



HAGENSBERG WATERWORKS DISTRICT,

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**Regular Monthly Meeting
MINUTES**

Date: Sept. 21, 2015

Location: Fire Hall

Remote Location: CAO office, Kamloops

Present: Chris Matthews, Ken Dunsworth, Don Mikkelson, Dianne Tuck, Charles Bryfogle

Absent:

Recording Secretary: Rosemary Smart via video conferencing

Meeting called to order: 1:23 pm

1. Chair Matthews called for late items to be added to the Agenda
2. Trustees reviewed the Agenda. Ken added 3 items.

MOTION to adopt the Agenda as amended.

Bryfogle/Mikkelson /Carried

3. Trustees reviewed the Minutes from July's regular monthly meeting as amended.

MOTION to approve the Minutes from the July's regular monthly meeting.

Dunsworth/Bryfogle/Carried

Discussion around Dianne's concerns with the auditor's report.

4. Trustees reviewed the Minutes from July 30th EOM meeting.

MOTION to approve the minutes from July 30th EOM meeting

Dunsworth/Tuck /Carried

Warner Mauch visited the meeting noting he had seen the cars parked outside and was checking to see if he should be attending the meeting now or at 4 pm. He was assured that Petitions to the Public can be heard at 4pm. He agreed to return at 4 pm.

5. Trustees moved In Camera to address labour and legal matters at 2:35 pm and moved out of In Camera at 3:36 pm. No items were brought out of In Camera.

As Werner Mauch had stated an intent to return to the meeting at 4pm and had not notified staff that he wished to attend, trustees had Wes verbally brief them on his file and his conversations with Warner.

6. Unfinished business, and business brought forward from minutes not covered in Project Specific Reports:

- a) Proposed projects – Trustees discussed the various projects being undertaken including the Asset Management Plan.

MOTION for any project or plan not approved by the trustees, that an employee, trustee or contractor to the water district identifies and wishes to explore, the work will be done on a volunteer basis with no remuneration until a proposal is brought forward and the trustees have approved the project or plan and the related approved funding and budget.

Tuck/Bryfogle/Carried

- b) Fusible Pipe re: bursting 6 inch PVC – Tabled to later in the meeting.
- c) Magnetic vehicle signs, business cards, ID Badges – Trustee's reviewed the business cards received for Wes and the Watershed Warden. Chair Matthews noted that the address identified as Snootli Creek Road is wrong as the road does not legally exist. The "road" was identified as Snootli Creek Road by the Ministry of Transportation when they tried to take it over without due process. It is actually a

legal easement registered to the District across Neidrauers property. Rosemary noted that this is the legal address currently assigned by CCRD.

Trustees asked Rosemary to make a change on future cards. The address on the cards to read 1465 Hwy 20 as this is consistent with the numbers assigned to the properties on either side of the district's property.

- d) Computer/Projector tech report – Chair Matthews noted he had been unable to connect with the technician but the connection between the two items appears to be working again.
- e) Hydro Generation system, feasibility – HWD trustees have been considering the option of installing a hydro generation system since 2011 when a feasibility study to do so was included in the Gas Tax Innovation Funding grant application.

As DFO has had a Hydro Generation Feasibility study completed several years ago that would utilize the district's dam and intake, it seemed prudent to not only ensure the district's plans were in alignment with DFO's in so much as they involve HWD assets and service, but to obtain a copy of the feasibility study.

Rosemary and Trustee Dunsworth reviewed recent emails to Ken Woo, Project Engineer for DFO, asking for a meeting via conference call and/or video conference to ensure our capital plans align with their needs. Trustees confirmed the concern that DFO is moving ahead with their work. Discussion around follow-up.

- f) New Auditor – tabled to after Mauch's presentation.
- g) Meeting with DFO – Trustee Dunsworth had requested this matter be placed on the Agenda, and it was addressed in e) of the agenda.

Werner Mauch arrived at the meeting at 4 pm. Trustees tabled the DFO conversation to address Werner's petition.

- 7. Petitions and/or delegations from the public – As the petition concerned Mauch's account, trustee's moved this portion of the meeting to In Camera.

Werner left the meeting after presenting his petition. Trustees moved out of In Camera. No items were brought out of In Camera from the petition.

