

**REGULAR BOARD MEETING MINUTES
OF THE HEDLEY IMPROVEMENT DISTRICT
February, 22, 2022 at 10:00 am.**

Trustees Present: Ralph Olund, Dave Peers, Wes Mufford, Stephen Alderson

Administrative Officers: Trisha Mills & Sharon Carey

Water Department: Terry Leonard

Fire Department: Michael South

Guests Present: Ken Hoyle

1) CALL the meeting to order:

Wes Mufford, Chair, called the meeting to order at 10:02 am

2) ADOPTION of the Agenda:

Motion (Dave/Stephen) Introductory of any late items

CARRIED

3) ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES:

Motion (Dave/Stephen) to accept and approve the January 17, 2022 minutes as presented

CARRIED

4) BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS:

- a) Cladding install and painting need to be finished by June 30th, 2022 – FYI –
Wes talked to Kelly from KWS about primed Hardie Board at the same cost –
Update – Kelly will be in Hedley to install during the 2nd week of March.
Still need paint quotes: To be done when the material has a set date of arrival
- b) Year End Reports Required – Water/Fire Departments and letter from Chair –
Wes – Need to be submitted by April 15
- c) Email from Keyana of IH – Terry to follow-up about water interruption – it was
a fan fault lock on the display, so he is looking into the new fans installed
under warranty. Also, about Conditions 3 & 4 and ECOP with IH.
- d) Arsenic testing information – will email AGAT to find out what type of arsenic
is in the water.

5) PETITIONS & DELEGATIONS:

None

6) CORRESPONDENCE: None

7) FIRE & WATER OPERATIONS REPORTS

FIRE DEPARTMENT REPORT

The fire department report for January, 2022 was presented by Michael South

Motion: (Dave/Ralph) motioned to accept the Fire Department report as presented

CARRIED

WATER DEPARTMENT REPORT

The water department report for January, 2022 was presented by Terry Leonard

Motion: (Dave/Wes) motioned to accept the Water Department report as presented

CARRIED

8) FINANCIAL REPORTS

ACCOUNT BALANCE SHEET

The account balance sheet for January 2022 was presented and reviewed

Motion: (Dave/Wes) To approve and accept the balance sheet as presented

CARRIED

WATER OPERATIONS YTD EXPENSE REPORT

The February year-to-date expense report was presented and reviewed by the trustees.

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

CARRIED

9) BYLAWS & RESOLUTIONS

Discussion about a possible Noise By-law – Province has a Noise Pollution By-law that can be referenced.

10) NEW BUSINESS

- a) 2023 Budgets – Drafts needed for AGM – Need to look at Dec 2021 – Forecast for 2023 and beyond – Need to include inflation and Fire Hydrant Maintenance, Well Licensing -\$300-\$500 a year
- b) Insurance Policy – a review of all policies needs to be done (doubled up insurance) – Resolved – Insurance company sent duplicates
- c) Fire Truck Balance – In Account Balance
- d) Grants – These are for next year – Tight deadlines – Apply now
- e) Specific Arsenic Testing – Submitted – Terry to phone AGAT for clarification
- f) Well Licensing update – Done/Paid
- g) Job postings for janitor and office admin are done – Indeed/Town – Waiting for appropriate applicants

NEXT MEETING: Monday, March 21, 2022 at 10:00am

ADJOURNMENT

Motion: (Wes) To adjourn the HID regular board meeting at 12:35 pm. (Ralph)

Wes Mufford, Chair

Sharon Carey, Office Clerk

Notes about this meeting: Just a reminder

- 1) Newsletter to be out by **March 11/2022** – Need information from Water/FD reports for March 1st to 4th for review. Provincial by-law on Fireworks and being a good neighbour. First Responders needed.
- 2) Follow up with Terry about Certification and Interior Health problem: IH – Conditions on Permit email update – has gone from six (6) to four (4); in January the trustees to work on the two outstanding IH conditions –
 - a) Terry's Certification – Operating License expires in March
 - b) Financial Plan – **All due by July 30, 2022** - **First Draft to be completed by end of April 30, 2022. Second Draft needed by May 30th, 2022. Final Draft needed by June 30th, 2022.**
- 3) Year – End Reports for Water/Fire and Chair needed by mid-April – 15th**
 - a) Budget also needs to include the inspection of the cladding to get the grant money
 - b) Budget for inflation
 - c) Budget for Fire Hydrant Maintenance
- 4) AGM will be set for May, 2022**
 - a) Need the reports – By Mid - April
 - b) Ralph's seat is open
 - c) Remember Robert's Rules
 - d) Chair's report for the year – Wes
 - ♦ What did the HID and Trustees do this year – Emphasize all positive and important issues – What time, money, and effort was involved
 - ♦ What projects are completed and talk about what will happen soon, next year, and future

- 5) **Fire Department** –
- a) Tony's hours – resignation – FD manager?
 - b)OFA – March 13, 2022 -
 - c) Uniforms – To look professional and team oriented – Will look into cost of Computer file, t-shirts, jackets, pants, hats – etc. – 20 pieces
 - c)First Responders – None at present
HID needs to cover cost of course – 1 to 2 weeks out of town - at least 2/3 people in town – Not necessary FD – They will be on-call 24/7 – Needs to be included in the March newsletter
Bill/Michael need to budget for on-going training and recertification for 2023 and onward
Fire truck inspection date

6) **Water Department** –

- a) Need to look at digging up parts of Scott where there are possible leaks.
- b)Terry will contact AIM roads about Webster Bridge – have them close the bridge and put in tap line. He will also call Ministry of Transportation.
4 houses on Daly share 2 curb stops – Need each house to 1 each - so 2 need to put in
Ball park the estimate for Harris to come and dig – Budget for this work
Need hot tap
Terry is working on wireless telemetry
Pumphouse – what to do with building – Shoring up – Need to contact engineer soon
Need budget for 2023 by April 15, 2022
Terry to phone AGAT about type of Arsenic and break-down the numbers

