



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, April 18, 2019

Meeting time: 1:00 pm

HAGENSBORG WATERWORKS DISTRICT

REGULAR MONTHLY MEETING APRIL 18, 2019

Present: Trustees Jeremy Baillie, Tony Norton, Kevin O'Neill and Diane Skelly

Maintenance contractor: Chris Matthews

- 1) After a call for late items to be added to the agenda, it was moved/seconded by Norton/Skelly that the agenda be adopted as presented. **Carried**
- 2) The minutes of the March meeting were reviewed, and it was moved/seconded by Norton/Skelly that the minutes be adopted. **Carried**
- 3) The verbal administration report was presented by chair O'Neill and trustee Skelly. Efforts to reach a collaborative agreement with DFO Snootli Hatchery are ongoing, with hatchery staff in the process of drafting a memorandum of understanding for the board's consideration. Allowable interest rate to be charged on overdue accounts has been set by the Ministry at 6.95%. The regular WorkSafe BC report on the district's fire protection operations was received.
- 4) Water testing; samples were taken at three different locations in March, showing elevated total coliform counts. A boil water advisory remains in place on our water supply.
- 5) The annual audit of the district's financials continues and will hopefully be completed shortly.
- 6) Annual General Meeting - date to be set in May pending receipt of audited financial statements.
- 7) Financial report - a written report was provided by chair O'Neill, and payables totalling \$1826.20 were presented by trustee Skelly for review. It was moved/seconded by Norton/Skelly that the financial report be accepted, and the following invoices be paid; **Carried**

BC Hydro \$441.06

Tasco Supplies 181.43

IdeaLEVER 664.13



HAGENSBOURG WATERWORKS DISTRICT

CCCS 67.20

Black Press 51.71

Telus 420.67

8) Portfolio reports:

Communication- no report

Financial oversight - already presented

Maintenance - contractor Matthews reviewed the past month of activity

Fire department - trustee Norton brought forward a request from the volunteer firefighters that technology be installed at the fire hall to allow firefighters to take online courses or view instructional videos. Membership in the provincial firefighters association will be taken out, and should increase access to such on-line learning opportunities. The review of the district's emergency fire phones is now complete. The WorkSafe BC report was reviewed, noting a request that a written record of our volunteers and their associated qualifications be created. A recruitment push for new volunteers will be undertaken by placing an ad in the Coast Mountain News. The need to appoint a permanent fire chief remains. The board approved the purchase of 2 five gallon backpacks for the fire truck.

New Directions – trustee Skelly continues to monitor and circulate information received relevant to the District's goals.

9) It was moved/seconded by Norton/Skelly that the meeting move in camera at 1:40 PM.

Carried

Chris Matthews left the meeting.

10) The regular meeting reconvened at 2:15 PM

11) The next regular meeting date was set for May 14, 2019

12) It was moved/seconded by ONeill/Norton that the meeting be adjourned at 2:25 PM.

Carried

Chair

Corporate Administrative Officer