



Hagensborg Waterworks and Fire Protection District
Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: Thursday, February 15, 2018

Meeting time: 1:00 pm

Trustees in Attendance: Trustee Chris Matthews (Chair) Trustee Jeremy Baillie
Trustee Diane Skelly Trustee John Breffitt

Staff: Wes Abel, CFO
Joy MacKay, CAO

Regrets: Trustee Kevin O'Neill

Gallery: One member of the public joined the gallery

Chair Matthew called the meeting to order at 1:00 pm.

1. **Agenda:**
1.1. **Call for late items to be added to the Agenda**

Chair Matthews called for additions to the agenda. The following items were added to the agenda:

8.2 UBCO Small Water Systems Research Project - Request to Participate
9.5.1.4 BC Water and Waste Association – Conference Information

1.2. **Approval of Agenda**

2018-02-01 M/S Trustees Skelly/Baillie that the agenda be adopted as amended.

CARRIED

2. **Minutes – Approval of Previous Meeting Minutes:**
2.1. **January 18, 2017 Regular Meeting Minutes**

Trustees reviewed the minutes from the last regular meeting.

2018-02-02 M/S Trustees Baillie/Breffitt that the minutes from the regular meeting held January 18, 2018 be adopted as presented.

CARRIED

3. **Unfinished/Regular Business:**
3.1. **Administration Report**

The Administration Report, prepared by the Corporate Administrative Officer, provides a monthly update on a number of matters and items of correspondence, administrative in nature. The Chair invited the CAO to expand on items in her report, as necessary.

The CAO updated trustees as to progress on the Website. Trustees agreed that the website is a priority and would like to see more progress before the AGM in April.

Preparations are underway for the 2018 Annual General Meeting in April. School District No, 49, via Trustee Baillie, has once again offered the Nusatsum Elementary School gymnasium as a venue for the AGM. Trustee Skelly and the CAO have initiated planning to bring forward the question of possible conversion of HWD to the Central Coast Regional District (CCRD). Last year's AGM saw a resolution to pursue funding to explore the topic of conversion, and it is envisioned that there will be an information segment included in the upcoming AGM, to gauge interest if further pursuing information and processes associated with conversion. Information on the POE pilot project will also be presented. Staff will approach Joan Sawicki, to again request her assistance as Elections Officer. Trustees also considered the wisdom of hiring a recording secretary to take AGM minutes, in order that the CAO might be available for procedural and other meeting advice.

The CAO is working on the development of a policy manual, as well as a schedule to bring forward policies and procedures for review/revision. Trustees agreed that an orderly process for policy review, as well as a visioning/planning session would be beneficial, and will be held after the AGM.

2018-02-03 M/S Trustees Breffitt/Baillie that the Board of Trustees authorize the expenditure of funds to hire a recording secretary, to record the minutes for the Annual General Meeting.

CARRIED

3.1.1. **Action Items Update**

Trustees reviewed the Action Items Update, provided by the CAO. The Update offers a table presentation of progress on Board-directed tasks.

3.1.2. **Policies & Procedures**

3.1.2.1. **Policy Development and Review**

3.1.2.2. **Procedure: Projects, Portfolio, and Committee**

Trustees perused existing policies associated with HWD policy and procedure development and review.

3.1.3. **Staff Report/Overview – Conversion**

Trustees reviewed a graphic representation of “where” the District is currently at, in terms of provision of services in the face of increasing financial and compliance-related and other pressures. The graphic is intended to aid in identifying critical decision-making points, and options for moving forward.

3.1.4. **AGM Preparations – Part 1**

Trustees reviewed materials relating to large assembly meeting procedures. The CAO will continue to identify resources to assist with AGM preparations.

4. **In-Camera Matters:**

In-Camera matters were deferred to later in the meeting, to avoid inconveniencing the gallery.

5. **Financial Report:**

5.1. **Receive and review financial update to February 15, 2018**

5.2. **Approval of Obligations for the Month of February 2018 (Released from In Camera Meeting)**

Financial matters were deferred to later in the meeting, to avoid inconveniencing the gallery with the need to move in-camera for portions of this item dealing with employee relations.

6. Petitions and/or Delegations:

There were no petitions nor delegations.

7. Correspondence:

No correspondence was circulated, outside that included in this month's Administration Report.

8. New Business:

8.1 Appointments to Court of Revision

The Board of Trustees is required to appoint three persons to constitute the Court of Revision to consider any complaints regarding assessment. Persons appointed may be trustees or other persons, but not the assessor. The Court of Revision is held not less than two weeks later than the end of the period which is given for landowners to appeal an assessment. Trustees discussed the importance of members of the Court of Revision being familiar with the Improvement District boundary; the basis of assessment used; the uses of property within the District; and the Improvement District's services.

Trustees agreed that one sitting trustee should sit on the Court of Revision, and requested that the CAO draw, by lot, from an established array, four names to comprise the balance of the Court, plus two alternate members.

