

**REGULAR BOARD MEETING
OF THE HEDLEY IMPROVEMENT DISTRICT
Wednesday, February 20, 2019 held at the HID office at 10:00 am.**

Trustees Present: Lynn Wells, Dave Peers, Ruth Woodin, and Gary Ross.

Administrative Officer: Alice Christensen

Guests Present: Karen Cummings, Mark Woodcock, John Todd, Ken Hoyle, Gerry Wilkin, Marianne Woodcock and 2 others

Regrets: Wes Mufford

Lynn Wells called the meeting to order at 10:01 am.

ADOPTION OF AGENDA

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

CARRIED

ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES

Deferred until next meeting as minutes were mistakenly left out of agenda package.

PETITIONS AND DELEGATIONS None

FIRE & WATER REPORTS

WATER REPORT

Dave Peers read the January Water System Report into the record.

Motion: (Gary/Ruth) To approve the January 2019 Water System report into the record.

CARRIED

Question: Karen Cummings; You mentioned a new contract will be ready by the end of February

Answer: Dave Peers; job description has been created and will be posted. It hasn't been discussed and is not ready for the public yet. Gary Ross; I think what Dave means is that he has done a lot of work on putting together a contract and when he has it completed, it will be presented to the board for discussion and approval.

Question: Gerry Wilkin; In my time here, minutes are crucial to reflect what is happening, so hopefully these minutes will reflect the changes over the last few weeks.

Answer: Lynn Wells; Agreed. Yes, they will.

Question: Mark Woodcock; Coliform testing said it was all acceptable was it zero? Where were the samples taken from?

Answer: Gary Ross; As low as they go, less than one but you can check the website on Friday afternoons. The location sites are itemized on the website. I took them at the end of the line as well as food service locations.

FIRE DEPARTMENT REPORT

Ken Hoyle was away most of January therefore the report was prepared by Graham Gore. Unfortunately, Graham was not able to attend the meeting, so the report was read by Alice Christensen as Ken declined. The Fire Department Report was put into record.

Motion: (Ruth/Dave) To approve and accept the January 2019 Fire Department report as presented.

CARRIED

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.

ACE COURIER

Question: Lynn Wells; Are we going to hire Ace Courier to take the water samples in?

Answer: Gary Ross; As my tenure here is very brief, I would suggest you wait until you hire someone for the water and let him negotiate the rates and pick up location with the courier.

INTERIOR HEALTH MEETING MINUTES

Lynn Wells distributed minutes from the meeting with Interior Health.

Question: Gerry Wilkin; Is it possible to see the chronology?

Answer by Lynn Wells; That was given to interior health by the water operator. There are some things that are not being shared by Interior Health. Dave Peers has a copy and can share it after the meeting.

Question: Regarding this sheet we received, in the future, could we please have more information of who these people are" i.e. Tristan Wilson, I assume she is representing Interior Health. Perhaps it could be better explained in the agenda what we are looking at as it is confusing.

Answer: Lynn Wells; Yes. She is our contact/supervisor and she called the meeting following the water crisis / coliform contamination we had in the fall and these are her minutes. Okay.

COMMUNICATIONS COMMITTEE

Either Ruth or Lynn will meet with Karen Cummings to develop terms of reference and get that started.

REPORTS

WATER OPERATIONS 2018 YTD EXPENSE REPORT

John Todd has worked with Diane to compile the year end reports. John has presented the trustees with an updated version which includes 3 worksheets. First one was the report Diane prepared which was declined by the trustees. John created a new expense report for the Water Operations and presented it to the board.

The motion to approve the report has been tabled until further discussion and investigation with John Todd.

Question: Karen Cummings; Property owners can request a shut off to their water. But we don't get billed by of our consumption, is it not logical that everyone in town should be paying the water toll whether or not they use water? And maybe the board will reconsider allow no exemptions in the future? I strongly object to being able to say shut it off, turn it on.

Answer: Lynn Wells; I think originally, people were allowed to shut off their water if making repairs/renovations. Over the years, it was extended to include everyone as we are all paying for the system.

Question: Mark Woodcock; We could maybe entertain a graduated system for the water? And there could be a base fee if you are connected to the grid.

