



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall
COVID-19 Protocols

Date: April 27, 2020
Meeting time: 1:00 pm

Trustees in Attendance: Via Zoom: Chair Kevin O'Neill, John Morton, Jeremy Baillie, Diane Skelly, Tony Norton

Staff: Diane Skelly, CAO

Chair O'Neill called the meeting to order at 1:10 pm.

1. Agenda:

1.1. **Call for late items to be added to the Agenda:** There were no additions to the Agenda.

1.2. **Approval of Agenda**

2020-04-01 M/S Trustees Morton/Norton that the Agenda be approved as presented.

CARRIED

2. In Camera Matters – Items to Release

There was no April 27, 2020 regular meeting in camera session.

2.1 The following item was released from the February 20, 2020 regular meeting in camera minutes. Due to government restrictions this item could not be released in February.

(a) The Hagensborg Waterworks District is pleased to announce the approval of the HWD Fire Department grant application from *The Community Emergency Preparedness Fund* by the Province of B.C. The successful grant application applied through the Union of BC Municipalities (UBCM) will allow the replacement of turnout gear for 11 volunteer firefighters.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 January 30, 2020 Regular Monthly Meeting Minutes

Concern was expressed as to how some reports are dealt with in meetings. An opinion was sought outside the District and it was clarified that the Chair was within his prerogative to move items in camera. After discussion Trustees agreed that a request to view specific items or reports could be considered by the Board.

2020-04-02 M/S Trustees Skelly/O'Neill that the January 30, 2020 regular monthly meeting minutes be adopted.

CARRIED

3.2 February 20, 2020 Regular Meeting Minutes

2020-04-03 M/S Trustees Morton/Norton that the February 20, 2020 regular monthly meeting minutes be adopted. **CARRIED**

4. Unfinished/Regular Business:

4.1 Conversion Update

Chair O'Neill stated that Ministry contact Scott Leitch has left the Ministry and is being replaced by Karen Lynch who is well experienced with conversion. Ms. Lynch will be presenting to the Central Coast Regional District a timeline for conversion including the receipt of funds to be received by the end of August.

CAO Skelly stated she had a conversation on April 24, 2020 with CAO Courtney Kirk from the Central Coast Regional District (CCRD). The implications of COVID-19 were discussed in relation to the operations of the District. Ms. Kirk stated that the Ministry continues to oversee steps for the restructuring and conversion process and that the timeline has not been modified at this point due to the pandemic.

Ms. Kirk stated that Ken McIlwain as the CCRD Operations Manager will oversee a large portion of the transition. Currently he is involved with the Denny Island project.

The CCRD is seeking funding from government for a restructuring and feasibility study for asset management, which includes the governance options of a CCRD service area and a service commission. Next steps will include a joint administrative plan between the CCRD and HWD with a cost sharing agreement.

In conclusion, Ms. Kirk expressed that the CCRD would like assurance that all Trustees will stay the course during the conversion process. Ministry directive has already asked that all improvement district trustees whose terms are expiring remain on their boards as AGM's and elections are prohibited due to COVID-19.

Item 7.3 Urban Systems Draft Project Timeline/Budget – This draft project timeline based on Provincial requirements was received by Trustees. It is expected that field work will begin in August 2020 which is required for the grant money to flow.

4.2 Freedom of Information (FOI) Update

Since the last board meeting two letters have sent to the applicants who have submitted FOI requests to the HWD.

4.3 Water Test Results and VCH COVID-19 Directive

CAO Skelly read aloud the March 3, 2020 water test results. Results are available upon request and are posted on the website under Studies & Reports. Skelly also stated that a letter from VCH Environmental Health Officer Phil Muirhead was received stating that future water testing be put on hold due to the demand on labs testing for COVID-19.

4.4 Website Update

CAO Skelly has now been trained to manage the HWD website at no cost to the District. Skelly noted the following updates:

- Documents to support the 2018 grant application.
- Scot Durward's 2017 final report on challenges facing improvement districts in regards to infrastructure grant funding.
- The District's four 2020 Budget Bylaws.
- Letters Patent 2005 Order
- Minutes

- Drinking water reports
- Alerts section now changed to Alerts and Notices

5. Financial Report

5.1 Receive and Review Financial Update to March 31, 2020

Two financial updates were presented. Documents presented included the income statement for the first three months of 2020, balance sheet as of March 31st, the list of outstanding accounts and the bank reconciliation.

