



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes, June 25,2020

Present: Trustees Baillie and Morton (via Zoom), Norton, ONeill and Skelly at the Hagensborg Waterworks District Firehall

Observer: Donald Mikkelson (portion) via Zoom

The meeting was called to order at 1:10 PM.

1.1 No late items were added to the agenda.

1.2 It was moved/seconded by Morton/Baillie that the agenda be adopted as presented. **Carried**

2. It was moved/seconded by Skelly/Norton that the meeting move in camera.

Carried

The regular meeting reconvened at 1:25 PM. Items released from in camera; the trustees voted to grant fee reductions on 2020 invoices to charitable organizations impacted by the COVID-19 pandemic upon application, and also summarized details of ongoing conversion discussions with other levels of government (see 4.2)

3.1 It was moved/seconded by Norton/Skelly that the minutes of the regular meeting on April 27, 2020 be adopted as circulated. **Carried**

3.2 It was moved/seconded by Baillie/Skelly that the minutes of the May 21,2020 Extraordinary meeting be adopted as circulated. **Carried**

4.1 The previously circulated administration report was reviewed by acting CAO Skelly highlighting activities of the past month. It was moved/seconded by Norton/Baillie that the report be received. **Carried**

4.2 Chair ONeill and acting CAO Skelly reported on a conference call earlier in the day. Each was invited to attend by Karen Lynch representing the BC Ministry of Municipal Affairs and Housing. The meeting was also attended by CCRD staff Courtney Kirk and Ken McIlwain and area directors Jayme Kennedy and Lawrence Northeast. The hour long teleconference focussed on the impending conversion of the district to a service area of the CCRD. Matters discussed were the target date for completion of conversion by December 31, 2020, a representative governance model for the post-conversion service area and the recent transfer of approximately \$1.3 million of the grant funding awarded to the district. Further conference calls were scheduled to discuss engineering field work and development/adoption of a detailed action plan. This will serve as a guide to the completion of the conversion process.

4.3 Water testing results were presented by acting CAO Skelly

4.4 Preparations for the 2020 invoicing process are on schedule, and it was noted that two local businesses had already applied for a reduction in their annual water tolls due to the impact of COVID-19 on their operations.

5.1 Trustee Morton presented the detailed financial update, and it was moved/seconded by Norton/Baillie that the report be received. **Carried**

5.2 The approval of obligations for the previous month was deferred as the particulars were not available for review.

6. There were no petitions or delegations

7. There was no correspondence for review

8. It was moved/seconded by Norton/Baillie that the Court of Revision will be held on July 31, 2020 if necessary. Last year's volunteers will be contacted to confirm their availability. **Carried**

9.1 Communications; Chair ONeill to circulate an article for publication in the Coast Mountain News.

9.2 Maintenance; weed whacking around standpipes and hydrants was completed, and turbidity events resulted in a switch from the surface water intake to the well. Much needed flushing of standpipes will be carried out by the fire department, after hydrants are flushed. Notification of dates/times will be posted well in advance. Repairs to an accidentally damaged standpipe will be expedited, and we will attempt to recover the costs from those responsible.

9.3 Fire Chief Norton reported on the arrival of the replacement fire truck. The trustees expressed sincere appreciation to Stuart Harrison for his help in facilitating pick-up of the fire truck in Prince George. Most of the new turn-out gear has now arrived, and another grant application will be made for funding to replace aging fire hose(s). The trustees thanked Chief Norton for his ongoing and very successful efforts to improve our firefighting capacity.

Donald Mikkelson joined the meeting via Zoom at approximately 1:45 PM

9.4 Trustee Morton advised that in a post-audit review, he had identified a misallocated expense that resulted in a budget anomaly. He consulted with the auditor and advised the bookkeeper to reallocate the item. This action will be reflected in the 2020 financial statements, along with an explanatory note.

9.5 New Directions; no report this month

10. The next regular monthly meeting was scheduled for July 30, 2020

The meeting was adjourned at 2:10 PM

Chair

Corporate Administrative Officer