



HAGENSBOURG WATERWORKS DISTRICT,

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Regular Monthly Meeting MINUTES

Date: November 16, 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. Rosemary requested to add 4.f. Internet Service. Trustee Dunsworth noted to add 4.g. DFO Collaboration.

MOTION to adopt the Agenda as amended. *Dunsworth/Tuck /Carried*

2. Trustees reviewed the Minutes from October's regular monthly meeting.

MOTION to approve the Minutes from the October's meeting. *Tuck /Dunsworth /Carried*

3. 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 have arrived. Chair Matthews noted he had tested the signs on his vehicle and the magnets seem very strong. Discussion around who would have the authority to have the sign on their vehicles and when.
Only those conducting business authorized by the Trustees will have signs on their vehicles. Chair Matthews to manage.
- c) Watershed Warden – Chair Matthews noted that Shyanne Apps-Moody has demonstrated an interest in the Watershed Warden position. Rob Gruetter has also sent an email, agreeing to the Roles & Responsibility. Discussion around his ability to qualify as a volunteer firefighter under the new regulations and guidelines, and which is one of the responsibilities in that he spends half the year out of the Valley.

Chair Matthews will ask Shyanne if she is interested in becoming an official Warden and outline some of the responsibilities. If she is, Chris will ask her to send administrator a picture for the ID and an email address to receive the letter with the Roles/Responsibility document.

Trustee Tuck will review the firefighter responsibilities re: attendance at practice as outlined in the draft Operations, being reviewed by the firefighters this week.

- d) Fire hall furnace issues – Rosemary related Bill Anderson (WilMax) price quote for three types of electric heat;
 - baseboard heaters: the cheapest to install at \$1700, 7500W, can be mounted at the 6 foot height,
 - an electric fan forced heater, \$2500, 7500W, mounted high on the wall over the panel

- a central furnace, \$3000, 15KW, including electrical connection and thermostat, does not include the sheet metal work for a plenum, will require a technician
- or an Air Source Heat Pump, no price provided, will need an AC tech

Trustee Mikkelson noted the existing generator would not handle the electrical needs of any of the suggested heat sources if and when the power goes out. Discussion around types of heater replacement and power back up. It was noted that Trustee Mikkelson has adapted the existing furnace to operate well except it will not restart if the power goes out. Someone comes to the fire hall when the power goes out to start the generator and restart the furnace. Chair Matthews noted that the existing furnace was damaged from the severe “brown-outs” the valley experiences.

MOTION to table the decision to determine if the current modified heat system will work as the trustees are in the planning stages for capital improvements that will impact the choice of a heating system in the future. *Tuck/Dunsworth/Carried*

Rosemary will research apparatus to protect against significant brownouts.

- e) BC Chamber Policy Appeal - Rosemary provided a brief update on her conversations with Ministers Fassbender and Lake at a private dinner she had attended in Kamloops. She reminded the trustees that she conducts her work on the appeal as a volunteer to an ad hoc coalition of improvement districts province wide. The reports she provides the HWD is the same information included in her reports to all improvement districts in the coalition.
- f) Internet Service – Rosemary related the response from Roger Brandt recommending alternate contacts for Xplornet service.
- g) DFO Collaboration - Rosemary reported that she and Ken are drafting a letter to DFO. Ken reported that Community Resource Society may be looking to have a conversation about alternate forms of energy production.

Trustees authorized the Capital Funding Presentation Committee (CFPC) to research alternate revenue sources including hydro generation.

Trustee Dunsworth will appraise the Resource Society as to what the HWD is looking at and that the district will be happy to work with them.

4. In-Camera – Trustees moved In-Camera at 2:22pm and came out of In-Camera at 4:45 pm. The following items were brought out of In Camera:

Melany (Rambo) noted that, in the AGM minutes when the \$500 parcel tax/charge was initiated, the wording in the minutes identified it as per annum for 2010, not ongoing. She noted that her mother had brought this to her attention and that there was some confusion in the community as to why it was still being charged. Rosemary drew her attention to the 2011 AGM minutes where the community was asked if they wanted to revisit the parcel tax and charge. A motion had passed to “leave it alone for now”.

Melany asked that these minutes be uploaded to the website so that the community could see them.

Chair Dunsworth responded that the website was only just published and information is being uploaded as quickly as it can be digitized without increasing administration costs.

Melany noted that the district's website was not showing up when she searched for it, but had to put in the actual URL.

Rosemary responded that the website will begin to appear quicker as Google's "spiders" locate it which can take up to two months. In the meantime, steps are being taken as time and budget allows to optimize the sight to make it easier to find.

Discussion around clearer communication as to the results of the water shut off or disconnect. Extensive discussion around how the community can support the trustees in their work.

5. Financial Report: - Book keeper's report

a) Receive and review financial update

- i. Term Deposit – Wes reviewed his conversation with Steve Taylor, Financial Services Representative, Williams Lake & District Credit Union (WLDCU). Steve agreed they could rename the term deposits and/or savings accounts to match the reserve name in the district's books. They will also amend the amount in the term deposits to match the amount in reserves.
- ii. E-Transfers out – Wes reviewed a concern that has appeared with online payments via e-transfer. The WLDCU does not have any control mechanism in place that would restrict who can be paid via e-transfer that would match the double signatures required on the district's checks. Currently we can list a business on the "pay on line" section, by a letter of authorization from the trustees with two signatures. No such process is in place for e-transfers.
Trustee Tuck noted that the districts new process of having a trustee review the bank statements every month, matching payments with invoices should, provide adequate security.

b) Review and approve payment of invoices received since October's regular monthly meeting.

