



## Hagensborg Waterworks and Fire Protection District Extraordinary Meeting MINUTES

Location: District Office, Hagensborg Fire Hall  
**COVID-19 Protocols**

Date: May 21, 2020  
Meeting time: 1:00 pm

**Trustees in Attendance:** Via Zoom: Chair Kevin O'Neill, John Morton, Jeremy Baillie, Diane Skelly, Tony Norton

**Staff:** Diane Skelly, CAO

Chair O'Neill called the meeting to order at 1:00 pm.

### 1. Agenda:

#### 1.1 Call for late items to be added to the Agenda:

Item 2.5 Annual 2020 Billing was added to the Agenda.

#### 1.2 Approval of Agenda

**2020-05-01E** M/S Trustees Baillie/Norton that the Agenda be approved as amended.

**CARRIED**

### 2. Financial Matters:

#### 2.1 Tenisci Piva 2019 Audit

Trustees had reviewed the Financial Statements for the 2019 fiscal year.

**2020-05-02E** M/S Trustees Morton/Norton that the Hagensborg Waterworks District Board of Trustees receive and approve the Audited Financial Statement from Tenisci Piva for the year ending December 31, 2019.

**CARRIED**

#### 2.2 Audit 2019 Findings Letter

The findings letter from Tenisci Piva assists the Board with the review of the financial statements. No significant difficulties or changes were encountered during the audit.

**2020-05-03E** M/S Trustees Skelly/Baillie that the Hagensborg Waterworks District receive the Tenisci Piva findings letter.

**CARRIED**

#### 2.3 Audit 2019 Management Letter

Tenisci Piva made recommendations in regards to the District's Rate Toll listings and annual budget bank transfers.

**2020-05-04E** M/S Trustees Norton/Skelly that the Hagensborg Waterworks District receive the management letter from Tenisci Piva.

**CARRIED**

#### 2.4 Audit 2019 Invoice

The Tenisci Piva invoice was received in the amount of \$14,700.00.

**2020-05-05E** M/S Trustees Morton/O'Neill that the Board authorize payment of the Tenisci Piva 2019 financial audit invoice. **CARRIED**

### **2.5 Annual 2020 Billing**

Discussion took place on how best to address the District's revenue needs and the challenges facing ratepayers during the COVID-19 pandemic.

The Board decided to continue to support the April 27, 2020 resolution to invoice as per our current bylaws and extend the pay due date to September 30, 2020. Commercial properties experiencing financial hardship due to the Covid-19 pandemic may apply in writing to the Board to request a temporary rate reduction.

The 2020 invoicing mail out will include a copy of Environmental Health Officer Phil Muirhead's letter dated March 21, 2020 and a notice to commercial properties to apply for a reduction in fees if affected by COVID-19.

### **3. Adjournment**

The meeting was adjourned at 1:25 pm.

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**Chair**

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**Corporate Administrative Officer**