- 6.b) Fusible Pipe re: bursting 6 inch PVC – Rosemary reviewed responses to the trustees questions from Jeff Charlton of Emco. (See attached addendum) Chair Matthews verbally shared anecdotal and historical information about the pipe installation, and subsequent repair processes. Discussion.

General agreement that bursting is not feasible given the numerous collars and connections that cannot be "burst". Trustees discussed drill & pull vs. open trench. The matter is tabled pending access to capital funding but will stay on the agenda.

- 6.f) New Auditor - Rosemary reported that she has received one response of the two auditor's contacted. Wes will provide requested information. Discussion around the 2014 audit, and general dissatisfaction with the questions and comments. Trustee Tuck admitted she had limited information as she was not on the board at the time the audit was commissioned, undertaken, and received.

Rosemary was directed to send a letter to Carlyle Shepard with the trustees concerns. Wes noted they had not yet cashed the payment provided in July. He was directed to stop payment on the check. A new payment will be forwarded pending discussion between Rosemary and Carlyle Shepard staff.

- 7. Financial Report: - Book keeper's report
 - a. Receive and review financial report
 - i. Trustee's reviewed the financial update incl. receivables.

- ii. Wes reported that we had received 37 survey responses to date representing 16% of those sent out with 75% of those identifying one billing a year as their preferred frequency. The question has been added to the door to door survey for more feedback.
- b. Review and approve payment of invoices received since July's regular board meeting in the amount of \$8,926.79.

MOTION to approve the payables as presented.

Bryfogle/Mikkelson/Carried

- c. Wes presented the 2016 draft Budget for preliminary discussion – Trustees discussed contingency funds, and the language for the Capital reserve for compliance to ensure clarity and transparency. Wes made several recommendations to the trustees for consideration to be brought to the upcoming Budget meeting.

Trustees will meet to approve the budgets at an Extra Ordinary Meeting (EOM) on Monday, September 28th.

8. Project Specific Reports

a. Well

- i. Application – Submitted
- ii. Engineers Feasibility Study – The draft study has been received and Rosemary has circulated it to Chairman Matthews, Vice Chair Dunsworth, and Trustee Mikkelson for review and comment. She asked if the other trustee's would like to see it. Trustee Bryfogle and Tuck declined at this point.
- iii. Procedures - pending
- b. Door to Door Survey – Wes' reported the ID badges have now been received and they can get started.
- c. Fire Underwriters re-assessed rating was recently received and will be circulated to the trustee's.
- d. Website – Rosemary showed the website as it currently has been developed. Trustees discussed the flow of the information and the amount of information needed to inform and educate, noting appreciation of the design.
- e. Grants – Rosemary provided an update:
 - i. Gas Tax Grant: The intake for applications was closed in early spring after a short 4 month opening. Brant Felkner, Gas Tax Policy & Program Manager said that there is a chance the next intake will be "as early as next year".
 - ii. WED Canada 150 – Confirmation of receipt of the grant applications have been received.
 - iii. Infrastructure Planning Grant – CCRD support was approved and the grant was submitted. Confirmation together with contact information has been received.
 - iv. Other - Building Canada Fund Small Communities Fund. Laird McLachlin, Infrastructure Resource Officer with the Ministry of Community, Sport & Cultural development stated that he expects there will be an intake announcement this year.
- f. Asset Management Plan – ongoing
- g. Fire Department –
 - i. Operational Guidelines -Trustee Tuck noted work is progressing.

- ii. Fire Truck – Trustee Tuck has been in correspondence with a company in Vancouver that could refurbish the fire truck. She will visit their facility when she next goes to the area. The company has been given extensive photographs and data on the current primary truck and is asked to provide a cost estimate to “refurbish” the fire truck.
- iii. Mutual Aid/Auto Response draft Bylaw – Trustee Tuck has drafted the Bylaw but is comparing it to other district’s as well. Discussion
- iv. Letter re: Fire Standards for the Valley – Trustee Tuck shared a comprehensive draft letter. Discussion. Trustees unanimously approved the letter.

MOTION to send the letter as corrected by Trustee Dunsworth and Chair Matthews together in consultation with Trustee Tuck.