Answer: Lynn Wells; That basically is what the Parcel Tax is, a base fee. Budget and bylaws will be looked at in the summer.

Question: Ken Hoyle; Will the reports be available to the public?

Answer: Lynn Wells; Yes, after they have been approved.

Question: Karen Cummings; Income and Expense statements as of January 1st, when will we see those?

Answer: Lynn Wells; We have not done the reports for January and February yet, but they will be done and available to the public.

FIRE DEPARTMENT YTD EXPENSE REPORT

The December 31, 2018 Fire department YTD expense report was entered into the record.

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

CARRIED

NEW BUSINESS

SIGNATORIES LIST

Remove Diane from signing authority list and add Alice.

Motion: (Ruth/Gary) To approve the motion.

CARRIED

Signatories prohibited to sign their own cheques.

Motion: (Ruth/Dave) To approve the motion

CARRIED

Question: Who are the signing authorities?

Answer: Lynn Wells, Ruth Woodin and Alice Christensen

JANITORIAL CONTRACT

Motion: (Gary/Dave) To approve job description for janitorial services

CARRIED

There is a job description draft for janitorial services for HID office and Fire Department. In the past, it was Gary Ross that did this work. Office cleaning has been added to increase the amount that HID pays for the service. Further discussions were presented between guests and the board regarding the probationary period and the remuneration for the potential hire.

Question: Will job description include snow removal?

Answer: Lynn Wells; Interior cleaning only, snow removal still needs to be discussed. Lynn Wells will follow up with Mike Galics to see if he is willing to continue to plow the snow as needed.

Question: Ken Hoyle; What is the rationale behind only paying \$120.00/month during the probationary period and \$150.00 after?

Answer: Lynn Wells; For the first 2-3 months the person will be learning the job. Following the same template for the admin officer.

Question Posed to Gary Ross: When you did the cleaning here was that on a contract price or was that an employer/employee relationship?

Answer: Gary Ross; no, it was not an employer/employee relationship. I just did it for one set amount.

NEW BUSINESS continued

INTERIOR HEALTH COURSES

Two one half day courses offered through IH - "Introduction to Emergency Response Planning" and "Monitoring Your Water System". Lynn mentioned that Wes Mufford has expressed interest in attending. Dave Peers will attend the water course. Gary Ross suggested that the new Water System Operator should attend these courses as well.

WATER SAMPLING

Gary Ross is adhering to the protocol set forth by Tristan Wilson of Interior Health regarding locations used for sampling i.e. 20% from pumphouse, 20% from Dead Ends and 60% distribution. Gary will work with the new operator to update the sample location list but in the mean time will go and visit Tristan in person to discuss further.

CONCERNS

Mark Woodcock has 3 concerns - Trustee Conduct, HID at risk and town image – Concerns were brought forth and a sometimes heated discussion occurred regarding trustee conduct, the town's image and the consistency in water management. Trustee guidelines should be adhered to and relationships with Water Operator and trustees should benefit from those guidelines.

Further questioning was presented to the board regarding the hiring of the new water operator and the relationship with the trustees. As well as the prospect of turning the handling of the water system over to the RDOS. Lynn Wells has discussed the hiring of the new operator and the transition to the RDOS with Tim Roberts and it was suggested that a visit to the Olalla water system occur before a townhall meeting happen with the RDOS for questions from the public. In the meantime, as it will be some time down the road before the entertaining of the transition begins, Lynn and Gary will speak with Tristan Wilson at Interior Health regarding the exact qualifications required for the new Water System Operator as clarification is needed.

Regarding the arsenic testing, Interior health will be monitoring the levels for the next 6 months and will then decide how to proceed.

Question: Does the HID have any jurisdiction on clean up of the mess at the old Hitching Post site?

Answer: No, it is not our jurisdiction. But you could file an unsightly premises complaint with the RDOS as they do have a by-law.

CORRESPONDENCE:

Tristan Wilson has contacted the HID regarding Gary Ross's credentials and Gary will respond to her.

BYLAWS: None

RESOLUTIONS: None

ADJOURNMENT

Motion: (Lynn) To adjourn the HID regular board meeting at 11:43am

Lynn Wells, Chair

Alice Christensen, Administrative Officer