

**REGULAR BOARD MEETING
OF THE HEDLEY IMPROVEMENT DISTRICT
Monday, August 19, 2019 held at the HID office at 1:00 pm.**

Trustees Present: Lynn Wells, Dave Peers, Ralph Olund and Ross Grant.

Regrets: Wes Mufford

Administrative Officer: Alice Christensen

Guests Present: Simon Harris, Water Operator; Ken Hoyle, Fire Dept. Manager; Gerry Wilkins

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: (Dave/Ralph) To accept and adopt the minutes from the July 15/19 regular board meeting.

CARRIED

PETITIONS AND DELEGATIONS None

FIRE & WATER OPERATIONS REPORTS

WATER DEPARTMENT REPORT

Simon Harris presented the July 2019 Water Dept. report, a copy will be attached to these minutes upon approval. Simon listed preparations for the Daly Ave. project and recommended that the board assign someone to take charge of the project. It was suggested to the board to look at hiring contractors for homeowner services and then bill the homeowner accordingly so as to better track repairs and incidences with the water system. Simon has set it up for Tony Bedford to visit the Olalla Pumphouse to see how they have installed their SKADA system.

Motion: (Ralph/Dave) To approve and accept the Water Report as presented.

CARRIED

FIRE DEPARTMENT REPORT

Ken Hoyle presented the Fire Department report for July 2019 to the board of trustees, a copy will be attached to these minutes upon approval. It was noted that the 2020 Fire Department budget still needs to be approved.

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

CARRIED

There was discussion amongst the trustees regarding recruitment for more volunteer firefighters and how to go about getting interest from the residents. It was decided that a mail out to the residents would suffice at this time.

Motion: (Dave/Ross) To do a blanket mail out asking for volunteer fire fighters.

CARRIED

FINANCIAL REPORTS

BALANCE SHEET as at July 31st

Balance Sheet was presented and reviewed individually by the trustees.

Motion: (Dave/Ralph) to approve and accept the balance sheet as presented.

CARRIED

The Disaster Relief Fund has been approved and the HID will be getting 80% of the amount that was submitted back. The remaining 20% will be submitted to the RDOS for reimbursement. The engineers will be contacted to schedule a start date for the Daly Ave. project.

WATER OPERATIONS YTD EXPENSE REPORT as at July 31st

The year-to-date expense report was presented to the trustees and reviewed individually. The trustees were informed that an invoice was missed for the Hedley Creek Watermain project back in January and was just paid the past week. The board agreed to leave it as a separate line entry on the expense report.

Motion: (Dave/Ralph) To receive the July 2019 Water Operations YTD expenses.

CARRIED

There was a brief discussion on the cost of the Lummerville project and whether the water tolls would increase next year. The 2020 Water Budget still needs to be discussed amongst the trustees.

FIRE PROTECTION & STREET LIGHTING YTD EXPENSE REPORT

The year-to-date report as at July 31st was presented to the trustees for review.

Motion: (Dave/Ralph) To approve and accept the July 2019 Fire Department YTD expense report with the formula correction under street lighting.

CARRIED

The fire department is under budget to date but will be replacing gear and updating SCBA testing by the end of the year.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS.

SIGNING AUTHORITY UPDATE

Ralph Olund and Ross Grant now have signing authority. Alice will no longer need to sign her own cheques now that there is a total of 4 authorized people able to sign cheques for the H.I.D.

HONORARIUM FOR GARY ROSS

Gary Ross has refused the honorarium that was motioned in the last meeting. Gary stated he would flat out refuse it and would not cash the cheque if one was given to him.

Motion: (Dave/Ralph) To rescind the original motion to pay Gary Ross a \$1,000.00 honorarium.

CARRIED

ILLEGAL BURNING CONCERN - UPDATE

A letter was sent via registered mail to the offending address of the illegal burning as well as copies sent to the fire department. Two trustees previously went to the address to speak to the residents and the residents were caught burning garbage as the trustees walked up. The residents were verbally told they were not allowed to burn the garbage. The trustees agreed that a protocol for handling burning complaints will need to be drafted.

PAVING ON LUMMERVILLE ROAD – APPROVAL OF COST

Dave had asked Peter Bros. what the difference between paving and seal coating is? Seal coating requires more road plowing and just about as much prep work as paving but the result isn't as good. There isn't much to be gained from seal coating. Dave said they would be in the area for the last week of August but will confirm this.

Motion: (Ralph/Dave) To accept and approve the quote for paving on Lummerville Road.

CARRIED

The trustees will find out if Peter Bros are the only pavers in the area and will try to get a quote for Kingston Ave. as well. Next year, the board will apply for more funding from Fortis for the Colonial crossing project and more gas tax funding for the pumphouse.

H.I.D. STORAGE SHED

Dave went to see Bob Barber. Bob's shelving is rusty and will need to be cut. Estimated cost approx. \$660.00 which includes screens for shelving and would be 42" deep with 3 shelves in total. Ken Hoyle also presented a proposal for revamping the storage shed behind the H.I.D. building. Both the water and fire departments will need to find a solution that works best for both. The fire department will be conducting an inventory and clean up on Aug. 27th and will be deciding on what they need to keep or dispose of. The intent will be to get things off the floor. A representative from each department will need to meet and discuss further. Dave Peers will represent the water department.

SAGE 50 CLOUD

Alice was to investigate the purchase of the Sage 50 Cloud for back up of the program but was not able to due to lack of time. Matter has been tabled until information has been obtained.

HID WEBSITE

This matter has been tabled until further notice as more discussion and time will need to be spent on the matter.

FIREHALL MANAGER JOB DESCRIPTION

As requested in a previous meeting, the task list presented by Ken Hoyle was rewritten as a job description. A copy was given to Ken to review.

NEW BUSINESS

WORKPLACE BULLYING/HARASSMENT

The H.I.D. has a workplace policy that was instated in 2017 and should be reviewed annually. This is taken from the WorkSafeBC website as a template. A copy of the policy was presented to each member of the board.

Motion: (Dave/Ralph) To approve the Workplace Bullying and Harassment policy statement.

CARRIED

APPROVAL OF TRUSTEE AND FIRE DEPARTMENT EXPENSES

Do expenses submitted by the fire department or the trustees need to be approved? If the expense invoice in question is incorporated into the budget already, then it does not require approval. Invoices over \$500.00 are considered as capital expense therefore these invoices should get an approval before paying.

The HFD recently purchased an air conditioner that was not budgeted and was not approved prior to purchase. The board reviewed the invoice and a motion was made.

Motion: (Dave/Ross) To approve the purchase of the air conditioner for the HFD office.

CARRIED

CORRESPONDENCE

An email was received by a concerned resident regarding the parcel tax and why it is still being charged to the residents of Hedley. Lynn Wells will reply to the concerned resident on behalf of the trustees. Any land unit with a water connection on their property pays the parcel tax regardless of whether they have the water turned on. The Parcel tax was kept to help with continual costs i.e. water contract. The parcel tax, due in the fall, is solely for the water department and provides an income for the beginning of the next year.

An email was received from a resident asking, "why does the HID allow property owners the option to opt out of our water toll tax". Lynn Wells will reply to the concerned resident on behalf of the trustees. Water toll is for people who have water running into their home.

BYLAWS: None

RESOLUTIONS: None

ADJOURNMENT

Motion: (Dave) To adjourn the HID regular board meeting at 2:43pm.

NEXT MEETING: Monday, September 16, 2019 at 1:00pm

Lynn Wells, Chair

Alice Christensen, Administrative Officer