2018-02-04 M/S Trustees Breffitt/Baillie that the following individuals be appointed to the Hagensborg Waterworks District Court of Revision for 2018: Trustee John Breffitt, Ken McIlwain, and John Morton; and

That the following individuals be appointed as alternates to the Hagensborg Waterworks District Court of Revision for 2018: Mark Nelson and Charles Endicott; and

That the Court of Revision be held March 8, 2018, at 7:00 pm, at the Improvement District Office, in Hagensborg.

CARRIED

8.1 University of British Columbia-Okanagan – Small Water Systems Research Project

Trustee Skelly introduced a research project, focus on treatment/disinfection of small water systems in the Province. A UBCO graduate student has requested that HWD participate in the study by completing a questionnaire.

2018-02-05 M/S Trustees Breffitt/Baillie that the Board of Trustees delegate Trustee Skelly to respond to the questionnaire on behalf of the District, and directs that the CAO respond to the UBCO request in the affirmative.

CARRIED

9. Portfolio/Committee Reports:

9.1. Communications – Trustee Baillie

Trustee Baillie will develop a media release, detailing salient points from this and the previous Board meeting.

9.2. Maintenance, Repairs and Upgrades – Trustee Matthews

Chair Matthews advised that all routine maintenance matters have been going smoothly.

9.3. Fire Department – Trustee Breffitt

9.3.1. 150 Mile House Fire Department Annual Training Weekend

Trustee Breffitt shared information with the Board regarding an upcoming training weekend, sponsored by the 150 Mile House Volunteer Fire Department. Trustee Breffitt will attend the upcoming fire practice and canvass interest in the event with members and with the fire chief.

Trustees discussed opportunities to enhance the professionalism of the HVFD, by encouraging training and other means of recruitment and retention.

Trustee Breffitt will communicate with Nuxalk Fire Department Dispatcher, Christina Hoppe, regarding issuance of certificates for training undertaken by HFVD members in 2016.

Trustees discussed a range of possible options for a newer or renewed fire truck. Trustee Breffitt will discuss options with the fire chief and with the fire truck inspector.

The CAO inquired about when the Hagensborg Volunteer Fire Department was established. The CAO will review the establishment bylaw.

9.4. Trustee Financial Oversight – Trustee Breffitt

Trustee Breffitt identified no problems with trustee financial oversight, noting that several documents are currently out for testing with the District's auditors.

9.5. New Directions Research – Trustee Skelly

9.5.1.1. Fire Insurance Rates

Trustee Skelly presented research she had done on home fire insurance rates, in relation to proximity of fire fighting resources. Rate classifications consider whether a residence is located within eight kilometres of a fire hall, and within 300 metres of a fire hydrant, with each classification representing a significant reduction or increase in the cost of insurance premiums.

9.5.1.2.2017 UBCM Convention Resolutions re: Improvement Districts

Trustee Skelly shared, for interest and information, three resolutions relating to improvement districts, that had been endorsed at last year's UBCM Convention. Provincial government responses to the resolutions are not yet available.

9.5.1.3.UBC Membrane Pilot Project – Correspondence to/from Pierre Berube

Trustee Skelly shared a number of items of correspondence from UBC engineering professor Pierre Berube, who is involved in a pilot project study of membrane purification technology.

Trustees discussed various technologies and indicated that a summary of Professor Berube's project would be a good next step toward understanding the potential benefits to the District, of participating in a pilot project.

Recess

A recess was called at 4:15 pm.

Reconvene

The meeting reconvened at 4:25 pm.

4. In-Camera Matters

- 2018-02-06** M/S Trustees Baillie/Skelly that that the meeting move in camera, for consideration of 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

The regular meeting resumed at 6:08 pm.

Trustee Breffitt left the meeting at 5:46 pm.

The following motions were released from the in-camera meeting:

- 2018-02-07** M/S Trustees Baillie/Breffitt that that the that financial expenditures in the amount of NINE THOUSAND FOUR HUNDREN THIRTEEN DOLLARS AND SIXTY-THREE CENTS (\$9,413.63), representing payment of the District's commitments and obligations for the period covering February 2018, be approved.

CARRIED

- 2018-02-08** M/S Trustees Baillie/Skelly that the Board of Trustees renew the contract for provision of bookkeeping and corporate financial officer services with Wes Abel/Abel Financial Services, pursuant to the General Services Agreement dated February 15, 2018.

CARRIED

Trustees thanked Mr. Abel for his dedication and service to the Board.

Brought forward:

5. Financial Report

5.1 Receive and Review Financial Update to February 15, 2018

Trustees reviewed the monthly Financial Report, presented by the Corporate Financial Officer. The Financial Report shows the current financial position of the District.

- 2018-02-09** M/S Trustees Skelly/Baillie that the Financial Report dated February 15, 2018 be received.

CARRIED

10. **Next Board Meeting Date: March 15, 2018 (Regular Meeting)**

Adjournment

2018-02-10 M/S Trustees Baillie/Skelly that the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:15 pm.

Chair

Corporate Administrative Officer