



WYNNDEL IRRIGATION DISTRICT

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

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Office Hours Tuesday & Thursday 2:30pm – 6:30pm

August 2, 2022

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

Call to Order 7:02 PM by Chair Vandenberghe

Attendance:

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

Staff: J. Rafuse, B. Adams

Public in attendance: Justin Vance, Lloyd Shopa, Dave Hulm, Fred Lennox, Kris deTremaudan, Angie Adams, Tim Adams, Doug Sutcliffe, Tom Tarzwell

Adoption of the Agenda

- Adding Creston Health to New Business (7h)
- Adding Wynndel watershed sign to New Business (7i)
- Adding Newsletter approval to New Business (7j)
- Adding staff to In-camera

Approval of July 5, 2022 Minutes

- A few amendments need to be made to the July 5, 2022 minutes as follows:
 - #16-2022 – Elsie Holmes Road needs to be referenced in the motion.
 - #17-2022 – True Consulting Water Conservation Plan report needs to be referenced in the motion.
 - #19-2022 – PRV assessment needs to be referenced in the motion.

#9-2022 Motion by Trustee Grant that the minutes of the July 5, 2022 meeting be amended.
carried unanimously

Open to Public presentation

- a) Doug Sutcliffe and Tom Tarzwell from Creston Dyking District
 - Trustee Vandenberghe and Trustee Bryans requested a separate meeting to discuss the Creston Dyking District invoice and the amount of work that goes into it annually.
 - Suggestion from Creston Dyking District: They are metred by every gallon they use. They have their own metres. Had to clamp down on water usage. Wynndel Irrigation District (WID) could start a metre program. Metre everyone to conserve water.
- b) Dave Hulm
 - Dave Hulm received a reply to his email that he sent to Honourable Josie Osborne, Minister of Land, Water and Resource Stewardship. The response directed him to another Minister. He was also told in the letter to talk to Wynndel Irrigation District and Blue Mountain Forests. Dave Hulm wants assurance that Blue Mountain logging is not going through on Elsie Holmes Road. It is our decision to say yes or

no to them. A copy of his letter and the response was given to the Board for reference.

- Board informed Dave Hulm that they would have to get permission from us to build a new road on our land. There is a lot of engineering to be done to build a new road.

Reports

a) Office Administration Report

- Entered paid invoices 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 & master list
- Website changes
- Put together agenda and agenda package for July 5 and August 2 board meetings
- Prepared Financial Report and Office Administrator Report for board meetings
- Processed invoices for payment
- Updated boil water advisory notice on July 24 (make a notice and post it at store, library and Wynndel Community Centre, put on website)
- Typed minutes from July 5, 2022 board meeting and sent to board to approve
- Researched information for Trustee Bryans
- Met with Kelly regarding my resignation
- Worked with CIBC to get a Visa card and Convenience card for Trustee Vandenberghe
- Requested and received a Word version of Wynndel Community Centre lease agreement
- Filing
- Worked with Brittney and Apex Accounting on Brittney's ROE
- Put up posters for Board meeting at Wynndel Foods, library and Wynndel Community Centre
- Saved Passmore Laboratory water test from March to July in directory and entered in spreadsheet
- Calculated and sent CRA cheques for payroll liabilities (April, May, June & July)
- Drafted and sent my resignation letter
- Sent resumes for Office Administrator position to Trustee Grant & Trustee Vandenberghe
- Researched past WID newsletters for Trustee Vandenberghe
- Called Swift Internet to get internet fixed

#10-2022 Motion by Trustee Krul to receive report for Information.

carried unanimously

b) Financial Report

CIBC Current Account Operating		Reservoir
Opening Balance	\$101,461.79	\$66,384.45
Debits	\$16,524.45	\$0.00
Credits	\$1,970.80	\$51.15
Closing Balance	\$86,908.14	\$66,435.60

CIBC GIC Renewal & Reserve	Amount
Total	\$124,635.13

CURRENT ACCOUNTS PAYABLE

Total

\$22,434.87

Directive: Office Administrator to provide Statement of Account from True Consulting for this year.

Directive: We received an invoice from Swift Internet. Trustee Vandenberghe informed the Board we have two routers – one at our office and one at the reservoir. Trustee Vandenberghe is following up with Swift Internet to see what the invoice is for and advise Office Administrator whether or not to pay.

