



HAGENSBORG WATERWORKS DISTRICT

Regular Monthly Meeting Minutes, September 17, 2020

Time: 1:00 PM Via Zoom, COVID 19 Protocols

Location: District Office, Hagensborg Fire Hall

Present: Trustees Jeremy Baillie, John Morton, Tony Norton and Kevin O'Neill

Regrets: Trustee/CAO Diane Skelly

1. After calling for late items to be added to the agenda, it was moved/seconded by Baillie/Norton that the agenda be adopted as presented. **Carried**
2. It was moved/seconded by Morton/Baillie that the meeting move in camera. **Carried**
 - 2.1 The meeting reconvened at 1:30 with release of the following items from in camera; the board has named Chris Matthews Maintenance Supervisor, and hired Brad Goodacre to train under Chris to perform regular maintenance duties.

Chair O'Neill presented a report on his attendance on three conference calls in the past month, two organized by the Ministry of Municipal Affairs and Housing, with representation from the CCRD and Urban Systems Engineering as well. These discussions centered on issues related to the upcoming conversion of the district as well as preliminary engineering field work in preparation for next year's extensive infrastructure upgrade.

The need for a coordinated communication strategy going forward, along with the possibility of newsletters and a Town Hall to follow, were highlighted.

Engineering field work will focus on assessment of our present infrastructure, placement of the water treatment plant and identification of requisite permits that will need to be obtained prior to commencement of the actual work next spring.

A third very productive meeting was held with reps from Vancouver Coastal Health to discuss matters related to water treatment and fire fighting capacity.

3. After review and a minor alteration, it was moved/seconded by Baillie/Norton that the minutes of the July 30, 2020 meeting be adopted.

Carried

4.1 In the absence of the acting CAO, there was no administration report

4.2 A report on developments related to the impending conversion of the Hagensborg Waterworks District to a Service Area of the CCRD was presented by the chair.

4.3 September water sampling results were received and posted on the district's web site.

4.4 The chair reported that payments continue to come in albeit slowly, and recommended that a reminder be posted that September 30 is the deadline for payment of 2020 invoices.

5.1 The financial update was delayed, as the bookkeeper was on holidays. Every effort will be made to prepare one for board review as soon as possible.

5.2 It was moved/seconded by Morton/Norton that the following invoices totalling \$ 9620.89 be paid; Urban Systems Engineering \$1023.75 (July) and \$551.25 (August), Bradley Goodacre \$300.00 and \$1000.00, BC Minister of Finance \$523.68, Don Nygaard and Son \$441.84, Bella Coola Backhoe \$1335.69 and \$3074.68, Diane Skelly \$770.00 and Helens Bookeeping \$600.00. **Carried**

6. & 7. There was no correspondence or request for delegation(s).

8.1 As directed by the ministry, the district will prepare an operating budget and related bylaws for the 2021 fiscal year. No significant changes are contemplated at this time.

8.2/3 In light of changes to the maintenance policy and portfolio noted above, amendments to both were tabled for further consideration.

9.1 Chair ONeill noted that discussions related to communication with the public and the need for consistent messaging were ongoing with the CCRD as conversion approaches.

9.2 Chair ONeill noted with appreciation that repairs on damaged infrastructure , including standpipes and hydrants, had begun and will continue in the immediate future.

9.3 Fire Chief Norton attended the September CCRD meeting, where he received formal designation as Assistant Fire Commissioner. The final payment for the turn-out gear grant was received from UBCM, and additional equipment ordered under provisions of the Community Resiliency Grant Program has begun to arrive.

9.4 Trustee Morton has inquired as to the status of the district's insurance policies post conversion, and has continued inquiries as to the extent of coverage related to the district's infrastructure.

9.5 In the absence of trustee Skelly, there was no New Directions portfolio report this month.

The next regular meeting of the Hagensborg Waterworks District was scheduled for October 22, 2020 at 1 PM

The meeting was adjourned at 2 PM

Chair

Corporate Administrative Officer