



## HAGENSBOURG WATERWORKS DISTRICT

### Special Meeting Minutes - **FINAL**

Location: District Office, Hagensborg Fire Hall

Date: Thursday, April 10, 2018

Meeting time: 7:00 pm

Trustees in Attendance: Trustee Chris Matthews (Chair)  
Trustee Jeremy Baillie  
Trustee John Breffitt

Trustee Kevin O'Neill  
Trustee Diane Skelly

Staff: Wes Abel, CFO  
Joy MacKay, CAO

#### 1. **Notice of Special Meeting**

Chair Matthews called the meeting to order at 7:05 pm, and the CAO enquired whether trustees wished to waive the notice requirements for a Special Meeting. Notice requirements for the special meeting were waived, unanimously.

#### 2. **Agenda:**

##### 2.1. **Call for late items to be added to the Agenda**

Chair Matthews called for late items to be added to the agenda. The following items were added to the agenda:

##### a. **POE Funds Collected to Date**

##### b. **Investigation of Cost/Implications of Main Waterline Replacement Options**

##### 2.2. **Approval of Agenda**

**2018-04-01S M/S Trustees O'Neill/Baillie that the Agenda be approved as amended.**

**CARRIED**

#### 3. **Minutes**

##### 3.1. **Consideration of March 15, 2018 Draft Regular Meeting Minutes**

##### 3.1.1. **Purpose of Meeting Minutes**

##### 3.1.2. **Minute-Taking Style**

##### 3.1.3. **Specific Details of March 15, 2018 Meeting Minutes**

The CAO spoke to the issue of the purpose and style of meeting minutes, presenting several written material items. Guidance was sought from the Board, as a whole, regarding whether to include verbatim comments, and whether to attribute comments to individual trustees.

The CAO also spoke to the issue of board decision-making, how the CAO's work plan is directed (decisions of the board, not individual trustees), and to the amount of time that is required of the CAO to respond to the individual inquiries and suggestions of trustees.

As a working board, inquiries to administration are sometimes needed between meetings. Discussion took place regarding CAO time constraints and trustees agreed that minute revisions before adoption did not have to funnel through the CAO.

It is anticipated that, following this year's AGM, governance materials will be made available to each trustee, along with a trustee-orientation session.

#### **4. Unfinished/Regular Business:**

##### **4.1. AGM Preparations – Trustee Nomination Form**

##### **4.2. Governance – Roles and Responsibilities**

##### **4.2.1. Trustee vs. Administration Roles/Separation of Roles**

##### **4.2.2. AGM Preparations – Power Point Presentation(s)**

Trustees reviewed materials that were in progress in preparation for the upcoming AGM.

The CAO brought Policy (T) 1.2 *Trustee Election Process (Amended)* to the attention of trustees, noting that the Policy did not correspond with historical practice, regarding the nomination process. Policy (T) 1.2 was identified as in need of review and revision.

Trustees reviewed the draft PowerPoint presentation, under development by the CAO. As a participant in the AGM preparations a number of suggestions were presented by Trustee Skelly, along with the remaining trustees. Revisions to the PP presentation were made.

##### **4.3. Governance - Communications**

##### **4.3.1.1. Trustee–Trustee: Board Decision-Making**

##### **4.3.1.2. Trustee-Staff: Board Access to Information**

##### **4.3.1.3. Trustee-Staff: Board Direction to Staff**

##### **4.3.1.4. Trustee/Board Communication with Other Elected Officials/Staff**

##### **4.3.1.5. Responding to External Communications**

Item 4.3 was addressed as part of the discussion earlier in the meeting.

#### **4.4. POE Funds Collected to Date**

Trustees discussed the question of whether the renaming of “Point of Entry” to “Purification” was appropriate, and whether the renaming, for budgeting purposes, was permissible, or amounted to a change in the purposes of the collection of funds.

Trustee Skelly noted that she had consulted with a rate payor on this question, because of the rate payor's professional background in finance.

**2018-04-02S M/S Trustees Skelly/O'Neill that the Board of Trustees direct the CAO to consult with financial advisor, Joshua Craig, from the Ministry of Municipal Affairs and Housing to seek direction on the use of funds collected from the ratepayers for the POE Pilot Project (future installations), which is no longer a viable option for the HWD. This consultation shall include the 3 original motions which began the Pilot Project.**

**MOTION FAILED**

**5. In-Camera Matters:**

There were no in-camera matters

**6. New/Other Business:**

**6.1 Investigation of Cost/Implications of Main Waterline Replacement Options**

Trustee Breffitt raised the issue of moving forward with replacement of the main waterline, noting that Vancouver Coastal Health Drinking Water Officer, Phil Muirhead, had confirmed that replacement of the aging pipeline would be considered progressive compliance toward purification. Trustees discussed the possible options and costing out different methods of pipeline replacement (trench vs. mole).

**2018-04-03S M/S Trustees Breffitt/Baillie that the Board of Trustees renew its investigation into the costs and options for replacement of the water main and hydrants. CARRIED**

**7. Next Board Meeting Date: April 18, 2018 (Regular Meeting), at 1:00 pm.**

**8. Adjournment**

**2018-04-04S M/S Trustees O'Neill/Breffitt that the meeting be adjourned. CARRIED**

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Chair

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Corporate Administrative Officer