#11-2022 Motion by Trustee Bryans to receive the Financial Report for information.
carried unanimously

c) Operations Report

Bob Adams

- Chlorination System
 - Replaced one float
 - Functioning normally
 - Ordered floats to replace remaining ones
- 4690 Lachat Rd
 - Water Turn off and On for homeowner to perform repairs
- Blew out filter galleries multiple times
- 820 Packing Shed Rd
 - Call for possible water leak
 - No Leak found
- EMCO Parts Order
 - Inventory re-stock
- 5126 Duck Creek Rd
 - Home owner reported dirty water complaint
 - Home owner changed water filter, solved water issue
- Called Jennifer Beverly IHA
 - SCADA issues and need for building permit/approval from IHA to replace SCADA
- Shut flow off from Huggard Creek
 - Removed sediment from intake
 - Removed concrete block from intake
- Called Jennifer Beverly IHA
 - Full Water analysis test on water system requirements
- PRV Repairs
 - Called Worksafe BC Engineering Department
 - Referred me to Worksafe BC Industrial Hygienist
 - Worksafe BC Industrial Hygienist
 - Referred me to local Worksafe BC Prevention Officer to perform site inspection
 - Called Worksafe BC call center
 - Information forwarded to local Worksafe BC Prevention Officer
 - Waiting for call back
- SCADA upgrade
 - Contacted Softac Systems

- Original quote did not include remote viewing capability
 - Up dated quote expected for Tuesday meeting
- 1075 Monroe Rd
 - Issue with neighbour tying into watermain on their property
 - Looking into easements/right of way
 - Called MoT to find out about easement
- 1095 Monroe Rd
 - Looking into easement issue with 1075 Monroe Rd
 - Second service to property
 - Connection fee paid
 - Property hasn't been subdivided
 - Need board decision on how to proceed
- 4983 Packing Shed Rd.
 - Hand dug and installed new 2" Curb Stop, Nipple and Tee
 - Removed old 2" R&W valve (leaking)
- Water Testing
- Mearls Machine Works is replacing PRVs and settings. We have entry procedures for a basic inspection. We need safer procedures or WCB approval. WCB will take a look at each PRV station and our work safe procedures. We may have to bring in a hygienist to write new safe work procedures.

#12-2022 Motion by Trustee Ostendorf to receive report as Information.

carried unanimously

Old Business / Business arising out of Minutes

a) Shopa presentation re: gravel pit

- Trustee Bryans and Lloyd Shopa had a meeting.
- Lloyd Shopa wants to create an above ground pond and extend the ditch on the top side.
- Will need a blended engineering report outlining what WID wants.
- Widen the berm to 8 ft. tops and make it flat.
- Definition on slopes; reduce steep banks.
- Need to send to Ministry of Mines.
- Lloyd Shopa has already cleared the brush.
- Board wants this added as another item in In-camera portion of the meeting.

#13-2022 Motion made to move to In-camera today. Trustee Grant approved.

carried unanimously

b) Creston Valley Cycling Association update

- This item has been added to our newsletter that will be rolled out August 3, 2022 requesting property owner's feedback.
- The proposed track would not be within the watershed proper and lie outside but partially on WID lands.

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

carried unanimously

- c) SCADA system update
- Trustee Vandenberghe reached out to Garry Jackman to see if there was a contact at RDCK for funding. Trustee Vandenberghe spoke with Jason McDiarmid at RDCK. He reviewed our quotes. Turnkey works with Mayday Electric. Canamex is located in Alberta.
 - There are a couple things that Trustee Vandenberghe needs to follow up on: 1) annual fees 2) how data is managed.
 - Turnkey cost is \$36,000 and they are local. They are in the process of getting another system.
 - It's better to work with Interior Health to make sure they approve.
 - Reading turbidity, chlorine and filter.
 - Have we applied for Community Works grant yet? Trustee Vandenberghe needs to find out deadline.

Directive: Trustee Vandenberghe to find out deadline for Community Works grant.

#15-2022 Motion by Trustee Krul to receive as Information.

carried unanimously

- d) Infrastructure report
- Bob Adams provided a quote for the work on Elsie Holmes Road. It will take him four days to complete the work.

