

**REGULAR BOARD MEETING  
OF THE HEDLEY IMPROVEMENT DISTRICT  
Tuesday, February 16, 2021 held at the Hedley Seniors' Centre at 10:00 am.**

**Trustees Present:** Dave Peers, Wes Mufford, Stephen Anderson, Terry Sawiuk

**Administrative Officers:** Alice Christensen, Trisha Mills

**Guests Present:** Simon Harris, Ken Hoyle, and Penny Escott

**CALL TO ORDER**

Wes Mufford, Chair, called the meeting to order 10:00am

**ADOPTION OF THE AGENDA**

**Motion** (Dave/Wes) to adopt agenda with the addition of the late water report.

**CARRIED**

**ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES**

**Motion** (Dave/Wes) to accept and approve the January 18, 2021 minutes as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**HEDLEY WATER SYSTEM UPDATE**

30hp pump has been installed but awaiting the control panel to arrive, hopefully it will be here next week. An engineer has been hired to assess what could be done with the arsenic. Wes is in preliminaries with Lowther Electric regarding a generator for the pump house. Interior Health provided minutes and a list of action items from the meeting on Jan. 22<sup>nd</sup> with the water operator and chair. The Board of Trustees must act upon the conditions set against the permit to operate. RDOS water system acquisition, there has been no actions taken from the trustees. Administration has reminded them they have due diligence.

**HID BULLETIN BOARD**

The Bulletin board has been installed and will be used for HID business which includes both the fire and water departments.

**HEDLEY/USIB EMERGENCY RESPONSE PLAN**

Wes will take care of this but the meeting has been postponed until a member of the USIB returns to work.

**PETITIONS AND DELEGATIONS - None**

**CORRESPONDENCE**

K. Cummings email of questions: the HID follows the guidelines set out by the province of BC, and that people can request reports that are for the public (soon to be online); the AGM is the only meeting where all handouts are required to be given to everyone in attendance. The website will take some time to get updated. Hiring has been completed as was delegated to the administrator.

K. Hoyle – 1. Ken would like Wes to work with him on getting a grant for repairs for the pumphouse and the grants for a generator. 2. Ken suggested Terry could be the lead on strategies to recruit for the fire department. 3. January 25<sup>th</sup> meeting guidelines for fire systems and water usage – draft to be considered. 4. Bay lights will be changed February 17 by Lowther Electric, exterior lighting to be discussed. 5. Ken - Fire department will be looking at flushing hydrants during training; will be flushing as close to the ends of the lines as possible. Alice - Will we still need to have the company that was hired to come in? It was added to the budget for this year. Wes - Company coming in could service the hydrants and address any value issues that may arise. 6. Acklands Grainger account to be opened for fire department purchases.

## **FIRE & WATER OPERATIONS REPORTS**

### FIRE DEPARTMENT REPORT

The fire department report for January 2021 was presented by Ken Hoyle.

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

**CARRIED**

The fire department is still seeking new volunteers. Volunteers must complete 12 practice sessions and afterwards must show up to at least one practice per month to hold status.

### WATER DEPARTMENT REPORT

The water department report for January 2021 was presented by Simon Harris.

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

**CARRIED**

Looked at getting the old pump rebuilt for back up but is too old and corroded. Once panel is installed the system will need to be flushed and tested before the water advisory can be removed. Need to address the pipe valves as the 30hp only closes 70% and the 60hp is failing. Will ask engineer if it would be possible to add a device to “dial” back the speed of the 60hp pump which may help reduce the agitation of the water making it higher in arsenic. Type of arsenic testing still to be done.

## **FINANCIAL REPORTS**

### ACCOUNT BALANCE SHEET

The account balance sheet for January 2021 was presented and reviewed. It was noted that maybe the funds allocated for the Building Maintenance could be used for the repairs to the pump house.

**Motion:** (Stephen/Dave) To approve and accept the balance sheet as presented.

**CARRIED**

### FIRE PROTECTION & STREET LIGHTING YTD EXPENSE REPORT

The January 2021 year-to-date expense report was presented and reviewed by the trustees. Could the unused Street Lighting budget be used to install new streetlights by the Highway and/or bridge.

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

**CARRIED**

#### WATER OPERATIONS YTD EXPENSE REPORT

The January 2021 year-to-date expense report was present and reviewed by the trustees.

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

**CARRIED**

#### **BYLAWS & RESOLUTIONS – None**

#### **NEW BUSINESS**

##### AGM

A tentative date for the AGM has been set for Saturday, April 24, 2021 at 2:00pm. This could change if the 2020 audit is not completed in time.

##### CREDIT CARD LIMIT INCREASE

**Motion:** (Stephen/Dave) To have the main account credit limit increased to \$5,000.00 (with allocation to be \$3,000.00 to Simon Harris and \$2,000.00 to Alice Christensen). All in favor.

**CARRIED**

##### D&O INSURANCE RENEWAL

The 2021 policy has been reviewed. There are no changes to the Estimate of Values.

**Motion:** (Dave/Stephen) To approve insurance renewal as prepared by Capri insurance, no changes required.

**CARRIED**

##### FIRE DEPARTMENT BAY LIGHTING

Installation of the new LED light fixtures for the firehall bay is set for February 17, 2021 by Lowther Electric.

##### HEALTHY COMMUNITIES INITIATIVE

Emailed received from Kim English regarding a variety of grants for small communities. Possible ideas could be a generator for the pump house and improvements to local existing parks.

##### FD SPP RESOURCES LISTING

Email from B. Godlonton requesting updated information from fire departments if they are available to assist during wildfire season, K. Hoyle replied and says we cannot respond as we do not have the resources.

##### SAGE50 PROGRAM UPDATE

The current Sage50 software is outdated and does not support the payroll function nor can it have more than one user. An updated version that supports payroll, more than one user and has technical support is needed.

**Motion:** (Dave/Stephen) To approve the upgrade in the Sage50 accounting program.

**CARRIED**

**NEXT MEETING:** Monday, March 15, 2021 at 10:00am

**ADJOURNMENT**

**Motion:** (Wes) To adjourn the HID regular board meeting at 12:11pm

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Wes Mufford, Chair

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Alice Christensen, Administrative Officer