



WYNNDEL IRRIGATION DISTRICT

5127 A Wynndel Rd.
Wynndel B.C. V0B 2N2

Tel/Fax: 250-866-5312
email: wynndelid@gmail.com

Office Hours Tuesday & Thursday 10:00am – 2:00pm

June 1, 2022

Wynndel Irrigation District Meeting Minutes (Wynndel Community Hall – Lower Hall 7PM)

Call to Order 7:07 PM by Chair Vandenberghe

Attendance:

Trustees: R. Krul, H. Grant, L. Ostendorf, D. Bryans, K. Vandenberghe Chair

Staff: J. Rafuse, B. Adams

Public in attendance: Dave & Debbie Hulm, Cynthia & Fritz Feldmann, Nancy Fait, Shaun Hendrickson, Dale & Dierdrie Slusar, Jay Shaw, Cindy Christenson (Sirdar General), Fred Lennox, Mel Middlemiss, Jonathan Bartsch, Ruby Bone, Dennis Meeds, Trevor Crick, Carmen Conn, Jordan & Ashley Wilson, Ralph & Marie Bergan, Kristian deTremaudan, Karina Poirier

Adoption of the Agenda

- Adding changing of Wynndel Irrigation District's passwords to New Business (8k)
- Adding bylaws, policies and motions to New Business (8l)

#09-2022 Motion by Trustee Grant.

carried unanimously

Approval of May 3, 2022 Minutes

#10-2022 Motion by Trustee Krul that the minutes of the May 3, 2022 meeting be adopted.

carried unanimously

Deidre Slusar – needs her email added to the assessment roll.

Karina Poirier – every resident should be notified of the meeting.

Nancy Fait – wants information on Blue Mountain Logging and watershed. Board let her know what we have been approached by Blue Mountain Logging and we are collecting the information. Once we have all the information, the board will have an open house and ask for public opinion. We will talk later in the meeting about how to communicate the information.

Cindy Christenson (Sirdar General Store) – concerned about Blue Mountain Logging and watershed. Our water is important and should be sustained. We need water to maintain our property. She suggested one person notify everyone about the meetings and Open House.

Dennis Meeds – asked about comment: we will talk later in the meeting about how to communicate the information. Board informed him it was item 8b in New Business.

Dave Hulm – 300 stakeholders should be part of making the decision.

Open to Public presentation (5 minutes per Presenter, received as information)

a) Justin Vance from Creston Valley Cycling Association

- Asking for permission from the WID board to develop mountain bike trails on WID land. Timeline as soon as possible.

- Many people from Wynndel and the Creston valley enjoy mountain biking on trails, but there is very little in the valley to ride especially for beginner, and intermediate mountain bikers.
- Association wants to develop trails for local people both young and old, and for beginner to advanced riders.
- Association is not asking for any help with the project, financial or otherwise, just permission.
- Location of trails would be at the top of Elsie Holmes Road south of watershed (presented map at the meeting of exact locations). Not the old road that is currently used by hikers', quads and motor bikes and is accessed below by the clear cut, which is private land or above by Huggard FSR. Justin Vance lives on Duck Cree Road.
- Liabilities would be mitigated in four ways, through insurance provided by Creston Valley Cycling Association, proper trail signage (following IMBA and RecBC guidelines), following IMBA trail build standards, and proper trail maintenance by myself and Creston Valley Cycling Association.
- Fires are not an issue as bikes do not have hot motors or tail pipes, and mountain bikers are fitness orientated and seldom smoke. Signage can be put up that say no smoking or campfires.
- Justin Vance contacted MOT about the gate at the end of Elsie Holms Road, which gives access to WID land. Jack Lesnik (the road area manager) told him the road past the gate is public access but that he was concerned with parking. Justin has presented to the Town of Creston (at their last board meeting) a proposal for the use of a portion of their land above their gravel pit for parking. It is currently being used as parking for people who walk or hike in the area. They were favorable to the idea but need to work out the details, so Justin has not received an official reply.
- Feedback from the public was to include this in a newsletter and property owners can submit their comments "for" or "against" these mountain bike trails.

Directive: Board needs to be clear about policies around the watershed and public access. Board will consider the proposal from the Creston Valley Cycling Association and will respond in writing or at the next Board meeting on July 5.

