



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: September 21, 2017

Meeting time: 7:00 pm

Trustees in Attendance: Chair Kevin O'Neill
Trustee Diane Skelly
Trustee Chris Matthews
Trustee Jeremy Baillie

Absent: Trustee John Breffitt

Staff: Wes Abel, CFO
Joy MacKay, CAO

Guest: Phil Muirhead, Environmental Health Officer,
Vancouver Coastal Health – Health Protection

Chair O'Neill called the meeting to order at 7:05 pm.

1. Agenda:

1.1. Call for late items to be added to the Agenda

Item 3.3 *Annual General Meeting Draft Minutes* was deleted from the Agenda, and deferred to the September 27th regular monthly meeting.

There were no additions to the Agenda.

1.2. Approval of Agenda

2017-09-01 M/S Trustees Matthews/Baillie that the Agenda be adopted as amended.

CARRIED

2. Minutes – Approval of Previous Meeting Minutes:

2.1. July 27, 2017 Regular Monthly Meeting

Trustees discussed proposed revisions to the July 27, 2017 regular meeting minutes, brought forward for discussion by Trustee Skelly.

2017-09-02 M/S Trustees Baillie/Skelly that the minutes from the regular meeting, held July 27, 2017, be adopted as amended.

CARRIED

2.2. August 10, 2017 Extraordinary Meeting

2017-09-03 M/S Trustees Matthews/Skelly that the minutes from the extraordinary meeting, held August 10, 2017, be adopted as presented.

CARRIED

2.3. August 31, 2017 Extraordinary Meeting

- 2017-09-04** M/S Trustees Matthews/Baillie that the minutes from the extraordinary meeting, held August 31, 2017, be adopted as presented. **CARRIED**

2.4. September 7, 2017 Extraordinary Meeting

- 2017-09-05** M/S Trustees Baillie/Skelly that the minutes from the extraordinary meeting, held September 7, 2017, be adopted as presented. **CARRIED**

2.5. September 12, 2017 Extraordinary Meeting

- 2017-09-06** M/S Trustees Matthews/Baillie that the minutes from the extraordinary meeting, held September 12, 2017, be adopted as presented. **CARRIED**

3. Unfinished Regular Business:

3.1. Administration Report

Trustees perused the first presentation of a monthly Administration Report. The monthly report intends to update Trustees as to the status of ongoing matters, as well as highlight matters requiring the Board's attention. Suggestions were offered for minor adjustments in future reports, prior to publication on the District website.

A request was made for clarification of action taken, and anticipated follow-up, respecting recent concerns expressed by a rate payer, regarding water turbidity. Chair O'Neill committed to following up on behalf of the District.

3.1.1. Action Items Update

The Corporate Administrative Officer presented a table of action items, as a method of keeping Trustees informed as to progress on Board-directed tasks. Trustees were pleased to see the "at a glance" update attached to the monthly Administration Report.

- 2017-09-07** M/S Trustees Baillie/Matthews that the CAO be authorized to contract cleaning services for a one-time cleaning of District office facilities. **CARRIED**

- 2017-09-08** M/S Trustees Matthews/Baillie that the Administration Report dated September 21, 2017 be received. **CARRIED**

3.2. Procedural/Administrative Matters

3.2.1. Audio Recording of Meetings

Trustees discussed potential benefits of audio recording Board meetings in the future. Trustees agreed that the purpose of creating an audio recording would be offer an opportunity to "double check" on issues requiring clarification, rather than to create/disseminate a verbatim record of Board meetings. Audio recordings would not be made available to the public, nor would it be expected that they be utilized on a

regular basis, in transcribing meeting minutes. The CAO will draft a brief policy for presentation at the next regular meeting, and audio recording will be implemented on a trial basis.

4. In-Camera Matters:

In camera matters were deferred to later in the meeting.

5. Financial Report:

5.1. Receive and review Financial Update

Trustees reviewed the monthly financial update, presented by CFO Wes Abel, which details the District's financial position, relative to the annual budget.

2017-09-09 M/S Trustees Matthews/Baillie that the Financial Update for the month of September 2017 be received.

CARRIED

5.2. Approval of Obligations for the month of September 2017 (Released from In Camera Meeting)

Approval of financial obligations for the month of September 2017 was deferred to later in the meeting.

5.3. 2018 Budget Development Update

Trustees perused a handout which offers an overview of the current 2018 budget development process. The next committee meeting for purposes of budget development will be held on September 27, 2017.

5.4. Invoice Payment Information – Draft Document

Trustees reviewed and offered their appreciation for a draft document, developed by the CFO and Trustee Baillie, and intended to better inform rate payers regarding the District's annual invoicing. The information will be printed on the reverse side of the annual invoices, providing definitions and other general information.

6. Petitions and/or Delegations:

6.1. Phil Muirhead, Environmental Health Officer Vancouver Coastal Health – Health Protection (By Invitation)

Trustees expressed appreciation to Phil Muirhead, Environmental Health Officer Vancouver Coastal Health–Health Protection for attending the meeting, and for attending a meeting of a Committee of the Whole, held earlier in the day.

Brought Forward:

A Committee of the Whole meeting had commenced at 4:00 pm, with introductions and a welcome to Mr. Muirhead, noting that Trustee Breffitt was unavailable, and had previously offered his regrets.

Mr. Muirhead offered some opening comments, noting that he has been looking forward to meeting with the Board of Trustees, and anticipates a positive and open discussion.

Trustees asked questions around the Point of Entry Pilot Project, specifically inquiring that, if the Pilot Project is eventually terminated, what is likely to be the position of Vancouver Coastal Health (VCH), regarding treatment of District water.