2020-04-04 M/S Trustees Baillie/Morton that the HWD receive the financial update to March 31, 2020.
CARRIED

5.2 Approval of Obligations for February 20, 2020 – April 27, 2020

The current list of payables and backup documents were presented to Trustees.

2020-04-05 M/S Trustees Morton/Baillie that the financial expenditures in the amount of NINETY THOUSAND SEVEN HUNDRED AND SEVENTY ONE DOLLARS AND EIGHT CENTS (\$90,771.08), detailing payment of the District's obligations for February 20, 2020 – April 27, 2020 be approved.
CARRIED

5.3 Payees for Electronic Payment

Due to COVID-19 the Board is trying to minimize contact by adhering to social distancing rules. For convenience, Trustee Morton requested the Board retroactively approve a temporary list of payees for electronic payment.

2020-04-06 M/S Trustees Morton/Norton that Diane Skelly, Helen's Bookkeeping Services, Capital One Mastercard (Tony Norton), Bella Coola Backhoe, Rocky Mountain Phoenix, Donna Mikkelson, and Jeremy Baillie be temporarily added to the payee policy.
CARRIED

5.4 2019 Annual Audit Update

Trustee Morton reported that the audit is expected to be completed by April 30, 2020.

5.5 2020 Annual Billing

In preparation for today's discussion CAO Skelly canvassed some improvement districts to see if annual rates were being reduced due to the COVID-19 pandemic and government assistance programs. In view of the responses received and the needs of our particular District several ideas for this year's annual billing were discussed. Reductions, payment extensions, proration and current commercial challenges were all considered.

Note: Trustees have committed to reassessing the situation at the next regular meeting prior to a final decision on billing.

2020-04-07 M/S Trustees Baillie/Morton that the District's residential and commercial rates will remain the same as per our 2020 Budget Bylaws, but a one month extension (September 30, 2020) for payment will be granted, prior to consideration of penalty charges. Businesses facing financial hardship due to COVID-19 may apply to the Board in writing for a reduction.
CARRIED

Trustee O'Neill, Opposed

5.6 Trustee Honorariums

In the absence of an AGM, the Ministry Governance Branch was consulted and our Letters Patent was reviewed in regards to yearly honorariums. The HWD Letters Patent states that

motions for remuneration at an AGM are fixed for the ensuing year.

2020-04-08 M/S Trustees Norton/Skelly that the annual honorariums be distributed to Trustees at the rate of \$800.00 per Trustee as approved by the ratepayers at the Hagensborg Waterworks District 2019 AGM. **CARRIED**

5.7 Trustee Norton Signatory

2020-04-09 M/S Trustees O'Neill/Morton that Trustee Tony Norton be added as a signatory to the Williams Lake and District Credit Union accounts including online access. **CARRIED**
Trustee Norton, Abstained

6. Petitions and/or Delegations: None

Due to the COVID-19 pandemic the Ministry has directed improvement districts to close all meetings to the public.

7. Correspondence:

7.1 Ministry of Municipal Affairs and Housing – COVID-19 Directive for Meetings

AGM's and elections to be postponed until further notice and meetings will not be open to the public. To provide continuity, the Ministry recommends that trustees whose terms are expiring continue to hold their trustee position until an election can safely be held.

2020-04-10 M/S Trustees Morton/O'Neill that the letter from the Ministry of Municipal Affairs and Housing be received. **CARRIED**

7.2 WorkSafe BC April 6, 2020 Inspection Report

The purpose of this inspection was to confirm that COVID-19 protocols are in place for fire department. The HWD is in compliance.

7.3 Urban Systems Draft Project Timeline/Budget – See Item 4.1 above.

7.4 Phil Muirhead March 21, 2020 Letter Appendix A

A letter was received from Vancouver Coastal Health (VCH) Environmental Health Officer Phil Muirhead outlining expectations in regards to our community water system. Phil Muirhead clearly stated that our water requires treatment as per the *Drinking Water Protection Act* and its Regulation. He stated that Vancouver Coast Health has patiently given HWD many years to work out a water treatment plan, such as the Point of Entry (POE) trial which turned out to be an inviable option.

