

REGULAR BOARD MEETING MINUTES
OF THE HEDLEY IMPROVEMENT DISTRICT

Monday, April 19, 2022 at 10:00 am.

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

Administrative Officers: Sharon Carey, Sharon Henderson, Trisha Mills

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 10:09 am

2) **ADOPTION of the Agenda:**

Motion (Dave/Ralph) Introductory of any late items

CARRIED

3) **ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES:**

4) Motion (Dave/Stephen) to accept and approve the March 21, 2022 minutes as presented

CARRIED

5) **BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS:**

a) Cladding install and painting need to be finished by June 30th, 2022 – FYI –

Cladding was completed in March, 2022. Waiting for quotes on Painting – Still in Progress.

b) Year End Reports Required – Water/Fire Departments and letter from Chair –

Wes – Need to be submitted by April 15 – Waiting for these for the AGM – Moved to end of May

- c) Specific Type of Arsenic Testing – Being investigated by Terry Leonard
- d) Well Licensing has been completed – Need to budget \$600 yearly for this
- e) 2023 Budget Forecasts – Trustees to meet separately about this
- f) Grants – Need the RDOS, Province and Trustees to look into this – Still in Progress
- g) Hired Sharon Henderson for Pay roll and accounting/Some daily admin duties
- h) Finally got FIOS in – 2 new emails – HID825@telus.net and HIDFD8506@telus.net
- i) Pumphouse Stabilization – Wes to begin process at end of April – Need Update
- j) New Signs for HID/FD building – Wes to talk to Terry
- k) RDOS clean-up started and still in progress
- l) Daly Project – Contacted Dan Miller from McElhanney – he is looking into quotes
- m) **Interior Health On-going Issues:**
 - a) Terry's certification – Waiting to Keyana's response about his Waterton qualification
 - b) Terry is looking for a solution to the arsenic situation – Need specification testing – Terry to investigate
 - c) Financial Plan for Treatment or Alternative Water Source
 - Need Terry and Trustees to create Budget – Continuing

6) PETITIONS & DELEGATIONS:

None

7) CORRESPONDENCE: None

8) FIRE & WATER OPERATIONS REPORTS

FIRE DEPARTMENT REPORT

The fire department report for March, 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 March, 2022 was presented by Terry Leonard

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

CARRIED

9) FINANCIAL REPORTS

ACCOUNT BALANCE SHEET

The account balance sheet for March, 2022 was presented and reviewed

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

CARRIED

WATER OPERATIONS YTD EXPENSE REPORT

The March, 2022 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

10) BYLAWS & RESOLUTIONS - Sprinkling By-Law 2022– Approved

CARRIED

11) **NEW BUSINESS**

- 1) Penalties for late payments – Letters will be sent as reminders/Notice on Boards before important dates

- 2) New pump for Fire Department – Doug to train members on old one

NEXT MEETING: Monday, May 16, 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