Mr. Muirhead surmised that if the Point of Entry Pilot Project was terminated, VCH would want to know what the next future direction for the District will be, in terms of the District's efforts to address the Boil Water Advisory. Mr. Muirhead expects that VCH would be understanding that the process of developing a new direction plan would take some time, and would require engineering and public consultation. Mr. Muirhead suggested that VCH would welcome the opportunity to work with the District to help in the development of a planning process/proposal.

Trustees asked questions about different treatment options, and what combinations of treatment would likely be necessary to meet current health standards. Suggestions were made to investigate what is being undertaken in some other areas, where water purveyors are facing similar issues.

Mr. Muirhead spoke to the need for treatment, especially given the condition of the District's asbestos mainline, and clarification was offered that if the water is treated with ultraviolet at the intake, then the level of residual treatment in the lines would be lower. Collaboration with other agencies, such as the Department of Fisheries and Oceans, where possible, was encouraged.

In response to questions from Mr. Muirhead, Trustee Matthews offered background on the water volumes supplied by the District's wells, noting that the wells do not offer sufficient flows for fire fighting.

Background was also provided regarding the Point of Entry Pilot Project. When the pilot project was initiated, it appeared to be the cheapest option; was believed it would help to avoid the use of chlorine; and would buy some time to upgrade all the water lines - a project that has been on the District's collective mind for some time. Now however, there are increased concerns about associated maintenance costs, which continue to rise because of turbidity, future requirements to meet 4 log reduction of viruses, and the implementation of service agreements. While the main challenges with ultra violet (UV) treatment are around turbidity, even if the District utilizes the wells, there is still likely to be a need for UV treatment. Centralized UV treatment would eliminate the need for standing water chlorine treatment.

Mr. Muirhead shared some information regarding experts in various treatment options, and affirmed that the expectation of VCH is that progressive treatment be implemented whereby one form of treatment would improve the situation, while the District planned to implement subsequent treatment options. Trustees were pleased to hear that VCH supports an incremental/progressive approach to water treatment.

Mr. Muirhead addressed questions around the use of chlorine, either as a standing water treatment, or as a residual treatment in the water lines. He confirmed that the use of chlorinated water is not an issue for gardening, as chlorine dissipates very rapidly when it meets soil. Mr. Muirhead also confirmed that VCH has no problem with point of use systems to de-chlorinate tap water, at the point of use.

Other possible treatment options discussed included a membrane system. Mr. Muirhead committed to sending the District some up-to-date information on this treatment technology.

When asked to make recommendations to the District, respecting where best to start an incremental/progressive treatment approach, Mr. Muirhead suggested that early priorities should focus on identification of opportunities for collaboration, followed by determination of the direction to move regarding treatment options, as this would inform how to proceed with infrastructure needs between the dam and the fire hall. He confirmed that centralized UV treatment, if implemented, would have to be located before any possible chlorine treatment in the system.

Trustees inquired if Mr. Muirhead had received any indications that funding to improvement districts for infrastructure projects might be forthcoming. Mr. Muirhead indicated that he was not aware of any reason to expect a change to the current provincial government policy around infrastructure funding for improvement districts.

Questions around certification requirements for maintenance contractors and volunteers were addressed, along with questions relating to security of the District's filtration tanks.

The Committee of the Whole adjourned shortly after 6:00 pm.

7. Correspondence:

7.1. Email from Joan Sawicki, dated August 17, 2017

Correspondence was received from Joan Sawicki in response to the offer of appreciation recently given by the Board of Trustees, for Ms. Sawicki's work as Elections Officer in 2016 and 2017.

2017-09-10 M/S Trustees Matthews/Baillie that the correspondence from Joan Sawicki, dated August 17, 2017 be received.

CARRIED

8. New Business:

8.1. **Requirements of Rate Payers re; Water Turn On/Off**

Trustees discussed whether some of the requirements for rate payers around removing District water services are unnecessarily onerous. Some background was offered, and Trustees agreed that further discussion during the budget/bylaw development process was in order.

9. Portfolio/Committee Reports:

9.1. Communications – Trustee Baillie

Trustee Baillie looks forward to issuing a press release on behalf of the District, following the meeting.

9.2. **Maintenance, Repair and Upgrade – Trustee Matthews**

Trustee Matthews advised that some major brushing around District infrastructure is soon required. While weed eating around hydrants and standpipes takes place every year, more significant brushing is required from time-to-time.

9.3. **Fire Department – Trustee Breffitt**

No report due to Trustee Breffitt's scheduled absence, however it was noted that information had been received from former trustee, Dianne Tuck, regarding costs associated with refurbishing the District's fire truck.

9.4. **Trustee Financial Oversight – Chair O'Neill**

Trustee O'Neill confirmed that monthly meetings with the CFO, to go over the District's financial transactions are occurring regularly.

9.5. New Directions Research Portfolio – Draft Terms of Reference – Trustee Skelly

Draft Terms of Reference for the New Directions Research portfolio were presented by Trustee Skelly for review. Trustees and the CAO will review the draft and bring any proposed changes to the next regular meeting.

4. In Camera Matters (Brought Forward)

2017-09-11 M/S Trustees Baillie/Skelly 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 and the following matters were released from in camera:

2017-09-12 M/S Trustees Matthews/O’Neill that financial expenditures in the amount of EIGHT THOUSAND SEVEN HUNDRED TWENTY DOLLARS AND SEVENTY-FIVE CENTS (**\$8,720.75**), representing payment of the District’s commitments and obligations for the month of September 2017, be approved.

CARRIED

10. Next Board Meeting Date: Extraordinary (budget) meeting: September 27, 2017
Regular meeting: October 19, 2017

Adjournment

The meeting was adjourned at approximately 9:40 pm.

Chair

Corporate Administrative Officer