

## 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 September 19, 2018 @ 1:00pm

**Trustees Present:** Jeff Cain, Doug Dickson, Dagmar Seydel, Ian McJannet, Mark Smailes, Irene Doyle, Lore Bewer

**Officer:** Leigh Campbell

**Maintenance:** Don Buchner

**Guest:** Lesley Brown, Waypoint Insurance

#### Call to Order

The Chair called the Regular Meeting to order at 1:00 p.m. **Motion;** by Irene Doyle to accept the agenda as presented. **Seconded;** Dagmar Seydel. **CARRIED**

**Guest:** Lesley Brown – Waypoint Insurance. Lesley answered question regarding the insurance coverage in place. Lesley will put together quotes upping the general liability coverage to \$7,000,000.00 and the Directors and officers to \$5,000,000.00 with higher deductibles.

**Motion;** by Mark Smailes to only hire contractors and workers who carry their own insurance.

**Seconded;** Jeff Cain. **CARRIED**

Don Coghill will be put on the payroll for meter reading and lawn maintenance and will go through Don Buchner for all other tasks.

#### Maintenance Report

**Flushing** – Oct 9 – 12, 2018

**Motion;** by Mark Smailes to have Administrator to write a letter to Parksville Heavy stating that the collars are unacceptable and the pipe need to be replaced up to MMCD standards before paving can begin. **Seconded:** Lore Bewer. **CARRIED**

**Motion;** by Dagmar Seydel to accept the Maintenance Report of September 19, 2018. **Seconded;** Mark Smailes. **CARRIED**

**Motion;** by Ian McJannet to accept the admin report of September 19, 2018. **Seconded;** Jeff Cain. **CARRIED**

#### Approval of Minutes

**Motion;** by Mark Smailes to accept the minutes of the Regular Board Meeting of August 15, 2018. **Seconded;** Doug Dickson. **CARRIED**

**Approval of the attached Treasurer's Reports of September 19, 2018**

**Motion;** by Irene Doyle to receive and file the Treasurer's Reports and to approve the accounts payable as listed for payment. **Seconded;** Dagmar Seydel. **CARRIED**

Administrator to look into better rates for the Term Deposits coming due in October, 2018.

### **Correspondence**

**Motion;** by Irene Doyle to accept the correspondence as presented. **Seconded;** Ian McJannet. **CARRIED**

### **New Business**

#### **Unfinished Business**

Information Night – Lore will email topics and each trustee will pick one to present. Special meeting October 3, @ 10:00 am to discuss.

WaterWorth – in process

Water system Evaluation –

Billing Software – Doug is getting requirements for a server.

### **Chairman's report**

### **Adjournment**

The meeting adjourned at 3:30 pm. The next Regular Meeting will take place on Wednesday October 17, 2018 at 1:00 p.m. at the Qualicum Bay Horne Lake water office.

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Lore Bewer, Chairperson

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Leigh Campbell, Officer