

## **Regular Monthly Board Meeting Minutes**

Hedley Improvement District  
November 17<sup>th</sup>, 2025, at 10:00am  
Hedley Centre

**Trustees Present:** Wes Mufford, David Peers, John Todd, Stephen Alderson, Evelyn Petterson

**Corporate Administrator:** Maria Manazza

**Water Operator:** Kathleen Conabree

**Fire Department:** Corey Pelletier

**1) Call to order:**

Wes Mufford (Chair) called the meeting to order @ 10:00AM

**2) Approval of Agenda:**

Dave/Evelyn moved to adopt the agenda as presented.  
**Carried.**

**3) Adoption and acceptance of the previous minutes:**

Dave/Stephen moved to accept the previous minutes from October 27<sup>th</sup>, 2025.  
**Carried.**

**4) Petitions and Delegations:**

**Ken Hoyles- Submitted Questions**

Ken submitted a list of questions for inclusion on the agenda. Several were addressed verbally during the meeting. The remaining questions will be answered by the Administrator via email.

It was reiterated that, since the Administrator was recently appointed as the Freedom of Information Officer by the Board, any future requests for information will be responded to in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

**Reports:**

**1. Administrative Report Summary:**

Maria read the administrative report.

**Administrative Report Summary**

**Date:** November 17<sup>th</sup>, 2025

**Prepared by:** Maria Manazza

**Subject: HID Monthly Report Highlights**

**1. Casual Backup Water Operator – Recruitment Update**

We are still actively seeking a casual backup water operator for the Hedley Improvement District. The job posting remains available on the Water Office Facebook page, local message boards in Hedley, and the HID website. If you know someone who may be interested, please encourage them to contact the HID office or share the posting with them.

**2. Voyent Alert Update**

Voyent Alert is a notification service designed to deliver timely and targeted alerts to residents, including boil water advisories, water department notices, service updates, and other communications related to the water system.

I've advised RDOS of the Hedley Improvement District's interest in joining the Voyent Alert system. Our request is now in progress, and we anticipate becoming part of the platform. We will continue to keep the community informed as developments unfold.

**2. Fire Department Monthly Report Summary:**

Corey read the fire report.

*Here is the HVFD fire report for November 2025*

*Since our meeting in October, the HVFD has responded to the following*

- 1 First Responder Call
- 0 Fire calls

*Our department currently has 19 members, including 1 recruit and 1 member on a leave of absence. Currently we only have 1 First responder which is only in Hedley on weekends.*

*Thanks,  
Corey Pelletier  
Deputy Chief  
Hedley Volunteer Fire Department*

**3. Water Report:**

Kathleen Conabree read the water report:

1. Water Report was given to Trustees at monthly board meeting by the water operator
2. Tuesday bacteriological water tests taken every week & delivered to Keremeos lab with all clear results, as normal.
3. Results of the October arsenic tests came in at 9.84 PPB, slightly down from September, but still critical.

4. The aquifer level on Oct 15 was 50'7" below surface so holding steady for this time of year.
5. The invoice for the new water service at 800 Daly was calculated and generated by Finance officer Sharon Henderson with input from the water office on November 4, 2025. This invoice has been now paid in full to the HID.
6. HID administrator gave instruction to turn off the water at 948 Ellis Street and the Nickle Plate restaurant (Main valve #4). This was completed on Monday, Nov 3rd, 2025. There is some concern that the Ellis street property is vacant and now without water, so the administrator was asked to inform the property owner that the water is now off and they may need to oversee turning off their hot water tank and drain the lines inside the house so as not to have burst pipes inside during very cold spells this winter.
7. The property at 948 Ellis has an odd type of curbstop which does not have the normal 'stop' mechanism, so if overly turned, will continue around until the water comes back on. With the assistance of Gary Ross some time was spent finessing the turn off. However, the outside hose bib continues to drip despite this. The curbstop will need to be investigated and perhaps changed come spring.
8. I rechecked the hose bib the following day in case it just took some time to stop, but it was still dripping. While exiting the property, a rusty wire sticking out of the ground caught my trouser bottoms and I went down. Aside from muddy clothes a few bruises, a sore lower back, (and some cussing!) there does not appear to be any further damage. A report was filed with the HID (by email on Nov 6, 2025) for record keeping purposes.
9. Mike Gallic requested water turn off at Woodleigh Park, which was completed Nov 3<sup>rd</sup>. However, the washroom was not locked and continued to be used. He requested the water be turned back on so as to clean and winterize it, which was done Nov 6. He turned the water off himself without the knowledge of the Water office the following day.
10. I have been in touch several times with Tim Roberts with regard to the funding process for new well feasibility study. He is primed to take the HID proposal choice to the board for approval. Despite many phone calls, I have not been able to reach Liisa Bloomfield for her input on the water office's assessment of the RFPs, as she is extremely occupied with other urgent RDOS projects. Tim has agreed to broach the subject with Mr. Fillion who is the superintendent supervisor, for approval and next steps. It is my understanding that there will be a simple form to fill in by the water operator and once approved by the Trustees, funding will shortly ensue.

#### **4. Financial Report Summary:** John Todd read the Financial Report.

**Note:** The full financial report is available at the HID office.

Income Statement (January 1 to October 31, 2025)

##### **Water**

- Total Revenue: \$206,472

- Total Expenses: \$131,773 (Budget: \$189,200)
- Net Income: \$74,699

#### **Fire and Street Lighting**

- Total Revenue: \$163,784 (Budget: \$134,100)
- Total Expenses: \$115,117 (Budget: \$134,100)
- Net Income: \$48,666

#### **Balance Sheet (as of October 31, 2025)**

- Total Assets: \$1,840,011
- Total Liabilities: \$12,913
- Equity: \$1,827,097

#### **5) Bylaws & Resolutions:**

Water Toll Bylaw #276

**Motion to Accept:** Dave

**Second:** Evelyn

**Carried**

Water Service Connection Fee Bylaw #277

**Motion to Accept:** John

**Second:** Stephen

**Carried**

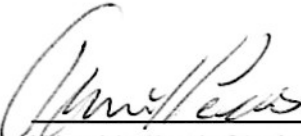
**6) Old Business:** N/A

**7) New Business:** N/A

#### **8) Conclude Meeting:**

a) Next Meeting scheduled for December 15<sup>th</sup>, 2025, @ 10:00AM at the Hedley Centre

b) Meeting was adjourned at 10:44 by Wes Mufford

  
 Wes Mufford, Chair  
 Dave Peers -  
 Acting AS.

  
 Maria Manazza, Corporate Administrator