#11-2022 Motion by Trustee Grant to receive as information.

carried unanimously

Reports

- a) Office Administration Report
 - Entered paid invoices in Quickbooks
 - Entered late payment charges in Quickbooks
 - Entered payroll in Quickbooks
 - Put together payroll
 - Updated new ownership information
 - Answered emails and phone calls
 - Collected and processed payments
 - Deposit payments at the bank
 - Updated assessment roll
 - Training
 - Website changes
 - Callouts for Bob Adams
 - Typed minutes from AGM
 - Put together agenda and agenda package for board meeting
 - Prepared Financial Report and Office Administrator Report for board meeting

- Processed invoices for payment
- Revised letter of direction for bank and had Jessica and Ray sign
- Completed three forms for the bank and delivered one personally to bank
- Boil water advisory (make a notice and post it at store and Wynndel Community Centre, send email to everyone on Boil Water Advisory lists, put on website, put on Wynndel BC Community Bulletin Board on Facebook)
- Boil water rescinded (Bob removed notice at store, I removed notice at Wynndel Community Centre, send email to everyone on Boil Water Advisory lists, put on website, went to put on Wynndel BC Community Bulletin Board on Facebook and Jessica had already posted the notice from the email she received)
- Arranged to get maps printed and picked up
- Picked up supplies from Creston Card & Stationary
- Sent out late payment emails to see when property owner was coming in to pay invoice
- Called to get pricing for Creston Valley Mall
- Worked on Creston Dyking District invoice, 2021 Treatment Cost spreadsheet, CDD & WID Usage by Year (due May 15 – Ministry report)
- Completed and submitted WID annual report for the Ministry due May 15 (Trustee Form, Statistics Form, 2021 Financial Statements, 2022 AGM minutes – will send once they are approved and signed)
- Typed minutes from May 3, 2022 board meeting and sent to board to approve
- Looked into Quickbooks training for myself
- Looked into payroll for Quickbooks
- Looked into SCADA training for Bob and I with Guest Automation

#12-2022 Motion by Trustee Bryans to receive Office Administration Report for information.

carried unanimously

b) Financial Report

CIBC Current Account Operating		Reservoir
Opening Balance	\$101,160.16	\$66,326.19
Debits	\$23,197.03	\$0.00
Credits	\$9,453.07	\$0.00
Closing Balance	\$87,416.20	\$66,326.19

CIBC GIC Renewal & Reserve	Amount
Total	\$117,018.99

CURRENT ACCOUNTS PAYABLE

Total	\$6,674.74
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#13-2022 Motion by Trustee Krul to receive Financial Report for information.

carried unanimously

c) Operations Report

Bob Adams

- 5076 Hwy 3A
 - Shut off / Turn off Water for water leak
- Emailed Mearls Machine for PRV
 - Need to collect info from valves and send to Ben
- Emailed/Talked to Guest Automation.

- Regarding issues with flow totals, data logging, spreadsheet generation
- Received parts from EMCO
- Called Outback Septic (formerly Biffy in a Jiffy)
 - Porta Potty now picked up
- 5210 Elsie Holmes Rd.
 - Located shut off for resident
- 4770 Lower Wynndel Rd
 - Repaired water leak on ¾" line that feeds west side of road
 - 1.5 hrs WID backhoe
- 5049 Lower Wynndel Road
 - Installed
 - 200' of 2" Municipex
 - 95' of ¾" Municipex
 - 3 new curb boxes
 - Re-connected 5049 Lower Wynndel Rd, that was previously disconnected from job done 2 years ago
 - 8.5 hrs WID backhoe
- 5191 Wynndel Rd.
 - Repaired water leak on 1" service
 - 3 hrs W.H. Excavating small excavator
- Issued Boil Water Advisory
- Rescinded Boil Water Advisory
- 4983 Packing Shed Rd.
 - Located existing 2" water service on property
- 5485 Cory Rd
 - Received text about leak that has been ongoing for about a year
 - Will repair at a later date
- 5123 Elsie Holmes Rd
 - Shut off/Turn on for home owner to do repair
- 4682 Highway 3A
 - Shut off/Turn on for home owner to do repair
- Meet Stonewall Fire & Safety
 - Fire extinguisher inspections
 - Purchased fire extinguisher for backhoe
- Talked to Mayday Electric regarding quote on SCADA upgrades
 - Awaiting formal written quote
 - Was given verbal quote of \$20,000 to \$30,000
- Water sampling

Directive: Some of the infrastructure (underground piping) is getting tired. Bob Adams putting a report together so we can reprioritize.

Directive: Mearl's Machine Works to assess our PRVs. Very high priority. Look into grant funding from RDCK, Canfor provincial and federal governments.

Directive: SCADA system – old, IT issues, customer service questionable, outdated (uses Internet Explorer. Looking into provider for technical support and customer service.

#14-2022 Motion by Trustee Grant to receive report as Information.

carried unanimously

Old Business / Business arising out of Minutes

a) Update on board letter or email to Kitchener Improvement District

#15-2022 Motion by Trustee Vandenberghe to defer until Kitchener Improvement District contacts us again.

b) Update on second quote and references for SCADA system.

