



HAGENSBOG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, December 13, 2018

Meeting time: 1:00 pm

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Present: Trustees Skelly, Baillie, Norton (via Skype) and ONeill (via Skype)

Gallery: Chris Matthews, Haakon Hammer (portion), Peter Nygaard (portion)

- 1) Call for late items to be added to agenda; Chair ONeill added audit engagement letter.
- 2) Adoption of Agenda. It was moved/seconded Skelly/Baillie that the agenda be adopted as amended. **Carried**
- 3) Minutes of the regular board meeting of November 15 were reviewed, and adoption of the minutes was moved/seconded by Baillie/Skelly. **Carried**
- 4) Regular business; In consideration of Mr. Hammer's attendance, the matter of invoicing Snootli Hatchery for water usage in 2018 was placed first on the agenda. After some discussion, it was moved/seconded by Skelly/Baillie that, pursuant to Bylaw 232 section (g), an invoice for \$962.50 be sent to Snootli Hatchery. Mr. Hammer left the meeting. **Carried**
- 5) A verbal admin report was presented by Chair ONeill and trustee Skelly highlighting Ministry receipt and approval of the district's operational bylaws for 2019 as presented. Problems with office computers persist, and further efforts to remedy the problems will be made.
- 6) Point of Entry pilot project treatment units are continuing to be removed as per the board's direction. Assistance from the volunteer fire department was noted and appreciation expressed to Fire Chief Nygaard.
- 7) DFO draft Collaborative Agreement. Information regarding a preliminary legal review of this agreement was presented, and it was moved/seconded by Baillie/ONeill that such a review be undertaken. **Carried**



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- 8) Fire Hydrants. Following input from Chief Nygaard, the board has purchased two new hydrants, which will be installed in spring as weather permits. Chief Nygaard thanked the board for its quick response, and also for expediting payment of honorariums and Christmas gift vouchers to our volunteer firefighters. Peter Nygaard left the meeting.
- 9) Letter of Engagement, 2018 audit; Chair ONeill informed the board of receipt of an engagement letter, and it was moved/seconded by Baillie/ONeill that Hagensborg Waterworks District again engage the services of Tenisci Piva to perform an audit of its financial operations for the year 2018. **CARRIED**
- 10) The financial report was circulated by Chair ONeill, thanking trustee Norton for his assistance in arranging for payment of honorariums as well as presentation of Christmas gift vouchers to our volunteer firefighters. It was moved/seconded by Skelly/Baillie that the financial report be adopted. **Carried**
- 11) Trustee Skelly presented a list of payables totalling \$12,787.78.
It was moved/seconded by Baillie/Skelly that the following invoices be paid.

Sina Elrick	820.00
EMCO (hydrants)	8625.48
BC Hydro	379.88
CCCS	67.20
Hagensborg Shop Easy	800.00
Telus	515.22
Peter Nygaard	380.00
Jim Knudsen	240.00
Craig Tuck	300.00
Stuart Harrison	260.00
Wayne Bittner	220.00



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Bill Nygaard 140.00

Brent Cole 40.00 **Carried**

- 12) The meeting moved in camera at 2:48 to consider personnel matters and review overdue accounts. The regular meeting resumed at 3:08 PM.
- 13) Correspondence was received from the BCWWA regarding its upcoming Annual General Meeting.
- 14) Portfolio reports were provided by individual trustees, along with a maintenance report by Chris Matthews.
- 15) The next regular board meeting was scheduled for January 17, 2019.
- 16) Adjournment of the meeting was moved by trustee Norton at 3:25 PM.

Carried

Chair

Corporate Administrative Officer



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