



## Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: May 15, 2017

Meeting time: 1- 5 pm

**Trustees Present:** Chris Matthews, Don Mikkelson, Jeremy Baillie, Mark Nelson

**Trustees Absent:** Kevin O'Neill

**Staff:** Wes Abel, CFO

Meeting called to order: 1:15 PM

### 1. **Agenda**

1.1. Call for late items to be added to the Agenda. Chair Matthews called for any late items to the Agenda. The following two (2) items were added: (7.1) Letter from Diane Skelly dated May 6, 2017 (Re: Coast Mountain News Press Release May 4, 2017). (7.2) Three letters from Kevin O'Neill dated May 15, 2017 (a. CAO position; b. System Maintenance Contract; c. Conduct of Chair).

1.2. Review and approve the Agenda. Trustees reviewed the Agenda. MOTION to approve the Agenda as circulated with the additions from Diane Skelly and Kevin O'Neill.  
*Baillie/Mikkelson/Carried*

### 2. **Minutes** – Review and approve Minutes from

2.1. April 24, 2017 regular monthly meeting. Trustees reviewed the minutes from the regular monthly meeting on April 24, 2017. MOTION to approve the minutes from the regular monthly meeting on April 24, 2017. *Mikkelson/Nelson/Carried*

### 3. **Unfinished Regular Business**, and business brought forward from minutes not covered elsewhere:

3.1. DFO Collaboration – E-mail was received from John Willis on April 27, 2017. A “draft” Agreement is being prepared for the proposed joint project with DFO.

3.2. Asset Management Planning – ongoing

3.3. Results of Public Meeting – March 30, 2017. Trustees reviewed the “Survey” results from the Public Meeting held on March 30, 2017. Discussion followed. Trustees proposed to invite Phil Muirhead, Vancouver Health Authority, to a future Board Meeting.

MOTION to investigate the possibility of “a moratorium and a planned reduction in parcel tax” for the 2018 Budget after the consultation with the Ministry of Community, Sport, & Cultural Development, Vancouver Health Authority, Provincial Government, and the Hagensborg District Rate Payers. This potential investigation would go hand in hand with the development of the 2018 Budget and the Strategic Plans as discussed at the March 30, 2017 Public Meeting. *Nelson/Baillie/Carried*

3.4. AGM – May 25, 2017 (appoint two Scrutineers & an assistant at the sign-in desk). Trustees presented a list of potential Scrutineers, a secretary for the AGM, and a Registrar assistant for the AGM. CFO will contact the potential Scrutineers, the secretary for the AGM, and the Registrar assistant for the AGM.

### 4. **In-Camera** to discuss labour and legal matters. Moved In-Camera to discuss labour and legal matters at 2:16 PM. And moved out of In-Camera at 2:59 PM.

Ken Dunsworth entered the meeting at 3:00 PM.

**5. Financial Report:**

- 5.1. Receive and review financial update. CFO provided the monthly financial report.
- 5.2. Review and approve payment of invoices received since April 24<sup>th</sup> meeting. Trustees reviewed and approved payment of invoices received since the April 24<sup>th</sup> meeting. MOTION to approve the payables to the amount of \$2,936.32 *Baillie/Nelson/Carried*

MOTION to cancel the subscription with Zoom Video Communications Inc.  
*Nelson/Mikkelson/Carried*

**6. Petitions and/or delegations from the public** not covered elsewhere:

6.1.

**7. Correspondence** - Review correspondence received & sent not covered elsewhere:

- 7.1. Letter from Diane Skelly dated May 6, 2017 (Re: Coast Mountain News Press Release May 4, 2017). Trustees reviewed the letter from Diane Skelly. Discussion.
- 7.2. Three letters from Kevin O’Neill dated May 15, 2017 (a. CAO position; b. System Maintenance Contract; c. Conduct of Chair). Trustees reviewed the three letters from Kevin O’Neill. Discussion.

**8. New Business:**

- 8.1. AGM – Agenda Review for May 25, 2017. Trustees reviewed and amended the “proposed” AGM Agenda for May 25, 2017.
- 8.2. Bylaw #192. Bylaw #192 was brought out of In-Camera. Bylaw #192 will be revised based on Legal Advice.

**9. Portfolio Reports:**

- 9.1. Communications – Trustee Baillie. Report presented by Trustee Baillie.
- 9.2. Maintenance, Repair and Upgrade – Trustees Matthews and Mikkelson. Report presented by Trustees Matthews and Mikkelson. Regular maintenance such as grass trimming and screen cleaning were performed but no repairs were required on the water system this past month.
- 9.3. Fire Department – Trustee Nelson. Report presented by Trustee Nelson.
- 9.4. Trustee Financial Oversight – Trustee Mikkelson. Trustee Mikkelson noted he had reviewed the financials and bank statements and found no issues or concerns.

**10. Next regular Board meeting will be determined by the new Board after the AGM on May 25, 2017.**

**11. Chair Matthews** thanked all the current Board of Trustees and Staff for the past year of service to the Hagensborg Waterworks District and to the Hagensborg Community. **Well Done!**

**Meeting was adjourned at 5:15 PM**

\_\_\_\_\_ (Chair)