

**REGULAR BOARD MEETING
OF THE HEDLEY IMPROVEMENT DISTRICT
Monday, June 17, 2019 held at the HID office at 1:00 pm.**

Trustees Present: Lynn Wells (Chair), Dave Peers, Ralph Olund, Wes Mufford and Ross Grant.

Administrative Officer: Alice Christensen

Guests Present: Terry Leonard, Ken Hoyle

Regrets: Simon Harris (Water Operator)

CALL TO ORDER

Lynn Wells called the meeting to order at 1:00 pm.

ADOPTION OF AGENDA

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

CARRIED

ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES

Motion: (Ross/Ralph)

CARRIED

PETITIONS AND DELEGATIONS None

FIRE & WATER OPERATIONS REPORTS

WATER REPORT

Simon Harris is away on holidays, so Terry Leonard presented a brief report on an issue that had occurred the previous night regarding the water levels of the tanks and mice entering the facility and causing damage to the seals. Terry suggested that labelling be done on the panels within the pumphouse so that anyone who needs to enter the building will know what is what. The board has nominated Simon Harris to purchase the label maker. Simon Harris will present the proper May report including water levels along with the June report at the board meeting in July.

Motion: (Wes/Ralph) To accept the information presented by Terry.

CARRIED

Question: Lynn Wells; Have you been measuring the depth of the water in the well? Answer; Simon Harris; Yes. I don't have the exact figures with me, but it is up. It is continuing to rise with the spring runoff. It was at approx. 55 feet when I first started and now it is about 47. The measurement gets less as the water rises.

FIRE DEPARTMENT REPORT

Ken Hoyle presented the Fire Department report for May 2019 to the board of trustees.

Motion: (Wes/Ralph) To approve and accept into record the May 2019 Fire Department report as presented.

CARRIED

Comment: Lynn Wells; I would like to compliment you on the wildfire information session, it was

well done. Ken Hoyle; Thank you, I'm sure the volunteers would like to know that.
Comment: Ross Grant; We met with Kim Janowski, the wildfire services officer for this zone. We were discussing the pumphouse. The one pump is not working and that needs to be repaired. We only have a 100,000 gallon reservoir and if we have a wildfire, we will basically run out of water, especially if we use these new sprinkler systems on top of everyone's houses. Another valve needs to be installed so that both pumps can be operational. Is there a budget for this sort of thing? We also need to look into getting a generator for the pumphouse to keep the pumps running if the power goes out. We also spoke about the trees on highways property. Ken Hoyle; We met with MOTI this morning and spoke about the lanes and are encouraging them to clear away the brush and mow the grass. The lane ways are MOTI property and we have invited them to do a walk around with us. The sprinkler systems have been ordered and should be arriving next week. We have ordered about 20 and sold about 11. I would also like to encourage the officers to buy one for this building. Lynn Wells; We should definitely have one for this building.

FINANCIAL REPORTS

BALANCE SHEET as at May 31st

Balance Sheet was presented and reviewed individually by the trustees. The GST rebate was deposited into the chequing account in May. Alice received confirmation that she can include the rebate amount in the HID Building Maintenance Fund as was done the previous year.

Motion: (Wes/Ralph) to approve the balance sheet as presented.

CARRIED

Question: Wes Mufford; We talked about putting shelves in the shed. Would this be what the fund would be for? Lynn Wells; Yes. That was Dave's idea. Dave Peers; Yes, I was going to get metal racking for the shelves.

Ross Grant; As a taxpayer, it would be nice to know what the parcel tax is paying for? Where does the money go? Lynn Wells; Part of it pays for the water contract and part of it goes for savings towards future expenditures. This is more of a discussion to be had when we discuss the water budget for next year.

WATER OPERATIONS YTD EXPENSE REPORT as at May 31st

The year-to-date expense report was presented to the trustees and reviewed individually. It was noted that a payment for Chute Creek may have been coded incorrectly under 'capital replacement'. This will need to be investigated and corrected if need be. Alice will discuss with John Todd.

Motion: (Dave/Ralph) To accept the May 2019 Water Operations YTD expense report but not approve it.

