

**REGULAR BOARD MEETING
OF THE HEDLEY IMPROVEMENT DISTRICT
Wednesday, January 16, 2018 held at the HID office at 10:00 am.**

Trustees Present: Lynn Wells, Dave Peers, Ruth Woodin, and Westley Mufford.

Administrative Officer: Diane Wood

Guests Present: Gary Ross, Karen Cummings, Mark Woodcock, John Todd, Ross Grant, Gary Zroback, and Ken Hoyle.

Regrets: Diane Wood

Lynn Wells called the meeting to order at 10 am.

ADOPTION OF AGENDA

Motion (Ruth/Dave) to adopt the agenda as presented.

CARRIED

PETITIONS AND DELEGATIONS None

REPORTS

WATER REPORT

Ross Grant read the December Water System Report into the record.

Motion: (Dave/Ruth) To approve the December 2018 Water System report into the record.

CARRIED

Question: Karen Cummings; Is the HID prepared to say where the contamination of the water came from? Was the contamination the responsibility of the contractor, will they be held liable, and cover the costs for the extra testing, clean water, and things like that?

Answer: Lynn Wells; I think it is safe to say that the contamination came from a dirty connection when repairing the new watermain. The bottled water, and testing was not enough of a significant cost, and the HID should be able to cover these extra costs from Disaster Financial Assistance Funding.

Question: Gary Ross; What is the HID going to do so that this type of contamination to the water system does not happen again?

Answer: Dave Peers, you cannot prevent such a situation from happening again, but going forward the HID can put procedures in place to ensure that the site is well supervised, and as sanitary as possible.

Question: Mark Woodcock; If the water system is broken into, can it not be super chlorinated every time? And could this be part of the procedure?

Answer: Yes, the water system can be super chlorinated every time. This was one of Interior Health's recommendations, and as soon as we receive the minutes from the meeting between the HID and Interior Health, we will be sharing that information widely.

FIRE DEPARTMENT REPORT

Ken Hoyle asked permission to hand out copies of the December Fire Department Report into the record to be read independently.

Motion: (Ruth/Wes) To approve the December 2018 Fire Department report as presented.

CARRIED

Question: Wesley Mufford; what is being done about the panic door for the fire hall.

Answer: Ken Hoyle; It has been discussed at the officers meeting and we are waiting for a resolution on it. Doug Nimchuk is reluctant to move forward with the installation of the panic door, so I have asked him to speak to Lynn Wells.

The Fire department will be posting the janitorial job, it was requested by the trustees to include the HID office in the advertisement. Gary Ross, the previous HID janitor mentioned that snow removal was part of the Janitorial job, and Mark Woodcock said he might be willing to do it, and he will get back to the trustees regarding the cost.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS.

MINUTES

The Minutes of the regular meeting of December 19, 2018 were read out-loud by Diane Wood. Lynn confirmed that all trustees had heard and understood the minutes. She then called for any errors or omissions and there were none.

Motion (Ruth/Dave) to approve the minutes from the December 19, 2018 regular board meeting.

CARRIED

Question: Gary Ross; Will there be proper supervision when the work on Daly Ave begins so that procedures are adhered to?

Answer by Lynn Wells; Yes, there will be.

Ken Hoyle feels that the contractor for 20-Mile Creek watermain should be held accountable for the extra costs of mileage, bottled water, sampling, etc. The contract with the HID should be part of the discussion at meetings like this, the contractor should be approached to talk about their responsibilities.

In the future it needs to be clear that the engineer is there to manage the project, in this case the engineer should be looking in the hole, if he sees things that are not alright, the engineer should have said to the contractor, stop work until we can figure out what is going on here.

At that time the contractor may choose to hire the water systems operator to work in the hole, until such time, the water systems operator should not be in the hole, because they are not part of the contract. This protocol needs to be clear in the future.