#16-2022 Motion by Trustee Bryans to receive as information as we already covered this earlier in the meeting.

carried unanimously

c) Severity and cost for Elsie Holmes Road update

- Bob Adams received a quote for \$65,000 (material only, no labour) to do line replacement (hydrant up to corner).
- Board suggested we focus on where the problem is as it hasn't increased or decreased.
- Board asked if we should be stockpiling inventory. Bob Adams informed the board that sometimes parts take 1 to 3 months to get in. He suggested ordering as needed as there's a six month life span in the summer. Board concerned about cost increases if we don't get now. Suggested contacting Canfor.
- True Consulting is currently doing an assessment for WID. They are looking at everything and prioritizing.

Directive: Bob Adams will provide a recommendation for Elsie Holmes Road at the next board meeting on July 5.

#17-2022 Motion by Trustee Krul to motion for information.

carried unanimously

d) Update on assessment from Mearl's Machine Works on our PRVs

Directive: Do we have a confined space policy in plan? Bob Adams and Office Administrator to look through our policies.

#18-2022 Motion by Trustee Bryans to motion for information.

carried unanimously

e) Insurance update

- Trustee Bryans forwarded our current policy to Hub International. Their response was we are paying a little in some areas and too much in other areas. In general, insurance has increased. Hub International would like to provide us with a quote next year since this year's insurance policy is already paid.

#19-2022 Motion by Trustee Ostendorfe to receive as information.

carried unanimously

f) Board minutes on website update

- January to April minutes currently on the website.
- The minutes for May will be added to the website after they've been approved and signed at this meeting.

#20-2022 Motion by Trustee Grant to receive as information.

carried unanimously

g) FCM infrastructure investment and grant writing

...deferred. Trustee Vandenberghe tasked with this.

New Business

- a) CIBC investments (Jeanette Sissons, Manager, Commercial Banking in Cranbrook joined our meeting via telephone)
- Board requested to deal with someone local. Jeanette informed us that because we are not for profit there's taxing authority and there isn't someone local that can do that. If we didn't have any borrowing, we could go local. Jeannette said that she comes to Creston every third month and is willing to meet with us.
 - Subdivision fees – Jeanette suggest we continue putting them in GICs. Can't do a trust account as it has to go through the federal government.
 - Letter of direction – needs two existing signatures (old board has to leave).
 - Credit card – Director of Board has signing authority and has to sign the forms. Can put a monthly limit on the credit card.
 - Loan – we are making our payments diligently.

#21-2022 Motion by Trustee Grant to receive as information and continue with CIBC as is as we are dealing with someone that is cooperative.

carried unanimously

- b) Media posting and messaging policy
- Social media, Facebook, email, website – how do we receive information and respond to it? We need a policy.
 - There's an opportunity for property owner's to communicate with us by phone, email, website and coming into the office.
 - Blue Mountain Logging and watershed – we are still collecting information on the pros and cons. Board will get information out to property owners when details are there. We have a legal need to release information once we decide. Information is very sensitive. We need to provide more information on our website.
 - Property owner's requested an email every time there is a meeting. Board mentioned that not all property owners have email. Property owners can go to our website for the meeting information. Some rely on word of mouth because they don't have a computer. Consider putting out a mailed newsletter to touch on relevant information. If information not ready yet (ie. Blue Mountain Logging and watershed, mention that in the newsletter.
 - Put information on the community centre board by Firehall. Send letter to Community Centre about using their board.
 - Put monthly board meeting information on bulletin boards at Wynndel Foods, Wynndel Community Centre and Creston library.
 - Encourage property owners to give us their email in a newsletter.
 - Purchase sandwich boards to get information out to property owners.
 - Post monthly board meetings on Facebook.
 - Consider a Wynndel Irrigation district Facebook page for letting property owners know about monthly meetings, special meetings and boil water advisories.
 - Trustee Grant mentioned to attendees that we have two types of meetings: 1) regular monthly board meetings 2) special meetings to discuss certain things. Blue Mountain Logging information will not be presented in our regular monthly board meetings.

#22-2022 Motion by Trustee Bryans to contact Wynndel Community Centre to put boil water advisories on bulletin board.

#23-2022 Motion by Trustee Vandenberghe for him and Office Administrator to look into media posting and messaging and recommend on what we suggest and then go to the board.

carried unanimously

- c) Third party Contractor policy
...deferred to a later date.
- d) Third party contractor proof of liability insurance and WCB
...deferred to a later date.
- e) Wynndel Community Centre Commercial Lease Agreement
 - Wynndel Irrigation District has been presented with a Commercial Lease Agreement from the Wynndel Community Centre. The term of the lease commences on January 1, 2023 and continues on a year-to-year basis. A base rate of \$1,800.00 is payable each year on or before January 1. The board noted that there is a cancellation clause missing in the agreement.
 - There was a grant that was given to build an office in the Wynndel Community Centre for Wynndel Irrigation District. The money that we currently pay is in lieu of utilities not rent.
 - The board expressed to a member of the Wynndel Community Centre that participated in our meeting that we shouldn't have to pay extra for space for our meetings that the community attends. Wynndel Irrigation District and Wynndel Community Centre are both there to serve the community. Also noted that if the Wynndel Community Centre wants to charge for the space that the internet needs to be reliable as it failed for our meeting in the lower hall.

