



Hagensborg Waterworks and Fire Protection District Regular Monthly Meeting MINUTES

Location: District Office, Hagensborg Fire Hall

Date: November 29, 2019

Meeting time: 1:00 pm

Trustees in Attendance: Chair Kevin O'Neill (via Skype), John Morton, Jeremy Baillie, Diane Skelly, Tony Norton

Staff: Diane Skelly, CAO

Gallery: Mark Nelson, Chris Matthews, Donald Mikkelson, Brant Underhill, David Meyer, Ken Dunsworth (portion)

In the absence of the Chair, CAO Skelly was appointed to conduct the meeting. CAO Skelly called the meeting to order at 1:00 pm.

1. Agenda:

1.1. **Call for late items to be added to the Agenda:** There were no additions to the agenda.

1.2. **Approval of Agenda**

2019-11-01 M/S Trustees Norton/Morton that the Agenda be approved as presented.

CARRIED

2. In Camera Matters

2019-11-02 M/S Trustees Norton/Morton that the meeting move in camera for consideration of in camera 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

Reconvene: The regular meeting reconvened at 1:43 pm

The following matters were released from in camera:

- (a) Three expressions of interest were received for the maintenance position and all three applicants will be called for an interview.
- (b) First water shut-off notices will be sent to ratepayers in full arrears.
- (c) Letter of response will be sent to a ratepayer.
- (d) The Board addressed a Freedom of Information request from a ratepayer.

3. Minutes – Approval of Previous Meeting Minutes:

3.1 October 24, 2019 Regular Monthly Meeting

2019-11-03 M/S Trustees Morton/Norton that the October 24, 2019 regular meeting minutes be adopted as presented. **CARRIED**

4. Unfinished/Regular Business:

4.1 Administration Report/Action Items Update

CAO Skelly addressed the following items in her monthly administration report.

Previous Meeting Updates – There were no further updates to the website since the October 24th regular meeting. Several items are pending for upload by Trustee Baillie.

Firefighter emergency phone list was updated and distributed, along with the Member Roster for firefighters and trustees for insurance renewal purposes.

The referendum ballot letter was mailed as scheduled. The Conversion Review document continued to be available at the Hagensborg Post Office where approximately 70 copies have been distributed.

Vancouver Coastal Health - Chemical water testing has been performed at both the well and dam. This testing is required every five years as a condition of Vancouver Coastal Health's Permit to Operate. Bacteriological testing took place in November from 3 sites representational of the District. Coliform levels were found in all samples and E-coli found in one sample. Vancouver Coastal Health (VCH) reminded the District of the importance of the Boil Water Notice.

Ministry Requirements – The 2020 budget and bylaws were submitted on time to the Ministry. One registered bylaw has already been returned to the District.

Publications/Correspondence – A Board press release was submitted to the Coast Mountain News (CMN) and released on October 31st. A maintenance advertisement and referendum notices were also placed in the CMN. The Board released a reminder to ratepayers encouraging them to vote yes in the referendum. This reminder was posted on Facebook on the Hagensborg Waterworks District (HWD) and Belco Bulletin Board pages. This reminder also appeared in the November 29th edition of the CMN. CAO Skelly sent an email to Department of Fisheries and Oceans (DFO) inquiring about the damaged turbidity monitor on the creek which sends email alerts to both DFO and the HWD when turbidity levels reach a point requiring the District to switch over to the well. No response has been received to date. In the meantime our maintenance person Chris Matthews visually assesses when to switch to the well.

Central Coast Regional District November 14, 2019 Regular Board Meeting, Hagensborg Water Preservation Group Delegation -

CAO/Trustee Skelly attended the Central Coast Regional District November 14, 2019 regular monthly meeting to observe the Hagensborg Water Preservation Group's (HWPG) delegation. CAO Skelly prepared a written report which was approved by the Chair prior to the November 29, 2019 regular board meeting. Skelly began her report by stating the goals of the HWPG as they appear on their website. To summarize they are a group that is united in opposition to chlorination as the go-to treatment option and they are wary of losing their voice in decisions affecting our drinking water.

CAO Skelly's report addressed a number of items that were inaccurately presented at the HWPG delegation. In an effort to correct the public record a few of the main points are as follows.

Department of Fisheries and Oceans (DFO) possible collaboration with the Hagensborg Waterworks District (HWD): The spokesperson for the HWPG stated that 2 million dollars of infrastructure would be built and given to the HWD along with DFO providing ongoing maintenance costs. None of this has been determined at this point as negotiations are still in the preliminary stages. The spokesperson stated that if chlorination was going to be the treatment option then DFO would withdraw any negotiations with the HWD resulting in a 2 million dollar loss to the District which would be another source of funding if the grant was declined by the community. DFO have indicated to the Board that chlorination is not an issue for them as the DFO intake would be completely separate from the HWD's. In the case of conversion any negotiations with DFO would simply transfer to the regional district. Conversion will not result in a lost opportunity for the ratepayers of the HWD, in fact this would be an additional opportunity for funds on top of the pending \$3.78 million in grant funding.

