

**Hagensborg Waterworks District**  
**Regular Monthly Meeting**  
**MINUTES**  
November 17, 2014

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**Location:** Fire Hall

**Present:** Ken Dunsworth, Chair, Chris Matthews, Don Mikkelson, Charles Bryfogle

**Absent:** Steve Hodgson

**Recording Secretary:** Rosemary Smart

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Meeting called to order: 4:16 p.m.

1. **Agenda:** Trustees reviewed the Agenda.

MOTION to adopt the Agenda

*Matthews/Mikkelson/Carried*

2. Review and adopt Minutes from October's regular monthly meeting.

MOTION: to approve and adopt the minutes as read

*Mikkelson/Matthews/Carried*

3. Review and adopt Minutes from October 15<sup>th</sup> EOM meeting

MOTION: to approve and adopt the minutes as read

*Matthews/Mikkelson/Carried*

4. Review and adopt Minutes from October 17<sup>th</sup> EOM meeting

MOTION: to approve and adopt the minutes as amended

*Matthews/Mikkelson/Carried*

5. In Camera Trustees moved in camera at 4:48 p.m. and came out of In Camera at 5:23 p.m.  
The following item was brought out of In Camera:

MOTION to approve Policy O&A #1

*Bryfogle/Mikkelson/Carried*

6. Old Business brought forward from minutes:

- a. Well Policy development – Rosemary reported the district has received both well logs and has submitted the Well Application for Construction on November 10. Trustees confirmed the well policy will be developed once the permit has been received.
- b. Highland Irrigation – Trustees reviewed a new invoice from Highland Irrigation. Viviane noted some issues with the invoice and trustees directed her not to pay it.
- c. Signage – Trustees affirmed emailed decision of approval of the signage design and price.
- d. Baseboard heater for office – heaters have been installed, discussion around the installation of a thermostat.
- e. Watershed Warden
  - i. Draft Duties and Responsibilities – Trustee Matthews read the draft D&R. Discussion; A MOTION to approve them is tabled pending information on insurance coverage.
  - ii. Vancouver Health Authorities position (email from Phil Muirhead and conversation with Dr. Paul Martiquet)
- f. Community Newsletter – Trustee's reviewed the draft community newsletter.
- g. Bryfogle update re: Low Risk – Trustee Charles gave a verbal report on his research province wide. There is no interest on the part of government to create a "low risk" category. Health Authorities are focusing on high risk and commercial installations. There is no money for assisting smaller water systems with compliance.

- h. Community calendar notice – November’s calendar noted the HWWD’s meetings in 3 spots, and one spot where community members are invited to send in their email addresses.
- i. Board attendance – Trustee Mikkelson noted their appreciation that Trustee Bryfogle has been able to attend via video conferencing. Trustee Bryfogle confirmed he will be able to attend this way or in person at the District’s office from now on. He also confirmed he will be at the AGM in the spring and will declare his non-residency and seek the communities wishes as to his service to the Trustees
- j. Land Ownership – Covered in 6.e.ii.
- k. Storage Shed – Trustee Matthews reported that the contractors are too busy to take time to look over the work and quote. Tabled to December’s meeting.
- l. Mutual Aid Agreement Dinner/Discussion – Trustee’s discussed the plans for a celebration dinner. CCRD has not responded with names and contact information for their fire department.
- m. Funding
  - i. Angel Program update – tool bar is successfully white labeled and the first letter to the community has been drafted.
  - ii. Intern – two sources of funding have been identified. Trustees authorized Rosemary to submit both applications
  - iii. Capital – two sources of funding have been identified but both are requiring CCRD support and eventual ownership. Trustees asked Rosemary to look further.

7. CFO Report:

- a. Trustee’s received and reviewed the financial report

MOTION: to approve the financial report

*Mikkelson/Matthews/Carried*

- b. Trustee’s reviewed and approved invoices received since last meeting
  - a. Telus \$370.22 (Fire phones), \$83.33 (Office) & \$ (Mobile Hub)
  - b. Ryan Parr \$1280.99 (POE system maintenance)
  - c. Townsite Hardware \$23.49
  - d. HUB Barton International \$100.00
  - e. Matthews Contracting \$1806.00 (maintenance)
  - f. Viviane Garcia \$816.00
  - g. Rosemary Smart \$2451.93 (Contract and office supplies)

MOTION: to approve payment of invoices received *Bryfogle/Matthews/Carried*

8. Review correspondence received & sent, not already covered in previous items:

- a. Home Plus Interim Summary Review – Discussion Trustees are not prepared to make a decision as to whether they will be hiring an engineer to do an independent review of the data at the end of pilot project.
- b.& c. Email from Joshua Craig, MCCSCD re: Charitable Donations inviting Improvement Districts to submit a letter to Charities Directorate to be approved for donee status. Rosemary has submitted the letter on behalf of the Improvement District.
- c. Cover letter to HUB Barton International re: removing Leslie Harestad’s name from coverage.
- d. Water test results from ALS re: chemical and WOL/Health Space re: bacteriological

- e. Email between HWWD and CCRD re: copied on Minutes and Agenda's
- 9. New Business not already covered
  - a. Filing Cabinets – Discussion; tabled pending possible Intern working in office
  - b. Trustee's reviewed and approved the Officer Positions Establishment Bylaw #206  
MOTION: to approve the first reading of Officer Positions Establishment Bylaw #206  
*Bryfogle/Matthews/Carried*  
MOTION: to approve the second reading of Officer Positions Establishment Bylaw #206  
*Mikkelson/Matthews/Carried*
  - c. Policy document – Discussion; tabled to the next meeting
- 10. Fire Department – nothing to report; Fire Chief Nygaard will be invited to December's meeting.
- 11. Trustees maintenance report
  - a. The invoice reflected the massive amount of maintenance that had been a required in the last month after multiple turbidity events.
  - b. Screens need to be replaced with a new mesh. Maintenance Contractor will be seeking a price quote.
  - c. Mark Nelson has been notified to bring his excavator to the dam for the usual fall cleanout of the reservoir.
  - d. Flushing the lines has been postponed pending the well coming online so they can do a final flush.
- 12. Adjourned at 8:54 p.m. *Matthews*

\_\_\_\_\_ (Chair)