



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: February 20, 2020

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill (via Skype), John Morton, Jeremy Baillie, Diane Skelly, Tony Norton

Staff: Diane Skelly, CAO

Gallery: Mark Nelson, Chris Matthews, Donald Mikkelson, Joy MacKay, Ken Dunsworth

Chair O'Neill called the meeting to order at 1:03 pm.

1. Agenda:

1.1. **Call for late items to be added to the Agenda:** The following addition was added to the agenda.

Item 8.1 Ken Dunsworth Request for Grant Application Background Documents

1.2. Approval of Agenda

2020-02-01 M/S Trustees Norton/Morton that the Agenda be approved as amended.

CARRIED

2. In Camera Matters – Part 1

2020-02-02 M/S Trustees Norton/Morton that the meeting move in camera for consideration of in camera matters, pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

CARRIED

Reconvene: The regular meeting reconvened at 1:48 pm

The following matters were released from In Camera:

No items were released from In Camera at this point as the meeting was suspended until after the completion of the regular meeting.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 January 30, 2020 Regular Monthly Meeting Minutes

2020-02-03 M/S Trustees Skelly/O'Neill that the January 30, 2020 regular meeting minutes be tabled.
CARRIED

4. Unfinished/Regular Business:

4.1 Administration Report/Action Items – CAO Skelly stated that due to her unavailability this past month there was no written administration report, but that all items needing to be addressed had been incorporated in today's agenda.

4.2 Conversion Update – Chair O'Neill

Chair O'Neill announced receipt of the CCRD Resolution which was released from their February 14, 2020 In Camera Board meeting supporting the conversion process with the HWD.

2020-02-04 M/S Trustees Norton/Morton that we accept the February 14, 2020 Resolution received from the Central Coast Regional District supporting a conversion process with the Hagensborg Waterworks District and the Ministry of Municipal Affairs and Housing.

CARRIED
Trustee Baillie Opposed

4.3 Water Testing Results

CAO Skelly read the three test results from the January 28th collection date. Results will be posted on the District website and are available upon request.

5. Financial Report

5.1 Receive and Review Financial Update to January 31, 2020 – Trustee Morton presented the account reconciliation for Jan. 31st for approval. Figures presented showed a surplus of \$99,000.00, subject to audit and adjustment. This surplus appears to be on target with budget projections. Morton also stated that in the absence of a board meeting in December he had also reconciled the December financials. As per Policy 2.5 Payables Morton recommended that New Season Services be added to the availability for online payment.

2020-02-05 M/S Trustees Morton/Norton that New Season Services be added for online payments.
CARRIED

2020-02-06 M/S Trustees Morton/Norton that the HWD receive the financial update to January 31, 2020.
CARRIED

5.2 Approval of Obligations for January 1, 2020 – February 20, 2020

Trustee Morton presented the current payables and back up documents to trustees.

2020-02-07 M/S Trustees Morton/Skelly that the financial expenditures in the amount of FOUR THOUSAND NINE HUNDRED SEVENTY ONE DOLLARS AND FIFTY FOUR CENTS (\$4,971.54), detailing payment of the District's obligations for January 1, 2020 – February 20, 2020 be approved.

CARRIED

5.3 2019 Annual Audit Update – Most of the required materials have now been sent to Tenisci Piva. Trustee Morton suggested that April 15th would be a realistic date for completion of the

audit.

6. Petitions and/or Delegations: None

7. Correspondence:

7.1 Hagensborg Water Ratepayers Group Mailout and Response from Chair O'Neill

7.2 Findlay MacPherson Email

7.3 Dianne Tuck Emails

2020-02-08 M/S Trustees Morton/Norton that all correspondence be received and copies be appended to the monthly regular minutes.

CARRIED

8. New Business

8.1 Ken Dunsworth Request for Grant Application Documents

The engineering documents supporting the grant application will be sent to Ken Dunsworth, These will also be uploaded to the HWD website.

2020-02-09 M/S Trustees Morton/Baillie that all documents in support of the grant application be released to the public.

CARRIED

9. Portfolio/Committee Reports

9.1 Communications – Trustee Baillie – Nothing to report at this time

9.2 Maintenance, Repairs and Upgrades – Trustee O'Neill/Chris Matthews

Matthews reported that regular screen cleanings are taking place. He said the spill gate had to be removed to clean out the dam and a quote for a new gate is pending from Troy Gurr. Without the gate and due to the low water level more material is collecting causing extra screen cleanings. A ratepayer requested a water turn on but it was not accessible due to high snow levels. HWD Bylaw states that individuals are responsible for keeping their curb stops open for HWD maintenance person to access.

Discussion took place over the planned installation of a hydrant at the airport. Following concerns expressed by Trustee Morton after the heavy winter snowfalls, the Trustees agreed to consider relocating the new hydrant further along Phoenix Road.