The other thing that complicated the issue was, who is the contractor? Once the decision was made to hire two, or three contractors, the HID became the prime contractor. In the future I recommend that the HID hire one prime contractor, who hires his sub contractors, and that prime is responsible for the work, keeping unauthorized people off the site, fencing, safety issues, and reporting the results back to the HID.

REPORTS

ACCOUNT BALANCES

Diane presented the December 31, 2018 account balance into the record

Motion: (Wes/Ruth) To approve the December 31, 2018 account balances as presented.

CARRIED

Question by Ken Hoyle: How much is in the reserve fund for a new fire truck?

The Administrative officer will get back to Ken Hoyle regarding his question.

WATER OPERATIONS YTD EXPENSE REPORT

Diane presented the December 31, 2018 Water Operations YTD Draft expense report to the trustees, the motion was defeated and tabled until the February 2019 meeting in order to adjust Repairs and Maintenance.

FIRE DEPARTMENT YTD EXPENSE REPORT

Diane presented the December 31, 2018 Fire department YTD expense report into the record.

Motion: (Ruth/Wes) To approve the December 31, 2018 Fire Department YTD expense report as presented.

CARRIED

Question: Mark Woodcock; Can the HID request Fortis install street lights on both sides of highway 3, south of the pumphouse, when they are replacing the one street light that was removed during the construction of the new bridge.

Answer: Lynn Wells; The Administrative officer will contact Fortis and make a request for an additional street light on the other side of Highway 3.

Question: Ken Hoyle; Can we modify the Fire Department YTD expense report to reflect what we now know from 2018. For example, move amounts not used in other categories to the categories that need more from unforeseen expenses.

Answer: Lynn Wells; Yes, provided that the bottom line does not change, line items can be adjusted.

Alice Christensen: Hired to replace Diane Wood as Administrative Officer of the HID, starting in early February 2019.

Motion: (Ruth/Wes) To approve hiring Alice Christensen as Administrative Officer, with a 3-month probation, and the completion of the Sage 50 online accounting course.

CARRIED

Interior Health update from January 15, 2019 meeting in Penticton: The meeting was very productive, changes will be made to the HID's sampling and monitoring of the towns water supply. In the past we have taken 2 samples from the pumphouse and the HID office, samples will now be taken from different parts of the town in addition to the pumphouse. Once the HID receives the meeting minutes from Interior Health, these minutes will be shared. A better communication plan will be created, including updating the HID Website, establishing a Facebook page. A news letter was advised to keep the Hedley Residents informed. It was recommended that the HID Trustees take advantage of the free upcoming seminars.

2 Bacteriological samples are being taken once a week, for a total of 8 samples per month. Arsenic testing is being done once per month.

Ace Courier: Costs using Ace Courier service were discussed as part of the plan to improve the efficiency of delivering the HID water samples to CARO Analytical services.

Motion: (Ruth/Dave) To approve using Ace Courier for water samples to CARO Analytical services.

CARRIED

Communications Committee: To establish a Communications Committee. Lynn Wells will create a Terms of Reference. Lynn asked the trustees if they were in favor of forming this committee, and it was agreed by all the trustees to go ahead.

2019 AGM: To approve the Date, Place, and time of the 2019 AGM.

Motion: (Wes/Ruth) To approve the 2019 AGM being held at the Hedley Seniors Centre on Wednesday, April 3, 2019, at 7 pm.

CARRIED

Omland Heal:

Motion: (Wes/Ruth) To approve appointing Omland Heal as Auditors for the HID's 2018 Financial year.

CARRIED

Pumphouse Committee:

Motion: (Lynn/Ruth) To approve the Pumphouse Study Committee and their terms of reference, members are: Ken Hoyle (Chair), Dave Peers (HID Trustee), Roy Evens, Michelle Jacobs, Ross Grant, Jerry Wilkin, and Terry Sawuik.

CORRESPONDENCE: None

BYLAWS: None

RESOLUTIONS: None

ADJOURNMENT

Motion: (Lynn) To adjourn the HID regular board meeting at 12:15 PM

Lynn Wells, Chair

Diane Wood, Administrative Officer