The spokesperson stated that the \$3.78 million in grant funding would not be enough for all the upgrades and queried whether the receipt of the grant would be worth giving up our voice as an improvement district. He stated that if it isn't enough the community will bear any unknown costs with conversion. Without this grant CAO Skelly stated the community will potentially bear the *full* amount of upgrading the system (not just a portion), a financial burden that would be unaffordable and unsustainable for our seniors and low income residents.

CAO Skelly noted that it was encouraging to hear the CCRD state that they had full intentions of creating a commission/advisory board composed of residents after the completion of the Denny Island water treatment project.

Emergency Response Plan (ERP): The Hagensborg Water Preservation Group spokesperson stated that if there were levels of E-coli in the water that the HWD's Emergency Response Plan (ERP) would have automatically kicked in and the District would have to respond to that, but the ERP has never been invoked. CAO Skelly countered by saying in her report that the ERP is always invoked as a Boil Water Notice is part of an ERP. Skelly stated that the District failed every standard for potable water in their Vancouver Coastal Health Annual Drinking Water Report. This means that coliform and E-coli are routinely present in our drinking water.

2019-11-04 M/S Trustees Baillie/Morton that the CAO administration report be accepted and cut-off at the point of the CCRD section. **CARRIED**

2019-11-05 M/S Trustees Baillie/Norton that the Central Coast Regional District, Hagensborg Water Preservation Group delegation section of the administration report by Trustee Skelly be received for her observations of the November 14, 2019 CCRD board meeting. **CARRIED**

4.2 Water Testing Update

Chemical water tests have been performed at both the well and dam as required by Vancouver Coastal Health (VCH).

Three bacteriological tests from three different sites in the District were received showing levels of Coliform and E-coli. VCH reminded the District of the importance of the Boil Water Notice.

4.3 Conversion Update

Chair O'Neill reported that he had spoken to the Ministry and Urban Systems about the timeline for the conversion process and project commencement. Both advised that the timeline is tight and delays would not be in the best interest of the community. The CCRD had also posted on their website homepage a letter from the Ministry of Municipal Affairs and

Housing outlining general expenditure deadlines associated with the HWD grant.

Handling of the ballots for the upcoming referendum was discussed. Two scrutineers from outside the District have been retained for a ballot count on December 3rd at 10:00 am. Since the deadline for receipt of the ballots was Saturday November 30th, CAO Skelly will make one final check at the Hagensborg Post Office on the morning of December 3rd. Prior to the count the CAO will provide the Scrutineers with a set of instructions.

Two data bases will be created to separately record the ballot numbers and results. If comments appear on any of the ballots the CAO will record these for consideration by the Board.

Ratepayer David Meyer had questions about the voting process and whether it would stand up to scrutiny. He also queried what constitutes a vote and majority.

5. Financial Report:

5.1 Receive and Review Financial Update to October 31, 2019

The income statement and balance sheet were circulated among Trustees. Trustee Morton said all the reconciliations were in order.

2019-11-06 M/S Trustees Norton/Baillie that the financial report be received. **CARRIED**

5.2 Approval of Obligations for October 25, 2019 – November 29, 2019

Payables were presented and reviewed by Trustees. An issue with approval of the online payments was discussed. It was decided a third person (Trustee Baillie) would be briefed to assure payments are made on time.

2019-11-07 M/S Trustees Morton/Norton that the financial expenditures in the amount of THIRTEEN THOUSAND SIX HUNDRED AND NINETY DOLLARS AND THIRTY FOUR CENTS (\$13,690.34), detailing payment of the District's obligations for the month of November 2019, be approved.

CARRIED

5.3 Insurance Policies

All insurance policies have been updated including the Member Roster for the Firefighters and Board. Trustee Morton stated Provident Insurance has a very inclusive ON and OFF DUTY protection policy. There is a question about coverage surrounding the Mutual Aid Agreement and Trustee Morton will be sending a copy of the agreement to the underwriters for an opinion on coverage. Provident Insurance OFF DUTY coverage also protects members of the fire department who volunteer in other capacities with the District.

5.4 Fire Fighter Honorariums & Gift Certificates

A list of the number of fire practices attended by firefighters and subsequent honorarium amounts were presented to the Trustees. The 2019 honorariums were based on \$20.00 per practice as per Board resolution dated August 22, 2019.

2019-11-08 M/S Trustees Morton/Baillie that honorarium cheques be issued to the Hagensborg Waterworks District firefighters.

CARRIED, Trustee Norton Abstained

2019-11-09 M/S Trustees Morton/Baillie that gift certificates in the amount of \$50.00 be purchased from Hagensborg Shop Easy for all the firefighters.

CARRIED, Trustee Norton Abstained

6. Petitions and/or Delegations:

6.1 Hagensborg Water Preservation Group – Chris Matthews Spokesperson

Chris Matthews began his presentation by thanking Trustee Morton (Financial Portfolio) for his good work in looking after the financials for the District.

As the HWPG spokesperson, Matthews inquired as to whether the Board had retained an Election's Officer for the upcoming referendum. The Board confirmed that the CAO had been picking up the ballots and was keeping them secure.

He also queried how the results of the referendum will be announced. Trustees suggested that results go out on the Facebook Belco Bulletin Board page and as much media as possible immediately after the count.