Directive: Trustee Vandenberghe requested a Word document of the Commercial Lease Agreement. Office Administrator will request.

#24-2022 *Motion to appoint a lease negotiating sub-committee (Trustee Bryans, Trustee Grant and Trustee Vandenberghe) to discuss the Commercial Lease Agreement with the Wynndel Community Centre board which meets on the third Wednesday of every month and off for the summer.*

carried unanimously

- f) Creston Dyking District invoice
 - The board needs to call a meeting with Doug Sutcliffe from the Creston Dyking District to renegotiate the contract. The contract is for five years and needs to be reviewed as it was up in 2021. We need to understand why we need to provide all these details for one customer. They are paying 7 cents per cubic metre and the average cost is \$3.40 per cubic metre.


#25-2022 *Motion for Trustee Vandenberghe to draft a letter to request a meeting to renegotiate the contract.*

carried unanimously

- g) Quickbooks payroll quote
 - To get the Payroll module for our current Quickbooks Desktop 2014, it would cost \$83 per month plus GST. We are currently doing Payroll manually and there's lots of room for human error.
- h) Quickbooks training for Office Administrator
 - Quickbooks Desktop Course - \$299 however it's for Quickbooks Desktop 2019 (Wynndel Irrigation District has 2014). Option for one-on-one training for \$499 per half day (3.5 hours) or \$879 per day (7 hours).
 - 2022 Quickbooks Desktop Upgrade - \$72 per month, \$35 per month for support, \$46 plus \$2 per employee per month for payroll.
 - Quickbooks Online Version - \$44 per month, \$20 plus \$4 per employee per month for payroll, technical support included.

#26-2022 Motion by Trustee Grant to do further Quickbooks research and to request a no greater than 3 month exit strategy.

carried unanimously

- i) Guest Automation quote for SCADA training for Administration and Service Operator ...**deferred to next board meeting on July 5.**
- j) Canfor correspondence 
 - Wynndel Irrigation District received a letter dated May 6, 2022. There are two accesses: Hubbard Road and Duck Creek. This is a 5 year plan. 25% Canfor, 9-11 Blue Mountain. Anything over 33% is not a good idea.
 - June 23 is the Canfor walk on the Wildsight and its all day.

Directive: Trustee Vandenberghe will make sure everyone gets a copy of the Wildsight letter from Jim Smith.

#26-2022 Motion for Trustee Bryans to contact Matt at Canfor.

carried unanimously

- k) Changing of Wynndel Irrigation District's passwords

#27-2022 Motion by Trustee Vandenberghe to change all our passwords in June every year. All locks have been changed and new keys to distribute.

carried unanimously

- l) Bylaws, policies and motions

- Office Administrator to compile bylaws, policies and motions from 2010 to present (time permitting). Looking for recommendations on how to store.
- Recent bylaw for tolls and taxes. Gives us authority to change tolls and taxes.
- Consider engaging a student to help us up to 15 hours per week.

#28-2022 Motion from board to do this in the fall or when Office Administrator has some time.

carried unanimously

Information Items

- a) Operator logs


- Invest more money in the fall on the loader backhoe. Bob Adams can't use it on a big project right now.


#29-2022 Motion from Trustee Ostendorfe that Information Items be received as information.

carried unanimously

Next Meeting July 5, 2022

The June 1, 2022, meeting of the Wynndel Irrigation District was adjourned at 9:55 pm. 


Kelly Vandenberghe Chairperson


Julie Rafuse Office Administrator



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ACTION LIST

Last Updated: June 21, 2022

DATE	DESCRIPTION	MOTION	STATUS
June 1, 2022	Bob Adams will provide a recommendation for Elsie Holmes Rd.	17-2022	The recommendation will be brought forward at the July 5, 2022 Board meeting
June 1, 2022	Bob Adams to provide PRV assessment status update	18-2022	The update will be brought forward at the July 5, 2022 Board meeting
June 1, 2022	FCM infrastructure investment and grant writing	N/A	Deferred to a later date
June 1, 2022	Third party Contractor policy		Deferred to a later date
June 1, 2022	Third party contractor proof of liability insurance and WCB		Deferred to a later date
June 1, 2022	Creston Dyking District invoice	25-2022	Meeting with Creston Dyking District to renegotiate.
June 1, 2022	Bylaws, policies and motions	28-2022	Office Administrator to complete this fall or when she has some time.