CARRIED

FIRE PROTECTION & STREET LIGHTING YTD EXPENSE REPORT

The year-to-date report as at May 31st was presented with the changes requested by the fire department at a previous meeting.

Motion: (Wes/Ross) To approve and accept the May 2019 Fire Department YTD expense report as presented.

CARRIED

Question: Dave Peers; WCB shows at being 92% of budget. What is that about? Answer: Alice Christensen; I will look into it as I think it should be an even split between the water and fire. I will confirm after the meeting.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS.

USIB/HID EMERGENCY PLANNING UPDATE

Lynn Wells provided an update on the emergency planning meeting with the USIB and RDOS. An emergency response committee will need to be formed to handle communications and the like in case of emergencies. This will include both the fire and water departments. Lynn has distributed a form into all residents' mailboxes asking for emergency contact information. Several forms have already been received. Lynn has also mentioned that she is awaiting copies of the minutes from the emergency planning meetings.

SIMON HARRIS / TERRY LEONARD EMPLOYMENT CONTRACTS

Employment contracts for Simon and Terry will need to be completed now that the board has agreed they are employees and no longer contractual. Lynn has asked Dave Peers to work on the contracts and he has agreed. Simon's previous contract ends on June 20th so an employment contract will need to be drawn up as soon as possible.

FIRE DEPARTMENT MANAGER TASKS/JOB DESCRIPTION

Ken Hoyle has provided a list of fire hall manager tasks that will need to be put into a formal job description. Alice will create a job description based on the list of tasks.

FIREHALL SECURITY DOOR

Ross Grant has spoken with Doug Nimchuk regarding the door. Doug has the door; it came from a school in Oliver and he is just awaiting the remainder of the parts before it gets installed.

NEW BUSINESS

2020 PARCEL TAXES

The 2020 Parcel taxes will need to be collected in the fall of 2019. An Amount will need to be decided upon prior to submitting the by-law to the government for approval. This will be

tabled until the water department budget has been discussed and John Todd is available to advise.

SPRINKLING VIOLATIONS x3

A concerned resident provided addresses of violators of the sprinkling regulations. Lynn Wells will take notices to the offending addresses and re-post the regulation notice on the doors of the residences.

KEN HOYLE – COMPARISON BETWEEN OLALLA & HEDLEY WATER SYSTEMS

Ken Hoyle presented a self-completed cost comparison between the Olalla & Hedley water systems to the board of trustees for review. There was discussion regarding funding and Ken Hoyle as a tax-payer has suggested that the HID ask the RDOS for more funding and apply for more grants. Lynn Wells agreed and will also be contacting Fortis to inquire about their grant in relation to the work that needs to be done on Colonial Road.

REQUEST FROM GARY ROSS FOR WATER SUPPLY

This topic will be tabled until further information has been obtained. A verbal request was received from Gary Ross to see if the HID can extend the water system to his property. At the same time, there has been a previous request received from the Community Club to run water to the ballpark. The HID will need to investigate the parameters involved with supplying water outside of the Improvement District and if bylaws will need to be revised. The ballpark is owned by the Crown and is leased to the Community Club. The requests from Gary Ross and the Community Club will need to be in writing.

WATER DEPARTMENT 2020 BUDGET

This matter has been tabled until Lynn Wells has had a chance to meet with John Todd.

LYNN WELLS ABSENCE

Lynn Wells will be away from June 21st – 26th and someone will need to be on-call during the absence. Lynn Wells will speak with Dave Peers to see if he is available.

DAVE PEERS – HONORARIUM FOR GARY ROSS

This topic will be tabled until the next meeting as Dave Peers needed to leave the meeting early and he would like to plead his case.

SIGNING AUTHORITY

Alice reminded both Ralph Olund and Ross Grant to go into Valley First to get authorized as signing authorities as it has been over a month since the motion was made.

CORRESPONDENCE: None

BYLAWS: None

RESOLUTIONS: None

ADJOURNMENT

Motion: (Lynn) To adjourn the HID regular board meeting at 2:50pm.

NEXT MEETING: Monday, July 15, 2019 at 1:00pm

Lynn Wells, Chair

Alice Christensen, Administrative Officer