

**Regular Monthly Board Meeting Minutes**  
Hedley Improvement District  
January 13<sup>th</sup>, 2025, at 10:00am  
Hedley Centre

**Trustees Present:** Wes Mufford, John Todd, Dave Peers, Stephen Alderson

**Corporate Administrator:** Maria Manazza

**Water Operator:** Kathleen Conabree

**Fire Department:** Michael South -Deputy Chief (Left Before Delivering the Fire Report)

- 1) **Call to order:** Wes Mufford (Chair) called the meeting to order @ 10:01am
- 2) **Approval of Agenda:** Dave/Stephen motioned to adopt the agenda as presented.  
Carried.
- 3) **Adoption and acceptance of the previous minutes:** Dave/Stephen motioned to accept the previous minutes from December 16<sup>th</sup>, 2024.  
Carried.
- 4) **Petitions and Delegations:**
  - N/A

**Reports:**

1. **Administrative Report Summary:** Maria Manazza read the Administrative Report.

**Administrative Report Summary**

**Date:** January 13<sup>th</sup>, 2025

**Prepared by:** Maria Manazza

**Subject:** HID Monthly Report Highlights

**Update on the Call Out for Volunteers Committees**

The Revenue Enhancement Committee, also known as the "Fairness in Billing" Committee, now has 6 members with the newest additions being Sharon Henderson, Vicky Robinson and Joe Griffeon. The members are in contact with each other and are set to schedule meeting dates and times that

work for everyone after official board approval for their first meeting. Trustee Stephen Alderson will act as the Trustee Representative for the committee.

### **Hedley Fire Department**

The Hedley Fire Department and the Board of Trustees are working together to ensure that the fire department increases its volunteer numbers to meet provincial guidelines.

### **Hedley Streetlighting Update**

There are no new updates.

### **Pumphouse**

We are continuing to develop the pumphouse plans and aims to have them ready for presentation to the engineer in the near future.

### **Ball Park Line Extension**

There are no new updates.

### **Roadway Improvement Inquiry**

Tim met with Bayle Chamberlain, the Operations Manager of MOTI, and it looks promising that Hedley will get the excess grindings whenever the roadwork in the Hedley surrounding area is underway. Tim will update the HID as he learns more information.

## **2. November 2024 Fire Department Report Summary:**

To the HID Trustees

We currently have 6 active members, 1 inactive member, 1 member on LOA, and 2 additional recruits for 4 in total.

We had no fire callouts since the last meeting. We had 2 MFR callouts, 1 we were unable to attend as our FR was unavailable. The other we did attend.

Addendum 1: There was 1 additional MFR callout

Respectfully Submitted, Michael South

## **3. Water Report Summary: Kathleen Conabree read the water report:**

Dec 16, 2024 – Jan 13, 2025 / Water Operator: Kathleen Conabree

**51 & 52, 2024 - Water Report was given to Trustees at December's monthly meeting by the water operator, as normal**

**1 & 2, 2025- Tuesday water tests taken every week & delivered to Keremeos lab with the exception of the microbiological test for Tuesdays December 24 & 31st, as lab was closed Dec 23 2024 – January 6 2025. Arsenic test was taken early on December 18 rather than end of month as usual because of lab closure over Christmas season. Results came in marginally lower at 8.69 PPB. Last month results were 8.70/10 PPB MAC (MAC – Maximum Acceptable Concentration).**

**December's monthly Reservoir inspection has already been reported. As this board meeting was moved up a week the inspection has not happened for January yet and will be reported at the next meeting.**

**In mid December I visited Denny Dolinski's property in order to test the water pressure after the work was done last month. As the outside water had been left on and there had been some quite cold overnight temps, the outside water pipes were frozen and unable to measure pressure. The kitchen sink did not provide pressure readings either as the pressure gauge would not fit the tap and an adaptor was not to hand. While at the hardware store in Keremeos, I took the opportunity to purchase some pipe insulator material for their outdoor taps (less than \$3) and they will install these shortly, after which I will reattempt a pressure test.**

