

QUALICUM BAY – HORNE LAKE WATERWORKS DISTRICT

Minutes of the Regular Meeting of the Qualicum Bay – Horne Lake Waterworks held at the QBHL board office, Wednesday May 17, 2017 @ 1:00pm

Trustees Present: Jeff Cain, Irene Doyle, Ian McJannet, Doug Dickson, Lore Bewer, Mark Smailes, Keith Nickerson
Officer: Leigh Campbell
Regrets: Don Buchner

Call to Order

The Officer called the Regular Meeting to order at 1:05p.m. **Motion;** by Irene Doyle to accept the agenda as presented. **Seconded;** Doug Dickson. **CARRIED**

Election of the Chair

The Officer asked for nominations from the floor. Jeff Cain nominated Keith Nickerson for Chairperson. The Officer then asked for nominations from the floor two more times, hearing none the officer declared Keith Nickerson as Chairperson until the next Annual General Meeting in 2018.

Leon/Kenmuir

An inspection was completed on Monday May 15, 2017 and Don said that he was good with the meters. Final Hydro seeding will be done on Tuesday May 23, 2017.

Keith Nickerson requested an email be sent regarding the “other side” that was used for equipment, gravel etc... to be returned to its original state, Administrator will email engineer.

Maintenance Report

Motion; by Jeff Cain to accept the maintenance report as presented. **Seconded;** Lore Bewer.

CARRIED

Motion; by Jeff Cain to accept the admin report of May 17, 2017. **Seconded;** Ian McJannet.

CARRIED

Approval of Minutes

Motion; by Irene Doyle to accept the minutes of the Regular Board Meeting of April 19, 2017.

Seconded; Jeff Cain.

CARRIED

Approval of the attached Treasurer's Reports of May 17, 2017

Motion; by Jeff Cain to receive and file the Treasurer's Reports and to approve the accounts payable as listed for payment. **Seconded;** Doug Dickson. **CARRIED**

Correspondence

Motion; by Lore Bewer to accept the correspondence as presented. **Seconded** Ian McJannet. **CARRIED**

Motion; by Jeff Cain to give a leak adjustment to 6060 Island Highway W. **Seconded;** Doug Dickson.

New Business

Parcel Tax inserts – Yearly/Monthly payment options available, please contact the office for more information.

Office Closed Friday May 26

Unfinished Business

Confidentiality Agreement – **Motion;** by Lore Bewer to accept the Confidentiality Policy. **Seconded;** Jeff Cain. **CARRIED**

Bradshaw Road Extension: Trustees to sign the Petition to Extend the Boundaries of the Improvement District.

Rate Structure Study – Administrator will get Geoff from Hippo Consulting to come to the next regular board meeting, June 21, 2017, so the trustees can ask questions regarding billing.

Cloud based storage – Due to the Patriot Act – all data must be stored in Canada

Chairman's report

Keith has offered to take Trustees on a tour of the system on June 21, 2017 after the meeting.

Adjournment

The meeting adjourned at 2:23 pm. The next Regular Meeting will take place on Wednesday June 21, 2017 at 1:00 p.m. at the Qualicum Bay Horne Lake water office.

Keith Nickerson, Chair

Leigh Campbell, Officer