake may take place during the fall.

He informed the Board that approximately 6 standpipes/hydrants were not working and finding a digger for repairs continues to be a challenge.

A leak from the mainline was found on Snootli stretch, but Chris deemed it was minimal; not affecting pressure or flow.

Chris said that screen cleaning and the use of our back-up well will increase during the fall season. Notification will be sent to trustees when the well is utilized.

9.3 **Fire Department – Trustee Norton:** No report at this time.

9.4 **Trustee Financial Oversight – Trustee O’Neill:** Moved to in-camera

9.5 **New Directions Research – Trustee Skelly:** Trustee Skelly presented an email from UBC Pierre Berube stating that they now have a commercial membrane technology system ready to pilot. They hope to have it installed within the next year in a small community on Vancouver Island.

8. New Business

8.1 **Letter from Trustee Skelly:** Trustee Skelly presented a letter to the board outlining concerns in regards to record keeping and file management in the HWD office after conducting an initial inventory earlier this month. She stated the website was a wealth of archived information needing to be preserved.

2018-09-08 M/S Trustees Skelly/Baillie that the HWD retain all data on our current website and that the site will not be decommissioned for a period of one year after completion of the new HWD website.

CARRIED

Trustees discussed the viability of creating a new site.

2018-09-09 M/S Trustees Skelly/Norton that the HWD will not proceed with the creation of a new website at this time.

CARRIED

8.2 Trustee Baillie requested a last minute addition to the agenda prior to moving in-camera. A discussion ensued on the rules of privacy and disclosure in relation to closed meetings.



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4.0 In Camera Matters:

2018-09-10 M/S Trustees Baillie/Norton 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 meeting moved in-camera at 1:59 pm.

Reconvene: The Regular Meeting resumed at 2:46 pm.

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

5.2 Approval of Obligations for the month of September 2018:

2018-09-11 M/S Trustees Baillie/Skelly that the financial expenditures in the amount of SIXTEEN THOUSAND, THREE HUNDRED AND NINETY-FOUR AND EIGHTY-FIVE CENTS (\$16,394.85), representing payment of the District's commitments and obligations for the period of September 2018, be approved.

CARRIED

2018-09-12 M/S Trustees Baillie/Norton that moving forward the HWD disclose and approve the financials in the public portion of the regular meeting; to be re-evaluated if and when we have an employee.

CARRIED

2018-09-13 M/S Trustees Norton/Baillie that the HWD engage the services of Donna Mikkelson to consult in the preparation of the 2019 Budget and associated Bylaws.

CARRIED

5. Financial Report

5.3 Budget Process Update: Trustees discussed the upcoming 2019 budget year with Chair O'Neill recommending five changes to the HWD fee structure.

Four of these changes were accepted and are as follows:

1. The water toll be set at \$275.00 for residential users.
2. The basic parcel tax be set at \$125.00 (no surcharge).



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3. Elimination of fire protection charges for all tax exempt properties, which HWD levies directly in the fall. Tax exempt properties would continue to pay water tolls.
4. The transfer of any and all surpluses from 2018 for reallocation to the 2019 budget as opposed to moving such funds to existing capital accounts.

The Board did not approve the elimination of stand pipe charges for residential users and tax exempt properties. Residential and commercial users along with tax exempt properties will continue to pay \$50.00 per stand pipe.

2018-09-14 M/S Trustees O'Neill/Skelly that the Board of Trustees adopt the Budget changes as presented for the 2019 fiscal year.

CARRIED

10. Next Board Meeting Date:

2018-09-15 M/S Trustees Norton/Baillie that the next regular meeting dated October 18, 2018 be rescheduled to take place on October 11, 2018 at 1:00 pm.

CARRIED

Adjournment: Meeting was adjourned at 3:58 pm

Chair

Corporate Administrative Officer