9.3 Fire Department – Trustee/Chief Norton

Trustee Norton reported that the fire truck has passed the ICBC inspection and is now relicensed. Norton expressed concerns regarding the life of the fire truck (over 30 years). He confirmed with the fire insurance underwriters of BC that the status of our truck has not changed. Chief Tony Norton will consult with the fire fighters and continue with the process of looking for a replacement used fire truck. It doesn't appear that components can be replaced on the current fire truck.

Morton reported that he spoke to Ken McIlwain regarding the new fire truck for Bella Coola. He stated the Bella Coola truck cost \$35,000.00 and Nusatsum's fire department's truck cost \$50,000.00. Both of these trucks are 20 years old and were recertified for five years. Morton stated

that as far as insurance goes “failure to perform” can affect insurance and this type of insurance isn’t available to the District. He stated that as long as one fire truck under 20 years old in the Valley is available through the Mutual Aid Agreement then all fire departments have insurance protection. The Nuxalk fire department has such a fire truck. He did state that standpipes don’t qualify as hydrants for insurance purposes. The District’s intention is to replace all the standpipes during the upgrading of our system.

Trustee Baillie asked if the Active 911 app is in place for all fire departments within the Valley and Chief Norton stated that so far it is only be used for the Hagensborg Fire Department.

9.4 Trustee Financial Oversight – Trustee Morton

9.4.1 Trustee Morton confirmed that the Directors and Officers Liability Insurance has been renewed.

9.5 New Directions Research – Trustee Skelly

Trustee Skelly inquired as to whether the Board would like Scot Durward’s 2017 *Analysis of the BC Government’s Policy Restricting Improvement Districts Access to Water and Sewer Infrastructure Grant Funding* report posted to the website. All were in agreement.

Skelly presented the results of two UBCM 2019 resolutions and government responses.

- (a) B126 Gas Tax Funding For Volunteer Or Paid On-Call Fire Departments – This resolution requested that B.C. utilize gas tax funding for volunteer or paid on-call fire departments to assist with annual operating costs associated with purchase and maintenance of capital infrastructure and equipment, training, and the administration of the emergency firefighting response services. Government response was to make no change at this time.
- (b) B130 Improvement District Governance Policy – This resolution requested that Improvement District Governance Policy change to allow improvement districts equal access to provincial and federal infrastructure grant monies. Government response remained firm on current policy that improvement districts must undergo conversion to be eligible for capital funding.

10. Questions Of and By Board Members

Joy MacKay inquired as to why the full November administration report which was received by the Board at their November meeting had not yet been made available to the public. CAO Skelly replied stating that information addressing this particular document were part of the January minutes which had not yet been reviewed and adopted by the board. She stated that additional direction from the board was needed prior to release. She stated that as normal practice, a condensed version of the administration report in question had been recorded in the November 29, 2019 regular meeting minutes and has been available to the public.

Trustee Morton stated that reports delivered in an open meeting should be made available to the public, although there is no requirement to attach full documents to the minutes. All trustees agreed that the full original document would be released.

2020-02-10 M/S Trustees Morton/Baillie that any items received by the trustees in an open meeting be available to any ratepayer upon request. **CARRIED**

Mark Nelson asked the Board whether there were any ongoing negotiations with VCH regarding ultra violet (UV) treatment. He stated this was rumoured in the community. The Board replied that there are no negotiations with VCH on this issue and responded that the primary treatment for potable water as stated in the grant application was UV at the intake and chlorination as a secondary treatment if necessary. Mr. Nelson said he had not heard of that before and accused the Board of withholding information. The Board confirmed this information has been available in the form of Board minutes, the Conversion Review document and grant application. Mr. Nelson continued with numerous questions accusing the board of non-transparency and refusing to answer questions over the past several months. He became very agitated, used profanity on several occasions while rebuking the Board. Mr. Nelson was warned that his language was unacceptable. Mr. Nelson was not able to deescalate his behavior resulting in Trustee Morton and Baillie walking out of the meeting at 2:40 pm, resulting in a sudden end to the regular meeting.

In Camera Matters – Part Two convened at 2:42 pm

2020-02-11 M/S Trustees Norton/O'Neill that the meeting move in camera for consideration of in camera matters, pursuant to Sections 90(1)(a) and 90(1)(c) of the Community Charter: personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

CARRIED

Reconvene - The regular meeting reconvened at 2:57 pm

Items Released from In Camera

The following items were released from in camera:

- (a) Trustee Baillie no longer holds the Communications Portfolio.
- (b) Legal fees in regards to the Freedom of Information requests are approximately \$8,000.00.

11. Next Board Meeting Date: March 26, 2020 @ 1:00 pm

12. Adjournment - The regular meeting adjourned at 3:10 pm

Chair

Corporate Administrative Officer