Dunsworth/Bryfogle/Carried

- i. Watershed Warden – Rosemary was directed to provide a digital copy of the letter to all trustees for their reference.

9. Review correspondence received & sent, not covered elsewhere:

- a. Trustees received the Sustainable Infrastructure Society [August Newsletter](#) focusing on Drought Management.

10. New Business not covered elsewhere

- a. Emergency Repair Contract – Chair Matthews reported that Gord Gibbs has given him notice that he wishes to semi retire and is seeking someone to operate his equipment when he is out of the Valley. Alternately someone who would be willing to take over the contract. Discussion

Rosemary was asked to invite Gord to attend the next board meeting to discuss moving forward.

- b. Maintenance/Service of small engine equipment – Chair Matthews noted that the district does not have a reliable entity to maintain the district’s small engines and elaborated on the issues this has caused in the past. Discussion as to how to address this.
- c. Board room chairs – Trustees have been using the second hand plastic lawn chairs donated to the Fire department years ago. The meetings are historically long and the chairs were not made for this type of lengthy use. One trustees chair actually collapsed in a meeting. Rosemary provided a photo and information on six second hand chairs that are available to purchase. She confirmed she could bring them up when she travelled to the Valley for the October meeting and Wes confirmed the money was available in the contingency fund.

MOTION to purchase the board room chairs for \$250.

- d. Meeting VCH re: discussion - Trustee Bryfogle recommended an EOM following the budget meeting on the 28th to fully explore the requirements by the Health Authority to comply with the Drinking Water Protection Act and Regulations.

11. Maintenance report – Matthew’s Contracting Report noted the last of the annual brushing has been completed. There’s a fair amount of leaf fall that has already begun, requiring almost daily screen cleaning. They are anticipating the usual turbidity events as the fall progresses.

MOTION to adjourn at 9:22 pm

Bryfogle

 (Chair)

ADDENDUM

Jeff Charlton, Emco answers to trustee's questions for bursting:

- i.

Q: *What material can be "burst"? In addition to the concrete/asbestos we have PVC (Blue Brute), Metal saddles, 4 & 6 inch cast iron T's for hydrants.*

A: PVC, Concrete/Asbestos can be burst the case fittings cannot be burst unless they are very old and rusty plus they are on valves they would have to be excavated.
- ii.

Q: *What is the impact to the fusible pipe as it is pulled past the shards of burst pipe? Does it get scratched? Potential leak points?*

A: The pipe would get scratched which would happen to any kind of pipe as your pulling with force. As far as leak points there should be none as the pipe is fused above ground and I have never come across any problems with leakage.
- iii.

Q: *Do they make hydrant saddles that can be clamped onto the 6 inch fusible for installation of hydrants later, after the pipe has all been laid? This can be completed by our local contractors and allows for minimal cost for the labour brought in to do the fusible pipe/bursting.*

A: Yes they do make Stainless Steel tapping saddles but that would be an expensive way to go .You are better off to put in Ductile iron flanged fittings and blanking them off. This would be cheaper as you would not have to the contractor do a hot tap. You would expose the fitting and continue your run a lot cheaper process.
- iv.

Q: *We have 3/4 inch service lines to residences, as well as 4 inch and 6 inch branch service lines. Do we have to supply saddles for these connections?*

A: Yes you would need to put new saddles in as it is a new main line. You would run a new 3/4 service line to the existing and couple the two lines together. You do not have to replace the 4" or 6" branch services you would just couple the new to the old. Now in saying that if you are replacing a existing hydrant then you would have to replace the fitting as all hydrants now are 6" .
- v.

Q: *If we go with bursting, do they still need a geotech report?*

A: In most cases you do not need a geotech report, only compaction test were open cut is required. Should any of the Asbestos Cement pipe be required to be removed you may require an environmental rep on site to confirm proper disposal methods.
- vi.

Q: *Cost comparison of the three types of install, including labour if possible. ie: Bursting/fusible, drill & pull fusible, standard open ditch/laying of blue brute?*

A: Pipe bursting up to 300mm can be 25% cheaper but fittings and valves cannot be busted. Costing purposes are hard to attain as we do not know the depth of bury for both open cut or trenchless. Take in to consideration that there are not very many contractors that can do trenchless drilling as well as fusible PVC