



HAGENSBOG WATERWORKS DISTRICT,

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**Regular Monthly Meeting
MINUTES**

Date: October 19, 2015

Location: Fire Hall

Present: Chris Matthews, Ken Dunsworth, Don Mikkelson, Dianne Tuck, Wes Abel

Absent: Charles Bryfogle

Recording Secretary: Rosemary Smart

Meeting called to order: 12:59 pm

1. Chair Matthews called for late items to be added to the Agenda.
2. Trustees reviewed the Agenda. Trustee Dunsworth requested the Capital Funding Challenges be moved to the end of the Grant reports.

MOTION to adopt the Agenda as amended.

Dunsworth/Mikkelson /Carried

3. Trustees reviewed the Minutes from September's regular monthly meeting.

MOTION to approve the Minutes form the September 21st meeting.

Dunsworth/Tuck /Carried

4. Trustees reviewed the Minutes from September's EOM meeting.

MOTION to approve the Minutes form the September's EOM meeting.

Mikkelson/Dunsworth/Carried

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

- a) Pipe replacement – tabled indefinitely but kept on the agenda.
- b) Magnetic vehicle signs will be ready for pickup on Tuesday afternoon. They will be mailed immediately.
- c) New Auditor – Trustees reviewed the two proposals received. Discussion

MOTION to approve Tenisci Piva for the 2015 audit upon receipt of the declaration "If our audit requires less time to process than anticipated the invoice will reflect a lower dollar value."

Dunsworth/Tuck/Carried

- d) Meeting with DFO – Chris reported on the teleconference call with Ken Wu. The meeting was productive and positive, it is clear HWD and DFO will need to stay in touch.

Ken reviewed his comprehensive summary of the Engineers 2012 report that DFO was able to share with the District. Discussion

Rosemary will follow up with a letter to thank them for a copy of the report and looking forward to hearing from him in the next couple of weeks. Also asking for

a copy of the Pipeline/Penstock Preliminary penstock designs referenced for each design flow

considered. The letter will include some questions to consider. Trustee Dunsworth & Rosemary will compile the questions. Conference call mid-November.

- e) Watershed Warden – Chair Matthews reported on a recent issue that had arose around watershed security related to his own property, a nearby wildlife area and the district’s watershed. Trustees reviewed the historical issues and information from the Ministry of Forests and examined the Watershed Reserve map. Rosemary will draft a letter to RCMP informing them of the situation, & mentioning the No Trespassing signs, showing a picture of the signage, and a list of trustees and officers.
6. In Camera – Trustees moved In Camera at 2:54 pm and returned out of In Camera at 4:15 pm.
7. Financial Report: - Bookkeeper’s report
- a) Receive and review financial statement update incl. receivables. Discussion around the reserve funds and the Term Deposits.
Wes will convert the Term Deposits to accurately reflect the reserves.
 - b) Trustee’s reviewed payments of invoices received since September’s regular monthly meeting.

MOTION to approve payments amounting \$8,264.2 *Mikkelson/Dunsworth/Carried*

- c) Trustee’s received the 2016 Budget with the fire protection revenue portion completed based on the expenses approved at September’s EOM. Tabled to the end of the meeting to allow Wes to review one number.
8. Petitions and/or delegations from the public – In Camera
9. Project Specific Reports
- a) Door to Door Survey – Wes’ report
 - b) Well
 - i. Application to construct – Submitted
 - ii. Engineers Feasibility Study – Draft completed, the final is pending receipt and approval.
 - iii. Procedures – Draft pending
Chair Matthews and Rosemary will draft the procedures.
 - c) Website – Website design is complete and most of the content requested has been loaded. The site is ready to launch pending trustee’s approval

MOTION to approve the launch of the Website with ongoing updates and improvements.

Dunsworth/Tuck/Carried

d) Grants

- i. Infrastructure Planning Grant – decision pending
- ii. WED Canada 150 – decision pending
- iii. Other –
 - 1) The New Building Canada Fund – Small Communities Funds fall intake was announced October 7th and the applications will be available by the end of the month. Intake is open until April 28, 2016. ID's must apply through the regional district and ownership of the associated assets must be transferred to the sponsoring local government.

When asked if he knew of any discussion around changing that funding policy, Laird McLachlin, Infrastructure Resource Officer with MCSC stated in an email September 9th, *“At this time and as far as I am aware there is no discussion regarding the change of policy for allowing improvement districts to apply to the SCF program.”*

- 2) Health Minister Terry Lake announced \$500,000 in funding for the BC Water & and Waste Association. Funding appears to be intended for training for system managers and will include workshops, webinars and coaching with the goal of improving local governance and stability. The plan will be operational in early 2016.
- 3) Capital funding challenges – Trustee Dunsworth spoke to the creation of a presentation involving the cost prohibitive components Improvement Districts are being asked to meet under the existing funding model. The presentation would demonstrate the unsustainable burden to the Hagensborg Waterworks District's tax base to meet the various government regulations, without access to federal and provincial funding. Key funding stakeholders will be invited to view the presentation in late January 2016. They will be asked to either allocate adequate grant access to Improvement Districts or approve the development of a Risk Management pilot project. The project needs to address the efficiency of the delivery model comparing the levels of local government ie: Improvement District, Regional District and Municipality.

