



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: Thursday, April 18, 2018

Meeting time: 7:00 pm

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

Staff: Wes Abel, CFO
Joy MacKay, CAO

Chair Chris Matthews called the meeting to order at 7:02 pm.

1. Agenda:

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

Trustee Skelly requested that the minutes needing adoption not be deferred, due to the upcoming AGM.

2018-04-01 M/S Trustees Skelly/O'Neill that the Board does not defer the March 15, 2018 Regular and In-Camera minutes and defer instead items 3.2 and 9.5.2 on the agenda which are of lesser importance.

MOTION DEFEATED

Additions: 7.2 Information from Vancouver Coastal Health re: Water Testing

1.2. Approval of Agenda

2018-04-02 M/S Trustees O'Neill/Breffitt that the Agenda be adopted as amended.

CARRIED

2. Minutes – Approval of Previous Meeting Minutes:

2.1. March 15, 2018 Regular Meeting Minutes – **Deferred to May 24, 2018**

2.2. April 10, 2018 Special Meeting Minutes - **Deferred to May 24, 2018**

3. Unfinished/Regular Business:

3.1. **Administration Report** – To Be Distributed

3.1.1. **Action Items Update** – Deferred to May 24, 2018

3.1.2. **AGM Preparations:**

3.1.2.1. **Procedural Information** – Policy (T) 1.2 Trustee Election Process reviewed.

3.1.2.2. **Notice of Annual General Meeting** – The Notice of AGM was circulated to Trustees and requirements for Notice were reviewed.



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- 3.1.2.3. **Agenda** – The AGM Agenda was reviewed with no changes.
- 3.1.2.4. **2017 AGM Minutes with Attachment** – Minutes were circulated with letter from Environmental Health Officer Phil Muirhead attached.
- 3.1.2.5. **AGM (Power Point) Presentation** – A few final changes were made to the PowerPoint presentation for the April 19, 2018 AGM.

3.2. **Union of BC Municipalities – Provincial Response to Resolutions**

Trustees reviewed six 2017 UBCM resolutions and government responses in relation to fire departments, improvement district governance, funding and watershed management.

4. **In-Camera Matters:**

2018-04-03 M/S Trustees O'Neill/Baillie 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 meeting moved in-camera at 8:30 pm.

Reconvene: The Regular Meeting resumed at 9:30 pm.

5. **Financial Report:**

- 5.1. **Receive and review financial update to April 18, 2018** – To be Distributed by CFO
- 5.2. **Budgeted vs. Actual Expenditures-Year-to-Date** – Presented to Board by Wes Abel.
- 5.3. **Administrative Costs – Historical Analysis** – A graphic was presented to Trustees tracking the increase in administrative costs over several years. This will be available at the AGM if requested. Trustee O'Neill stated that this year's intensive budget process gave Trustees a much better understanding as to how District money is being spent.

2018-04-04 M/S Trustees O'Neill/Skelly that the financial report dated April 18, 2018 be received.

CARRIED

- 5.4. **2017 Audited Financial Statements** – The audited financial statements were presented by CFO Wes Abel for review. Recommendations to the Board of Trustees will be coming from the auditors in the near future.

2018-04-05 M/S Trustees Breffitt/O'Neill that the HWD Board of Trustees approve the audited Financial Statement received from Tenisci Piva for the year ending December 31, 2017.

CARRIED



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5.5. Approval of Obligations for the Month of April 2018 (Released from In Camera Meeting) – To be Distributed by CFO

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

2018-04-06 M/S Trustees Baillie/O'Neill that the financial expenditures in the amount of FIVE THOUSAND SIX HUNDRED THIRTY-TWO DOLLARS AND THIRTY-THREE CENTS (\$5,632.33), representing payment of the District's commitments and Obligations for the period covering April 2018, be approved.

CARRIED

6. **Petitions and/or Delegations:** None

7. **Correspondence:**

7.1. Vancouver Coastal Health – Letter from P. Muirhead, Drinking Water Officer

Letter from VCH Phil Muirhead dated March 16, 2018 was received. This letter was a follow-up to our September 2017 Board meeting where we discussed the POE pilot project and options for water treatment. The letter outlined steps VCH would like the Board to take if the community ends the pilot and it advised on steps for moving forward in regards to exploring other treatment options for our system. Trustee O'Neill said a report to VCH on the POE is required.

2018-04-07 M/S O'Neill/Bailley that the Board receive the correspondence from Phil Muirhead.

CARRIED

7.2. Vancouver Coastal Health – Water Testing

Trustee Skelly shared an email from VCH Phil Muirhead regarding the HWD Permit and Conditions and water sampling. Phil Muirhead said that water samples "representational" of our water system are best taken under normal usage at the far ends of the lines.

8. **New Business:** None

9. **Portfolio/Committee Reports:**

9.1. **Communications – Trustee Baillie** – Will write a Press Release covering our last two Board meetings and upcoming AGM.

9.2. **Maintenance, Repairs and Upgrades – Trustee Matthews** – No problems to report.

9.3. **Fire Department – Trustee Breffitt** – Stated funding opportunities continue to exist through Regional Districts.

9.4. **Trustee Financial Oversight – Trustee Breffitt** - ongoing

9.5. **New Directions Research – Trustee Skelly**

9.5.1. PoE Time Frame 2010-2018 – Trustee Skelly constructed a detailed timeframe of the history of the POE pilot project, including the original Motions, from 2010 to the present date.

9.5.2. Federal Gas Tax Strategic Priorities Funding – An article from the BCWWA March newsletter was presented explaining the Gas Tax Funding contributions for British Columbia. The Denny Island water system and Centennial Pool were two of the approved projects to receive funding.



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Prior to adjournment Chris Matthews announced he would be relinquishing his position as Chair effective immediately. The Board expressed their sincere thanks to Chris Matthews for his years of outstanding service and commitment to the HWD, as both a Trustee and Maintenance person.

10. Next Board Meeting Date: May 24, 2018 (Regular Meeting)

Adjournment

2018-04-08 M/S Trustees O'Neill/Baillie that the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:37 pm.

Chair

Corporate Administrative Officer