MOTION to approve the payments.

Mikkelson/Tuck/Carried

6. Petitions and/or delegations from the public – Addressed In-Camera when petition is regarding private accounts.

7. Project Specific Reports

- a) Door to Door Survey – Wes reported that the survey has been completed with two exceptions, one residence and the former forestry building. Wes will be

making an appointment with the respective owners and following up on his own. He will be uploading the data to the client files over the next few weeks. A letter to each owner will be sent own noting the assessed water usage. The land owners will then have an opportunity to appeal their assessment and/or correct the usage.

b) Well

i. Application to construct – Submitted

ii. Engineers Feasibility Study – Rosemary reported on a review of license capacity and the accuracy of the Engineers report that the licences provide an equivalent instantaneous rate of 7.4 L/s.

- LICENSE 29549, issued January 1965 is for 80,000/day or $363.6872 \text{ m}^3 \times 365 \text{ days} = 132,745.8 \text{ m}^3$ per annum
- LICENSE C130104, issued March 1978 to DFO and transferred to HWD March 2013 is for **100,000** m^3 per annum

$132,745.8 + 100,000 = 232,745 \text{ m}^3$ per annum or 7.475L/s or 7.5L/s rounding up

Rosemary also responded to the trustees question of converting the license to reflect the same measurement ie: both either gallons per day or cubic meters per year. She noted that Jaymie Watson, Min. of Environment confirmed they do not change the wording of licenses once they're issued. A change from standard to metric was instituted in the early 1970's. It is up to the license holder to convert the measurements.

Additional note – DFO applied to transfer the second license to HWD in 2000. It appears that it did not complete until 2013.

c) Procedures – Trustees reviewed draft procedures for Initiating Well Start-up. MOTION to adopt the procedures for Initiating Well Start-up as drafted.

Dunsworth/Mikkelson/Carried

d) Website –

- Launch update - Rosemary reported that the website is now live and she has completed training for updating the site as back-up in the event webmaster is unavailable for updates. Google has been notified of the presence of the site so that it is searchable. Some SEO has also been completed to enhance the search-ability of the site.
- Trustees reviewed and approved the additional questions and answers for the FAQ page on the site submitted by a community member, for the website.
- Additional content will be added as identified by the Trustees moving forward.

- iv. Misc. - Rosemary reported that she had created a free Youtube channel for the district to host the district's videos for the website, as the district's host does not have video hosting capacity.

She also created an account of a highly secure, confidential cloud service providing secure digital back-up storage off-site. The current account level is free, with a 5GB storage capacity, which appears ample for the districts needs at this point. This will allow the district's books to be uploaded to the cloud (approx. ½ GB) not only for secure, off-site backup, but for ease of access by the district's officers. Rosemary will be uploading the district's files that have been digitized, as back up security.

e) Grants

- i. WED Canada 150 – declined
- ii. Infrastructure Planning Grants
 - Feasibility Study – pending completion and submission of the final study.
 - Asset Management Plan – a decision is pending. Ministry reports it may be announced in March 2016.

e. Asset Management Plan - Pending funding approval

f. Fire Department – Trustee Tuck's reported

- i. Operational Guidelines - Trustee Tuck will be attending the Fire fighters meeting on Wednesday evening to review the wording of the guidelines with the firefighters.
- ii. Fire Truck – Trustee Tuck has suggested to Fire Chief Pete Nygaard that he contact the company quoting on a refurbishment of the fire truck and arrange a time to take the fire truck down for a firm quote.
Trustee Tuck will be following up with the fire chief.
- iii. Mutual Aid/Auto Response draft Bylaw – Trustee Tuck noted that the bylaw has been drafted pending some minor amendments in wording and approval of the Operational Guidelines.
- iv. Risk Management – Trustee Tuck noted that she is waiting on CCRD. Target date to complete is late January.

Chair Matthews noted the trustee's appreciation of all the work Trustee's Tuck and Dunsworth have done to date.

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

- a. Trustees received the BCWWA [November 6th Newsletter](#)

10. New Business not covered elsewhere

- a. Annual Calendar – Trustees reviewed the final draft of the calendar. Rosemary noted the significant change from the copy provided in the Trustee binders was moving the Waterworks budget work from the spring to September. Several small modifications were identified.

MOTION to approve the annual Calendar as amended. *Tuck/Mikkelson/Carried*

Trustee Dunsworth opposed the Motion stating that he does not recall the trustees taking December and July off for regular monthly meetings since he has been on the board, and does not support taking the two months off from regular meetings.

- 11. Maintenance report – Matthew’s Contracting reported that screen cleaning has dropped to regular maintenance as the leaf fall has died off and the creek level has dropped to normal winter levels.

Next Meeting: Trustees discussed a potential date for an EOM in December to address the Risk Management Presentation. Trustee Dunsworth indicated he hoped to have something by the end of the first week of December. He noted agreement that the usual board meeting date of the 3rd Monday of the month, which would be December 21st was just too close to Christmas. He will notify the trustees when he is ready for a review of the very preliminary draft of the presentation.

The next regular board meeting will be January 18th, 2016.

MOTION to adjourn at 6:07pm

Dunsworth



(Chair)