Matthews also inquired about the conversion timeline and why the process is moving quickly. CAO provided a copy of a CCRD letter stating the deadlines for conversion. Chair O'Neill confirmed that the timeline is tight for conversion and commencement of upgrades.

Ratepayer Mark Nelson asked if he could video tape the ballot count. Trustees advised that a legal opinion will be sought due to privacy issues. Witnesses will be allowed during the ballot count.

Ratepayer Donald Mikkelson submitted to the Board a Petition to delay the conversion process. Trustee Morton observed that the petition had several box numbers listed as an address, which is not sufficient, as a residential address is required to assure participants live in the area. Morton also stated that there were some properties with multiple signatures. Matthews stated that a total of 166 signatures were received representing approximately 118 connections.

2019-11-10 M/S Trustees Morton/Baillie that the HWD received the Petition from the Hagensborg Water Preservation Group.

CARRIED

Chris Matthews concluded his presentation correcting a statement he made in a previous meeting regarding access to gravel for upgrades from his property. He had initially stated that the reference to gravel came from the Jim Tarves Conversion Review document when in fact it came from the grant application.

6.2 Mark Nelson

Ratepayer Mark Nelson inquired as to what stage the Board was at regarding his Freedom of Information request. Chair O'Neill responded by saying that Mr. Nelson will receive a

response within a few days.

7. Correspondence:

7.1 Central Coast Regional District

Resolutions released from the November 14, CCRD meeting were received by the Board. Trustees expected to have a meeting with the CCRD but a date has not been set. CAO Skelly will contact the CCRD for an update.

7.2 WorkSafe BC

A letter was received from WorkSafe BC stating the new premium (1.95) for the 2020 year.

8. New Business:

8.1 Board Meeting Calendar for 2020

The 2020 HWD meeting calendar was circulated for review.

2019-11-11 M/S Trustees Baillie/Norton that the Hagensborg Waterworks District 2020 meeting calendar be adopted. **CARRIED**

Chair O'Neill departed the meeting at 2:50 pm.

As the acting administrator CAO Skelly was appointed to act as Chair and continued with the meeting.

9. Portfolio/Committee Reports

9.1 Communications – Trustee Baillie

Trustee Baillie spoke about the website in regards to uploading and reorganizing sections. He also stated he would be presenting a report to the Board on the HWPG delegation at the CCRD November 14, 2019 meeting.

Trustee Baillie also asked for clarification on his role as communications person and indicated that there was unnecessary duplication of his role.

9.2 Maintenance, Repairs and Upgrades – Trustee O'Neill

9.2.1 Repair Priorities – Maintenance person Chris Matthews reported that there were some high water events requiring extra screen cleaning. Gravel and sand are building up in the reservoir requiring a backhoe to shovel out the debris as the screens are getting backed up with rock. There is a Board policy in place allowing up to \$1,000.00 per job without Board preapproval. Troy Gurr has been hired to do the work.

Chris referred to the list of fire hydrants/standpipes that need repair which had been inventoried last spring by firefighters. Jim Dixon also provided a list in August and priorities have been set. Part of the delay for repairs is waiting for the availability of Gordon Gibbs. Chris emphasized the need for retaining a machine operator with experience.

9.3 Fire Department – Tony Norton

9.3.1/9.3.2 Fire Call Update & Roster – The fire call list has been updated and distributed.

Trustee Norton reported a \$200.00 donation from the Augsburg Ladies Aid. A thank you was personally delivered for their generous donation.

New HWD firefighter Christina Hoppe has been researching an App (Active911) for cell phones to receive fire calls. Chief Norton will speak to the other fire chiefs in the Valley and he will suggest that all fire departments incorporate this App.

The last Mutual Aid Agreement was in 1999. Chief Fred Sorenson presented a blank copy to all 4 fire departments which has now been signed. It will now be sent to the Regional District for finalization. Emergency number (fire, RCMP, ambulance) stickers for home/business use were also presented for distribution. The Valley does not have a 911 system.

It was suggested that a list be created by the fire department of all the automated external defibrillator (AED) units (approx. 12) in the Valley. Most people do not know the location of these AED's in case of an emergency. It was noted that one life has already been saved by an AED.

The Board was pleased to announce that three new firefighters have joined the HWD fire department. They are Garrett Newkirk, Brad Goodacre and Christina Hoppe.

Trustee Norton confirmed that a ratepayer did not have a HWD shut-off key. This ratepayer has their own shut-off valve and key.

Two fire calls were also noted for November. One was for a chimney fire and the other a brush fire.

9.4 Trustee Financial Oversight – Trustee Morton

Trustee Morton reported that subject to Board Policy 2.5 Payables, Black Press has been added to the online list for payments.

The 2019 audit is upcoming with preliminary work to be done in December.

9.5 New Directions Research – Trustee Skelly Nothing to report.

10. Questions Of and By Board Members - None

11. Next Board Meeting Date: The next regular board meeting is scheduled for December 19, 2019.

12. Adjournment: The meeting was adjourned at 3:20 pm.

Chair

Corporate Administrative Officer