#16-2022 Motion by Trustee Grant to accept Bob's budget for work to be completed on Elsie Holmes Road, but is subject to Board's project priority list.

carried unanimously

- e) True Consulting assessment
- Does Bob Adams agree or disagree on their priorities?
 - Office Administrator to send report to Bob Adams to provide feedback.
- ...deferred to September 6, 2022 meeting.**

- f) Elsie Holmes Road update
- Bob Adams spoke about this earlier in the meeting.

- g) PRV assessment status update
- Based on Motion 19-2022 – Bob Adams has given us that already.

#17-2022 Motion by Trustee Ostendorf to receive as Information.

carried unanimously

- h) FCM funding – Trustee Vandenberghe
- WID has access to federal funds.
 - Letter of support from partner municipalities (RDCK and Town of Creston).
 - Doesn't release until first quarter of next year.
 - Funding is a possibility for WID.

#18-2022 Motion by Trustee Bryans to receive as Information.

carried unanimously

- i) Update on Subdivision status
- Moving forward this item will be referred to as the Channel Road extension.
 - Trustee Vandenberghe sent an email to Scott at True Consulting. WID doesn't know status yet.
- ...deferred to a later date.**

- j) Wildsight field trip update
- Trustee Bryans attended Wildsight field trip and commented that good conversation came out of the meeting.
 - Trustee Vandenberghe included the final observation and comments provided by Jim Smith in the WID newsletter.

#19-2022 Motion by Trustee Bryans to receive as Information.

carried unanimously

- k) Changing of Wynndel Irrigation District's passwords update
...deferred to a later date.

- l) Municipal Affairs

- WID doesn't have a bylaw in place for late payments. We need to create a bylaw if it doesn't exist.
- After two years, you can do a tax sale.
- Bylaw follows AGM.

#20-2022 Motion by Trustee Ostendorf to put forth a bylaw for the purpose of the next AGM for late payments.

carried unanimously

- m) BC Assessment survey

- Bob Adams started working on it. Office Administrator and Bob Adams have to complete it.

Directive: Office Administrator to provide Bob Adams with Ministries reports to take information from there for BC Assessment survey.

...deferred to September 6, 2022 meeting.

- n) Replacement of phone/fax machine

- Trustee Vandenberghe researching Call Management VOIP service (Grasshopper and Ring Central) which are both internet based.
 - Comparison information to be circulated to Board shortly.
- ...deferred to September 6, 2022 meeting.**

- o) Update on Office Administrator position

- Moved to In-camera portion of meeting (Staff).

- o) Action List

- Remove Elsie Holmes Road.
- Defer PRV assessment status update.
- Remove FCM infrastructure.
- Keep third party contractor policy.
- Keep third party contractor proof of liability insurance and WCB.
- Keep Creston Dyking District invoice.
- Defer bylaws, policies and motions to Fall.
- Defer phone/fax machine to September 6, 2022 meeting.
- Keep Creston Valley Cycling Association for September 6, 2022 meeting – waiting for public feedback response.
- Keep SCADA System as it's ongoing. Action Bob Adams and Trustee Vandenberghe.
- Remove Bob Adams to get a cost estimate for digging and how many days.
- Defer True Consulting Conservation Water Plan to September 6, 2022 meeting.
- Keep Mearl's Machine Works as it's ongoing.

- Change True Consulting in 23-2022 to Channel Road extension.
- Remove Wildsight Field trip.
- Defer Shaun Grant to September 6, 2022 meeting.
- Keep mandatory BC assessment survey as it's ongoing.

#21-2022 Motion by Trustee Krul to receive Action List as Information.

carried unanimously

New Business

- a) Creston Valley Cycling Association update
 - Remove this item as it's a duplicate. Talked about in Old Business.
- b) Nature Directed Stewardship
 - Trustee Vandenberghe will explore this further.

#22-2022 Motion by Trustee Vandenberghe to keep looking into Nature Directed Stewardship opportunity.

carried unanimously

- c) Crown land tenure
 - WID requires someone to do this.
 - Section S51 – if we can get a Minister to sponsor rather than us buying the land.
 - There is an application process to do this.
 - Will be presented to the Legislature.
 - WID can look at a professional consultant.
 - Provincial government could grant us the land without charging Wynndel residents.
 - Look at bringing Wildsight in to help WID; reach out to Jim.
 - WID has priority to purchase because we are local government.

