



## HAGENSBORG WATERWORKS DISTRICT

### Regular Monthly Meeting Minutes

Location: District Office, Hagensborg Fire Hall

Date: Thursday, March 15, 2018

Meeting time: 1:00 pm

Trustees in Attendance:      Trustee Chris Matthews (Chair)      Trustee John Breffitt  
   Trustee Diane Skelly                                      Trustee Kevin O’Neill (via Skype)

Staff:                                      Wes Abel, CFO  
   Joy MacKay, CAO

Regrets:                                      Trustee Jeremy Baillie

Chair Matthew called the meeting to order at 1:05 pm.

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

Chair Matthews called for any additions or revisions to the agenda. Trustee Skelly requested that “Water Canada Budget” be added to the agenda.

In camera matters will be moved to later in the agenda.

- 1.2. **Approval of Agenda**

**2018-03-01**              M/S Trustees Skelly/O’Neill that the agenda be adopted as amended.

**CARRIED**

2. **Minutes – Approval of Previous Meeting Minutes:**
  - 2.1. **February 15, 2018 Regular Meeting Minutes**

The Corporate Administrative Officer noted that the departure of Trustee Breffitt had inadvertently been omitted from the February regular meeting minutes.

**2018-03-02**              M/S Trustees Skelly/Breffitt that the minutes of the February 12, 2018 regular meeting be approved as amended.

**CARRIED**

### 3. Unfinished/Regular Business:

#### 3.1. Administration Report

##### 3.1.1. Action Items Update

The Corporate Administrative Officer spoke to the monthly administration report, which details progress on a number of matters, administrative in nature. This month's report highlights progress toward the 2018 AGM, HWD website, and continuing information technology challenges.

**2018-03-03** M/S Trustees Breffitt/O'Neill that the Board of Trustees authorize the purchase cost, to a maximum of \$400.00, of a reliable method of backing up HWD data.

**CARRIED**

##### 3.1.2. AGM Preparations – Part 2

###### 3.1.2.1. Draft Agenda

###### 3.1.2.2. Procedural Information Cont.

###### 3.1.2.3. PoE Pilot Project – Information/Recommendation for AGM (Trustee Skelly)

###### 3.1.2.4. Presentation on Conversion

The CAO spoke to preparations underway for this year's AGM, tentatively set for April 19, 2018. While details are still in progress, it is anticipated that voting cards will be incorporated, and a brief presentation on regional district conversion will be offered. Trustees agreed that formal presentation components should be brief, with handouts available.

Trustee O'Neill left the meeting.

Trustee Skelly spoke to the matter of the Point of Entry (POE) Pilot Project, and her research into point of entry treatment technology, and on the HWD POE Pilot Project, in particular. Trustee Skelly presented information speaking to discontinuation of the Project. Trustees discussed how best to move forward, beyond the POE Pilot Project, and agreed that it was prerequisite to hear from rate payers on the question of the POE, before considering further, possible alternate technologies or options for the District.

**2018-03-04** M/S Trustees Skelly/Breffitt that the Board of Trustees present a recommendation to the Hagensborg Waterworks District Rate Payers, at the 2018 AGM, to terminate the Point of Entry (POE) Pilot Project, as follows:

That the Board of Trustees cease all operations and funding in relation the Point of Entry Pilot Project; and

Further, that existing POE units be removed before the end of the 2018 fiscal year.

**CARRIED**

### 4. In-Camera Matters:

In camera matters were moved to later in the agenda.

### 5. Financial Report:

#### 5.1. Receive and review financial update to March 15, 2018 – To be Distributed by CFO

The monthly financial report was circulated to trustees.

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

Financial Matters Item 5.2 was moved to later in the agenda.

**5.3. 2018 Budget POE Reclassification**

Discussion took place regarding procedure at the recent 2018 budget process and the amount of parcel tax collected over the years for the Point of Entry pilot project. The Corporate Financial Officer will seek advice from the District's auditors on this question.

**6. Petitions and/or Delegations:**

There were no petitions nor delegations.

**7. Correspondence:**

Correspondence items were included in the Administration Report.

**8. New Business:**

**8.1 Drinking Water Reports/Permit to Operate**

Trustee Skelly raised concerns in regards to the HWD Operating Permit and water testing over the past year. She queried sampling protocol, VCH requirements, and suggested maintenance oversee this task.

**2018-03-05** M/S Trustees Skelly/Breffitt that the Corporate Administrative Officer initiate action to reinstitute regular monthly water quality testing.

**CARRIED**

**2018-03-06** M/S Trustees Breffitt/Skelly that the Corporate Administrative Officer initiate contact with the Vancouver Coastal Health Environmental Health Officer, regarding details of HWD's current Permit to Operate and water testing protocols.

**CARRIED**

**9. Portfolio/Committee Reports:**

**9.1. Communications – Trustee Baillie**

Trustee Baillie was not available for the meeting.

**9.2. Maintenance, Repairs and Upgrades – Trustee Matthews**

Chair Matthews reported no unusual maintenance issues.

**9.3. Fire Department – Trustee Breffitt**

Trustee Breffitt reported on his attendance at a recent fire practice. Trustee Breffitt would like to see greater opportunities for training and practice, as well as a mentoring/succession planning process. Trustee Breffitt continues to explore information related to the possibility of purchasing a new chassis, rather than an entire new fire truck.

#### **9.4. Trustee Financial Oversight – Trustee Breffitt**

Due to District financial information being with the auditors, this month's trustee financial oversight review was delayed.

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

##### **9.5.1.1. Update re: Grant Robertson**

Trustee Skelly shared recent correspondence from Certified Water Technician Grant Robertson (Home Plus). He confirmed that the current POE units do not meet VCH requirements for 4 log virus inactivation and provided information on chlorine concentrations, chloramine, and options for removal of chlorine in the home.

##### **9.5.1.2. UBC Membrane Pilot Project**

This topic may be explored further, following the AGM.

##### **9.5.1.3. UBCO Deadline for Questionnaire**

The UBCO purification survey questionnaire, has been submitted for participation in this survey.

##### **9.5.1.4. David Nairne & Associates 2009 Report (HWD Water System Upgrade: Treatment Options)**

Trustee Skelly reviewed this report and presented some information on chlorine and chloramines.

##### **9.5.1.5. Water Canada Budget**

Trustee Skelly noted that information may be forthcoming on this subject.

#### **Recess**

A recess was called at 4:35 pm.

#### **Reconvene**

The meeting reconvened at 5:45 pm.

#### **4. In Camera Matters:**

**2018-03-07**

M/S Trustees Breffitt/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; litigation or potential litigation affecting the municipality; and District Policy 2.11, Section 6: matters addressing any part of a personal account.

**CARRIED**

**Reconvene**

The regular meeting reconvened at 7:15 pm.

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

**2018-03-08** M/S Trustees Breffitt/Skelly that that the that financial expenditures in the amount of SEVEN THOUSAND NINE HUNDREND TWENTY-EIGHT DOLLARS AND THIRTY-FOUR CENTS (\$7,928.34), representing payment of the District’s commitments and obligations for the period covering March 2018, be approved. **CARRIED**

**2018-03-09** M/S Trustees Skelly/Breffitt that the Draft Memorandum of Understanding between the Department of Fisheries and Oceans and Hagensborg Waterworks District be received for information. **CARRIED**

**10. Next Board Meeting Date:** The next regular meeting is scheduled for April 18, 2018, at 1:00 pm.

**Adjournment**

**2018-03-10** M/S Trustees Skelly/Breffitt that the meeting be adjourned. **CARRIED**

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**Chair**

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**Corporate Administrative Officer**