**I was informed by Gary Ross that Roland needed to find his curbstop ahead of doing some plumbing work. I brought a copy of the curbstop location to his house and showed him where the map indicated it should be. However, upon inspection, it appears the measurements on the curbstop photo may be inaccurate. We made arrangements to meet the following day to find his curbstop but the fire hydrant inspection took longer than expected and Roland had to go out of town. Will follow this up in the coming weeks.**

**On December 20, a new HID employment water operator contract was signed to begin January 1, 2025.**

**On Dec 31 Gary Ross, Gerry Wilkin and I undertook to search out main valve 17W at the corner of Daly and Kingston and also establish whether or not the hydrant report was accurate with regard to the hydrant pressure. Some years ago, this fire hydrant was performing at somewhere over 400 gallons per minute, but the report indicates 88 gallons for the last 3 years running (which Gerry has queried several times). After exercising the valve next to the fire hydrant, we were able to determine that it was in fact the fire hydrant valve and not the missing 17W main valve. I contacted Fire Chief Bill Rube to request the adaptor required to install the pressure gauge for a pressure test. While installing the adaptor we discussed the water flow in this fire hydrant. Bill says they use this fire hydrant regularly for fire practice and there is absolutely nothing wrong with the water pressure there. This was proven out as the water pressure was clocked at 84 psi, rather than the 70 on the hydrant report, and matched the water pressure on a yard hydrant nearby.**

**Extensive searching three times before and using both metal detectors had not revealed a valve in that location. This time after digging quite a lot deeper, we uncovered two items: the riser pipe for the old hydrant, and the riser pipe for the old valve, both over 1 foot underground. These were measured and photographed for Water Office records. Valve 17W was not discovered**

**Upon further inspection of the photographs of the original dig, there is no indication of a riser for the valve 17W and certainly nothing was found on or near the surface around 18" below, despite a valve being indicated on the as-built map and presumably charged for on the invoice, for the work done. Also, Gerry has searched the archive of minutes at the time and not found any information nor indication of a change in plans regarding this particular valve. I have been in contact with McElhaney who did the work, to request an updated map and a call from anyone present at the work site who can confirm what happened below ground and whether or not the valve 17W at the corner of Daly and Kingston actually exists.**

**Week 51,52 2024 and weeks 1 & 2 2025 Pumpage (27 days):**

**Average 135,075 gal/day**

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

Hedley Improvement District Financial Summary  
Income Statement (January 1 to December 31, 2024)

**Water Services:**

- The district generated revenue from water tolls, sundry revenue, and parcel taxes.
- Total revenue exceeded expenses, resulting in a positive net income.

**Fire Protection & Street Lighting:**

- Revenue was primarily derived from fire protection services and contributions from the USIB.
- Expenses were managed effectively, leading to a net income for the year.

**Balance Sheet (December 31, 2024)**

**Assets:**

- The district holds significant current assets, including cash, term deposits, and receivables.
- Capital assets contribute to the overall asset base.

**Liabilities:**

- Current liabilities are minimal compared to the total assets.

**Equity:**

- The district maintains a strong equity position, reflecting its financial stability.

#### 6) Bylaws & Resolutions: Water Toll Bylaw

It was decided to table the bylaw until later in the week.

#### 7) Old Business: Refer to the Administrative Report

#### 8) New Business:

The formal appointment of the Revenue Enhancement Committee Members:

Trustee Representative: Stephen Alderson

Ruth Woodin, Vincent Flynn, Sharon Henderson, Vicky Robinson, Joe Griffeon

**Motion to Accept:** John

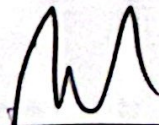
**Second:** Dave

**Carried**

#### 9) Conclude Meeting:

a) Next Meeting scheduled for February 17<sup>th</sup>, 2025, @ 10:00AM at the Hedley Centre

b) Meeting was adjourned at 10:50 by Wes Mufford



Wes Mufford, Chair



Maria Manazza, Corporate Administrator