

# Portfolio: Maintenance, Repairs & Upgrades

## Background

Historically the Hagensborg Waterworks District has contracted two primary positions, Emergency Repair and Maintenance, with the trustees volunteering to lead or help as needed. With increasing public awareness, trustees have identified a need for more formal approach to the responsibility to eliminate the perception of conflict-of-interest and provide a more accurate cost to maintain the District's infrastructure.

Section 740.1 the *Local Government Act* allows a board of trustees to appoint a Select or Standing Committee by resolution. Standing Committees, also known as Working Groups, may be established for matters which are ongoing. In identifying a need, the Trustees will appoint one or more of their members to chair the Standing Committee. The "portfolio" is an ongoing position.

As the work tends to overlap, the trustees of the District have combined trustee responsibility into one portfolio. The authorization to undertake portfolio's is derived from the Local Government Act Section 689 and will operate as a Standing Committee.

## Roles & Responsibilities:

While two Trustees will be working together on many of the responsibilities, each will take the lead on separate roles.

Trustee One – Responsible for contracting for repairs and maintenance to the above ground infrastructure such as dam and intake, holding tanks/screens, buildings, waterworks and fire department tools & equipment, grounds maintenance, and well-head protection, and assisting when needed. Provide assistance to Trustee two as needed.

Trustee Two – Responsible for liaison and monitoring of contractors for POE/Purification/Compliance related work and repairs to the pipelines and assisting when needed. Provide assistance to Trustee one as needed.

## Procedure

New projects - Trustee responsible will bring a report to the board together with a description of the skills & equipment needed to complete the job, a timeline to start & complete, and an estimate of cost. CFO will confirm the funds are available. The work will always be assigned to an approved contractor. If an approved contractor capable and ready to complete the work is not available, the trustee's may accept a recommendation from the Trustee responsible. Alternately, they may publicly post the position.

Ongoing projects/work - the trustee responsible will contact the district's contractor and provide them with the information needed to complete the work. They will ensure the work is done to standards required under bylaw.

Contractors for any work will be approved by the board prior to commencement.

Trustees will communicate with each other as needed to provide skills and support.

## Records/Reporting

Trustees will keep a work log of all time spent including time for logging and creating reports, providing their work logs to the CFO at month end.

The trustees will provide a written and/or verbal report to the board at each board meeting.

## Budgets/Resources

### 1. Maintenance & Repairs:

- Dam, intake, holding tanks (ie: screen cleaning, spoil removal) - \$4500
- Pipeline (ie: weed whacking, repairs) - \$2300
- POE (ie: POE maintenance provider will work to test and service, supplies from Home Plus) - \$3050
- Firehall/Storage buildings (ie: painting, leak patching, insulation) - \$500
- Grounds keeping (ie: snow plowing & sanding, skid steer work, grading) - \$750

### 2. Capital/Asset upgrades (ie: pipeline replacement, installing new shut offs, anything that cost more than \$500 or is expected to last more than one year) - \$0

An hourly value of \$45 will be applied to trustee time for calculating In-Kind. There is no limit to the number of hours a trustee may spend on the Portfolio work.