MOTION to form a committee to undertake the Capital Funding Presentation.

Dunsworth/Mikkelson/Carried

MOTION to identify the Capital Funding Presentation as a special project.

Mikkelson/Tuck/Carried

MOTION to appoint Ken Dunsworth as Chair with Trustee Tuck, Wes and Rosemary on the Capital Funding Presentation committee.

Mikkelson/Tuck/Carried

- e) Asset Management Plan – pending funding approval
- f) Fire Department – Trustee Tuck’s report
 - i. Operational Guidelines are drafted. Trustee Tuck is meeting with Chief Nygaard and the fire fighters to review and approve it.
 - ii. Fire Truck quote for refurbishing the current truck has come in. Trustee Dunsworth will present it to the fire department at the practice on Wednesday, October 21st. Discussion around the truck chassis condition and inspection. iii. Letter to CCRD was delivered to the CCRD board of directors on September 28th re: Risk Management. Trustee Tuck read CCRD CAO Darla Blake’s response and her response back to Blake.

MOTION to send a letter to the Fire Commissioner, cc’d to the directors of CCRD to inform them that the Hagensborg Waterworks District (HWD) has learned of the Playbook requirement when searching the Fire Commissioner’s website for training; and to advise them that as Hagensborg Waterworks District is the Authority Having Jurisdiction (AHJ) for the Hagensborg Volunteer Fire Department, and as the District trustees are responsible for any commitments or engagements on behalf of the Hagensborg Waterworks Volunteer Fire Department; any correspondence, updates and regulation changes need to be directed to the HWD office. *Mikkelson/Tuck/Carried*

iv. Mutual Aid/Auto Response draft Bylaw - ongoing

- g. Watershed Warden – Letter has been sent to those who have expressed an interest. Discussed in 5.e.

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

- a) Emailed questions from Harley Poole were reviewed. It was noted these questions continue to arise despite the community meetings having addressed them. Rosemary will add the questions and answers to the FAQ page on the web site.
- b) Email from DFO Michael Woo, and the Engineers report addressed in 5.d.

11. New Business not covered elsewhere

- a) Trustees reviewed the Bylaw 208, Fire Protection Charge Bylaw 2016 and determined it be adopted, sealed and signed.

MOTION to approve Fire Protection Charge Bylaw 208 *Dunsworth/Mikkelson/Carried*

- b) Trustees reviewed the reviewed Bylaw 209, Fire Protection Taxation Bylaw 2016 and determined it be adopted, sealed and signed.

MOTION to approve Fire Protection Taxation Bylaw 209 *Mikkelson/Tuck/Carried*

- a) Trustees reviewed the reviewed Bylaw 210, Water Tolls Bylaw and determined it be adopted, sealed and signed.

MOTION to approve Water Tolls Bylaw 210 *Tuck/Mikkelson/Carried*

- b) Trustee's rescheduled Nov's regular board meeting to November 23 to accommodate Trustee Bryfogle's travel schedule.
- c) Annual Calendar –
 - i. Meeting months, dates & times including meal break discussions – CAO identified the concern that has been voiced from several of the trustees demonstrating trustee fatigue with the lengthy meetings and no meal breaks. She reviewed the historical practice for dates, times and meal breaks; She noted there are no rules or requirements around these issues and there is no doubt the trustees had become accustomed over the last 2plus years to a fairly significant level of involvement in the administration end of the district.

Trustees discussed the responsibilities they have had to address in the last year and the time that is involved in taking care of it. Extensive discussion ensued and several options were considered. Trustees determined the meetings will be set for 1 to 6 pm. Trustees will not take a meal break, but will eat during the meeting when needed. Rosemary will draft two agenda's. Trustees will bring sack lunches.

- ii. Billing frequency – Trustees reviewed the responses to the survey as to the community's preferences. Wes reported of the 38 responses, representing approximately 13% of those surveyed. Typical response rate to surveys from the general public is 15 – 20%. Of the responses, 28 were for annual billing, 4 for semi-annual and 6 for quarterly.

Trustees resolved to maintain the annual billing.

- d) Fire hall furnace issues – Chair Matthews reviewed the challenges faced with the furnace which has become unreliable. Trustees reviewed options and determined they were best served with a new electric heating system. A budget of \$5,000 was established.

Rosemary will obtain an estimate for an electric furnace to be installed by November 1st. Chris will also contact Gilles Dionne to have the front end wall of the fire hall insulated.

- e) Review and approve the budget for 2016 (cont'd from 7.c.)

MOTION to approve the annual budget for 2016. *Mikkelson/Tuck/Carried*

12. Maintenance report

- a) Rosemary related Gord Gibbs verbal report on his issues around being on-call 24/7/365. He is seeking someone to step in as lead contactor to act when he is out of town. He has proposed he work with Chris Matthews and Don Mikkelson. Trustees noted that as this is Gibbs contract, which is in effect until spring of 2017, he has authority to work with whom he feels confident in.

- b) Matthew's Contracting Report – Chair Matthews reported that brushing is done for the year and they are just dealing with the regular leaf fall.

MOTION to adjourn at 10:10pm

Mikkelson



(Chair)