

**REGULAR MEETING OF THE PINEVIEW IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES MINUTES  
March 18, 2025**

Present: Board Members: B. Heft, K. Yeulet, N Wellburn, Jeremy Larsen  
Brenda Heft Chaired Meeting as Greg Poitras is away  
Employees: Holly Herzog,  
Guests:

Meeting called to order:  
Time: 7.02pm

Motion by: Kathy Yeulet

That the minutes of the February 4, 2025 regular meeting of the Pineview Improvement District board of trustees be adopted.

Seconded by: Jeremy Larsen

Carried

**OLD BUSINESS**

- Greg away until further notice
- Trustee Terms next year Nancy going to one year then 2026 be posted as 3 year

**MAINTENANCE REPORT**

- No report as per Mike.

**ACCOUNTS RECEIVABLE/PAYABLE**

- Overdue list
- Cash report

**NEW BUSINESS**

- Received email from Sheldon explaining water use. – Holly to reach out and ask how he does the inside of the vehicles. He explained that currently they are not doing any detailing at his property, and the only use vacuum, chemicals and cloth to clean inside if it needs washing, they take elsewhere.
- Response from Regional District. - Brenda report. - The paper work with the list on it we are responsible to gather up and produce at our costs. Then submit to the Regional District. Tabled till May
- Working alone panic button/ lifeline see attached – costs- Holly to follow up and ask some clarifying questions. – why the price difference other than color?

- Does the speaker break easily? And what is the procedure to replace and repair?
  - Are the devices rechargeable?
  - Can we pick who panic call goes to first?
  - How many people? order of call?
  - Would it be possible for a better picture of the neck device.?
  - What are the design options, how easy is it to send false signal?
  - Allergy to nickel what is the neck made of?
- Radloff – re meeting held Feb 28, 2025 – Jeremy to speak with Mike and make sure all Mikes questions were answered. We are waiting for Radloff to supply finalized quote and answer the questions we have asked. Then we send to Northern Health to get approval, at that point we will need to book a community meeting to inform them of what is happening and get the communities approval. The contractor we get for placing the foundation needs to be aware of the guild lines around packing gravel, as per Radloff's recommendations as there is no warranty. Needs inspection to make sure ground is not shifting.
  - Administrative Manager pay increase \$1.00 yearly, approved by board last year. Making \$23.00 as of March 1, 2025
  - Raise? – talked with Ashely at Buckhorn they have between 87-89 homes and she is making \$25.00 per hour, they only bill out once per year. We have over 450 homes plus water key people, and I bill out 4 times per year.
  - Greg put his name forward for office of Trustee.
  - Review working alone policy – (draft)- need input from Mike before continuing. Tabled till next meeting.
  - Fire Hall: Responded to a fire March 9/25 used city water.
  - Mike: - I got a report that a valve needs fixing at 6155 Johnson would like moved in front of his property 6215. (6235.)
  - Review AGM Agenda

Motion by: Jeremy Larsen

To increase Administrative Manager's hourly wage to \$25.00 as of April 1/ 25 will be reviewed yearly.

Seconded by: Kathy Yeulet

Accepted by: Administrative Manager

Carried

## **CORRESPONDENCE**

- Land titles
- Water reports
- Pump house data
- Bank statement
- Fire Department water usage- see above
- Statistics Canada Questionnaire. Done
- Email from Sloane Rich

## **INVOICES**

Motion by: Kathy Yeulet

To pay all incoming invoices

Seconded by: Nancy Wellburn

Carried

Motion by: Nancy Wellburn

To adjourn meeting

Seconded by: Jeremy Larsen

Carried

Meeting adjourned 8:14 pm

Next Regular Board Meeting: **Tuesday March 4, 2025 @ 7 pm**

AGM: Tuesday April 29, 2025 @ 7:30 pm hall booked for 7 pm

- (Reminder for Holly) Bring forward next July 2025 account 28 (14 mths non cashable)
- (Reminder for Holly) Keep track of costs for Noratex over the next year.
- (Reminder for Holly) follow up with TD bank changing the contact info on BMO, CIBC, TD faxes and emails
- Mike) possible water leak 6155 Johnson rd & 6215 /change or add stand pipe.