VCH does "credit the HWD Board for doing a great job in gaining access to a level of grant funding unexpected for an Improvement District."

In conclusion, Phil Muirhead's letter stated, "It needs to be clearly understood that if the community loses the \$3.8 million dollar infrastructure money which has been granted to them, for whatever reason, there will still be the requirement to have a viable water system treatment plan with project timeline submitted to VCH by August 31, 2020. Construction will need to commence soon afterwards."

Trustees decided due to the importance of this letter it should be sent directly to ratepayers.

The letter will be mailed to ratepayers at the same time as the annual invoicing.

2020-04-11 M/S Trustees Skelly/Norton that the Hagensborg Waterworks District receive the March 21, 2020 letter from Vancouver Coastal Health Environmental Health Officer Phil Muirhead
Re: Community Water System Serving Hagensborg. **CARRIED**

7.5 Ministry Local Government Finance Unit – April 1st Interest Rate

Effective April 1, 2020, the interest rate established under Section 11(3) of the *Taxation (Rural Area) Act* shall be 5.95%.

7.6 Hagensborg Water Ratepayers Group (HWRG) March 1, 2020 Letter to Trustees

A letter was received from the HWRG responding to points raised in the HWD Chair's letter mailed to ratepayers in February. The Chair will send a response to the HWRG.

2020-04-12 M/S Trustees Skelly/Norton that the letter from the Hagensborg Water Ratepayers Group be received. **CARRIED**

8. New Business:

8.1 Fire Truck Purchase

Trustees are pleased to announce the purchase of a used fire truck for the District. Due to COVID-19 restrictions the fire truck remains in security in Red Deer, Alberta at this time. When possible, delivery of the truck will be to Abbotsford or Prince George for pick up by the HWD Fire Department. A motor vehicle inspection will need to be completed in B.C. upon arrival. The cost of this inspection was included in the purchase price.

2020-04-13 M/S Trustees Norton/Baillie that the Hagensborg Waterworks District purchase for \$150,000.00 the Superior fire truck that is being offered by Rocky Mountain Phoenix. This truck has been discussed by the HWD Trustees and the Fire Department prior to purchase. **CARRIED**

8.2 Active 911 App

Fire Chief Tony Norton reported that the Active 911 App is working very well for the Fire Department.

Trustees expressed appreciation to Chief Norton for the good communications between the Board and Fire Department.

2020-04-14 M/S Trustees Norton/Skelly that the Hagensborg Waterworks District purchase for the Hagensborg Fire Department a one year subscription in the amount of \$259.17 for the Active 911 cell phone App for emergency fire calls. **CARRIED**

9. Portfolio/Committee Reports:

9.1 Communications – Trustee O'Neill

Trustee O'Neill will draft a press release and send to Trustees for approval prior to submitting to the Coast Mountain News.

9.2 Maintenance, Repairs and Upgrades – Trustee O'Neill

CAO Skelly received the maintenance report from Chris Matthews and reported to Trustees the following:

- Minimum screen cleaning due low stream levels and lack of debris.
- There was one water turn-on for a ratepayer.
- One leaking curb stop was reported and is pending repairs.

- A new spill gate was built by Troy Gurr and installed by maintenance person Chris Matthews.

Trustee O'Neill stated that line flushing would be due in the near future.

9.3 Fire Department – Trustee/Chief Norton

Trustee Norton reported four brush fires in the past month. There was an excellent turn out from fire fighters at each fire. Norton reported that the successful grant turn-out gear is expected to be received by the first or second week of May. Masks have been received for the fire department and sanitation gloves are still on order due to the pandemic.

9.4 Trustee Financial Oversight – Trustee Morton

Nothing further to report.

9.5 New Directions Research – Trustee Skelly

Trustee Skelly reported that correspondence is being received on an ongoing basis regarding the COVID-19 pandemic from various organizations.

10 **Next Board Meeting Date:** TBA

11 **Adjournment** - The regular meeting adjourned at 2:20 pm

Chair

Corporate Administrative Officer