

**Amended MINUTES of the Board Meeting of the
HEDLEY IMPROVEMENT DISTRICT held on
Monday, June 15, 2020 at 10:00 am**

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

Administrative Officer: Alice Christensen

Regrets: None

Guests: None

CALL TO ORDER

Lynn Well, chair, called the meeting to order at 10:08 am.

ADOPTION OF AGENDA

Motion: (Wes/Dave) to adopt the agenda with removal of items 5d and 5di relating to the 2019 draft financials from auditors.

A separate meeting will be held on June 17th to discuss the 2019 financials.

CARRIED

ADOPTION and ACCEPTANCE OF PREVIOUS MINUTES

Minutes from the April 27, 2020 in-camera board meeting were presented and reviewed individually by the trustees

Motion: (Dave/Wes) To accept and approve the minutes as presented.

CARRIED

FIRE & WATER OPERATIONS REPORTS

FIRE DEPARTMENT REPORT

The Fire Department reports for March, April & May 2020 were presented to the trustees and reviewed individually. Approved copies will be attached to these minutes.

Motion: (Ralph/Ross) To approve and accept the March, April & May 2020 fire department reports as presented.

CARRIED

The FD continues to seek new volunteers as a few members have recently resigned.

WATER DEPARTMENT REPORT

The Water Department reports for March, April & May 2020 were presented to the trustees and reviewed individually. Approved copies will be attached to these minutes.

Motion: (Wes/Dave) To approve and accept the March, April & May 2020 water reports as presented.

CARRIED

The trustees discussed introducing lawn watering restrictions to help reduce the need to use the 60hp well over the summer months.

FINANCIAL REPORTS

ACCOUNT BALANCE SHEET

The account balance sheets for April & May 2020 were presented and reviewed.

Motion: (Ralph/Dave) To approve and accept both the April & May 2020 balance sheets.

CARRIED

WATER OPERATIONS YTD EXPENSE REPORT

The year-to-date expense reports for April & May 2020 were presented and reviewed individually by the trustees.

Motion: (Ross/Wes) To approve and accept the April & May 2020 water operations YTD expense reports as presented.

CARRIED

FIRE PROTECTION & STREET LIGHTING YTD EXPENSE REPORT

The year-to-date expense reports for April & May 2020 were presented and reviewed individually by the trustees.

Motion: (Ross/Ralph) To approve and accept the April & May 2020 Fire Department YTD expense report as presented.

CARRIED

The proposed 2021 fire department budget and firefighter pay increase has been tabled to the meeting on June 17, 2020 as the trustees have questions regarding both items.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

CYBER INSURANCE

The cyber insurance coverage proposal was shown to the trustees and reviewed.

Motion: (Dave/Ralph) To reject the cyber-crime insurance proposal as presented by Capri Insurance.

CARRIED

FIRE DEPARTMENT MANAGER JOB DESCRIPTION

The fire department manager job description has been revised including changes submitted on the draft provided by Ken Hoyle in September 2019.

Motion: (Dave/Wes) To accept the fire department manager job description as written.

CARRIED

FIREHALL PANIC DOOR

As per the minutes from June 2019, Doug Nimchuk has the door and is awaiting remainder of parts.

Motion: (Ross/Wes) To complete installation of the panic door at the rear of the firehall in a timely manner.

CARRIED

STREETLIGHTING ON HWY 3

The trustees received a letter along with pictures from the HVFD officers noting their concern for the lack of adequate streetlighting along Hwy 3. The trustees will send a letter outlining the concerns to all parties who may have an interest in the unsafe conditions caused by the inadequate lighting.

WASP KITS

The fire department has returned the cheque to the HID for purchase of the WASP kit for the

HID building. Terry McFarlane has donated the kit for the building. The faucet at the rear of the HID building will need to be repaired prior to installation of the WASP kit. The trustees will look at the exterior faucet and determine route of repair.

STORAGE SHED UPGRADES

The renovations to the storage shed are now complete. Ken Hoyle has noted the electrical work to the shed has left holes in the drywall in the fire department training room and has asked for it to be repaired. The trustees have decided to table this matter for future discussion as this is low priority at this time.

