



HAGENSBERG WATERWORKS DISTRICT

Regular Meeting Minutes, November 15, 2018

Present; trustees ONeill (via Skype), Baillie, Norton and Skelly and maintenance contractor Chris Matthews.

The meeting was called to order at 1:07 PM by Chair ONeill

1) It was moved/seconded by Baillie/Norton that the agenda be adopted. **Carried**

2) Minutes of the October 11 regular meeting were reviewed, and it was moved/seconded by Skelly/Norton that they be adopted. **Carried**

3) Chair ONeill reported on a number of matters;

a) Invoicing continues to receive unprecedented positive response from rate payers, and the trustees expressed appreciation for everyone's cooperation.

b) Removal of POE units has begun, and they will be recycled, reconditioned and donated to charitable endeavours in needy countries.

c) Monthly water sampling was undertaken by Trustee Norton

d) Admin recruitment initiatives continue, but without success thus far. Trustees are covering all admin duties in the interim, and will continue until a replacement is hired to fill the district's admin position.

4) It was moved/seconded Norton/Skelly that the meeting move in camera at 2:09 PM **Carried**

5) The regular public meeting resumed at 2:25 PM

e) The monthly financial report was presented, including up to date bank balances. It was moved/seconded by ONeill/Skelly that the financial report be received. **Carried**

6) The board reviewed payables in the amount of \$11,043.21. It was moved/seconded by Skelly/Baillie that the following invoices be paid:

Xplornet 89.59

Columbia Fuels 1162.75

Western Financial (ins.) 6775.00

Sentinel Computer Repair 136.50

IdeaLever Solutions 580.87

Mikk's Admin Services 1111.69

CCCS 156.80

D. Skelly (office, membership) 188.41

Black Press (ad) 152.78

Telus 514.82

L. Ladoceur (refund) 174.00

Carried

7) The trustees revisited consideration of a draft collaborative agreement submitted by the Dept. Of Fisheries and Oceans involving significant improvements/upgrades to our dam and intake. It was moved/seconded by Baillie/Norton that a legal review and opinion be sought and presented at the board's regular January meeting. **Carried**

8) After a brief discussion, it was moved/seconded by Baillie/Skelly that gift vouchers and annual honorariums be presented before the holiday season with appreciation to our volunteer firefighters as per past practice. **Carried**

9) A calendar for 2019 was prepared by trustee Baillie, and it was moved/seconded by Baillie/Norton that it be adopted. **Carried**

10) Portfolio reports were presented and reviewed, including maintenance contractor Matthew's update and news that internet services were now being provided by the Central Coast Communication Society. It was moved/seconded by Skelly/Norton that

the district cancel internet services formerly provided by Xplornet Communications.
Carried

11) It was then moved/seconded by Norton/Baillie that the District purchase two new hydrants to address immediate needs. **Carried**

12) It was moved/seconded by Skelly/Baillie that the following items be released from the October 11th in camera meeting minutes;

A) A legal opinion was provided at no cost confirming that a trustee may not serve as a paid employee/contractor of an improvement district primarily due to actual or perceived conflict of interest.

B) Lengthy discussions with WorkSafe BC resulted in confirmation that a volunteer maintenance contractor cannot be covered under the provisions of WorkSafe BC

C) A draft collaborative agreement was presented to the trustees by the Dept. Of Fisheries and Oceans Snootli Hatchery regarding upgrades to our dam and water intake infrastructure for review.

13) The next regular meeting was scheduled for Thursday, December 13.
Adjournment of the meeting at 2:55 PM was moved/seconded by Norton/Baillie.
Carried

Chair

Corporate Administrative Officer