With respect to the outdoor cleanup from the trench digging, the trustees would like Ken Hoyle to prepare a sketch and description of the scope of work for the consideration of the trustees.

HID BULLETIN BOARD

The HID bulletin board needs replacement as it is falling apart and is not big enough to support the need.

Motion: (Lynn/Ralph) To authorize Ross Grant to have the new bulletin board made by Rona.

CARRIED

NEW BUSINESS

KEY LIST

To track who has keys to HID buildings/property, the administrator created a form for all trustees, employees, and fire department officers to complete and hand in acknowledging which keys are in their possession.

EOCP RE-CLASSIFICATION

Notification of our facility's Small Water Systems classification expiration was received. The trustees would like the water operator to complete the sections of the application pertaining to the water system and provide the process flow diagram as requested in the application and the administrator will complete the remainder of the application and send it in.

LETTERS FROM LYNN TO REVIEW

Lynn wells prepared a couple of letters that she would like to have the trustees review. One letter is to the Okanagan Regional Library regarding offering expanded computer and internet services upon re-opening after COVID-19. The second letter is regarding the inadequate streetlighting on HWY 3 and the safety concerns this causes. A copy of this letter will be sent to FortisBC, MoTI, ICBC, WorkSafeBC, Princeton RCMP, Linda Larson MLA and USIB.

STREET-SWEEPING

AIM was in Hedley at the beginning of May to conduct the post-winter street sweeping. The HID was unaware that AIM would be on-site. After discussions with the AIM foreman, it was noted that they received permission to use the town water for street sweeping from an unauthorized individual. Moving forward, permission to use the town water for street sweeping should only be granted from a trustee or the water operator. Water levels need to be monitored during this event and the proper back flow valves need to be used. AIM has also been instructed that Hedley water should not be used for cleaning the highways.

PUMPHOUSE LIGHT INSTALL

The trustees agreed via telephone to install a motion detector light at the pumphouse. The light has been installed and this project completed.

GARBAGE REMOVAL FROM HID OFFICE

The administrator requested that the old computer equipment, if not usable be removed from the office as it is taking up space. Lynn has volunteered to dispose of the computer equipment. Ralph has volunteered to remove the old lighting fixtures as well.

EMPLOYEE SAFETY RE: COVID-19

The administrator reminded the trustees about their due diligence in keeping the HID employees safe during the current pandemic situation and to think about pre-cautions for the near future if a second wave hits. The HID office will remain closed to the public for the time-being as it is nearly impossible to practice physical distancing within the office. Residents are encouraged to phone the office prior to coming down in person.

ADMINISTRATOR TIME OFF

The administrator requested two weeks off from June 29th – July 7th and has secured Diane Wood to cover the office during this time.

RESOLUTIONS AND BYLAWS

None

CORRESPONDENCE

Correspondence was received from an owner regarding reimbursement for repairs to the damaged plumbing on their property apparently caused by the Daly Avenue watermain project.

Motion: (Ralph/Dave) To send a letter to the owner recommending the owner contact Grizzly Contracting regarding the matter.

CARRIED

Correspondence was received from an owner to formally report that his curbstop has gone missing and that the water operator and the owner will investigate the matter once social distancing is no longer required.

The trustees have asked the administrator to contact the water operator for an update.

Correspondence was received by an owner who has been experiencing a water issue at their residence since November 2018. The owner has exhausted all avenues to rectify the issue. The owner has asked the HID for help in locating the source of the gushing water sound and resolving the matter as it has been suggested the noise is coming from an undetected leak in the street.

The trustees have agreed to help the owner in locating the water leak and have asked the administrator to contact Adam Cunningham from the RDOS who may be able to help as well. Adam mentioned at the 2019 Olalla tour that he may be able to help us with leak detection in town.

NEXT MEETING: Monday, July 20, 2020 at 10:00am

ADJOURNMENT

Motion: (Dave) To adjourn the meeting at 12:45 pm

Lynn Wells, Chair

Alice Christensen, Administrative Officer