#23-2022 Motion by Trustee Vandenberghe for Trustee Bryans to have a conversation with Wildsight about the crown land and put a land lease application together or find a consultant who can for September 6, 2022 meeting.

carried unanimously

- d) Letters from Land Owner Transparency Registry
 - Remove this item as the letter was sent to us in error.
- e) Email from Amy Mueller and Byron Mickelson regarding Wynndel watershed sign
 - WID did not put up those logging in our watershed signs.
 - Wynndel Community Centre put up the original signs.

#24-2022 Motion by Trustee Vandenberghe for Chair to respond to Amy Mueller and Byron Mickelson's email and direct them to Wynndel Community Centre.

carried unanimously

- f) Operator training
 - Board requested a budget.
 - No Water Treatment certification (\$1,100). Goes from level 1 to level 4. Only need one person with this certification. You have to have 1800 hours to write it.
 - Confined Space course – have to attend in person.
 - Need Continuing Education Units (CUE's). Bob Adams and Brent Despot need them to keep their operator certification.
 - Brent Despot has small water systems training.
 - To reduce our risk and liability.
 - Leak Protection course – have to attend in person.

- Brent Despot could get funding as he is an employee (Board pays for his training).
- Bob Adams is a contractor; not an employee.
- There is an employer sponsor training grant.
- Need a certified Level 1 and Leak Protection.
- Bob Adams to look into doing these courses virtually (who is going to cover his position if he's off).
- Bob Adams contract is up for review in October (one year).

#25-2022 Motion by Trustee Grant for Bob Adams to continue looking into operator training for himself and Brent Despot and come back to Board with a budget. If cost is greater than \$2,000, Board could look at adding a provision to Bob Adam's contract to pay us back if he leaves.
 carried unanimously

g) Contractor services

- Discussion around the age of the WID backhoe.
- If Bob Adams was to purchase an excavator (3.5 tons), he could offer WID his services.
- Bob Adams wants to add as an extra service to WID and Canyon.

#26-2022 Motion by Trustee Ostendorf for Bob Adams to come back to us with a reasonable business plan for this extra service he'd like to offer to WID.

h) Creston Health

- Our Water System Operators can't monitor 24 hours a day.
- Our Water System Operators don't know if there's an issue overnight.
- Interior Health said that we can't take the Boil Water Advisory off without us being able to monitor due to no SCADA system.
- Bob Adams said the water is fine.

Directive: Administration to respond to Creston Health's email.

i) Newsletter approval

- Newsletter to be distributed to all property owners via Canada Post.
- Add newsletter to our website.

#27-2022 Motion by Trustee Grant to approve the content of the WID newsletter to be distributed to the property owners in Wynndel.

carried unanimously

Information Items

- Operators logs
- Duck Creek Watershed Protection Petition
- WID Confined Space Program

#28-2022 Motion from Trustee Krul that Information Items be received as information.

carried unanimously

In-camera

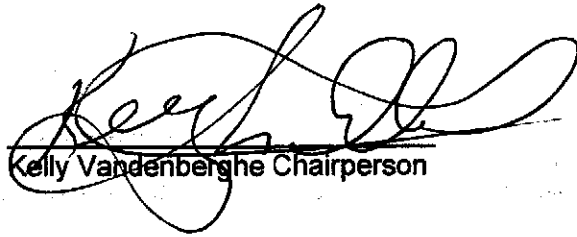
- Crown land
- Late payments
- Gravel pit
- Staff

Directives arising from in-camera

- Motion by Trustee Ostendorf to support and forward Lloyd Shopa's reclamation plan to Ministry of Mines.

Next Meeting September 6, 2022

The August 2, 2022, meeting of the Wynndel Irrigation District was adjourned at 9:48 pm.



Kelly Vandenberghe Chairperson



Julie Rafuse Office Administrator



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ACTION LIST

Last Updated: August 18, 2022

DATE	DESCRIPTION	MOTION	STATUS
June 1, 2022	Bob Adams to provide PRV assessment status update	18-2022	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	Defer to the Fall
July 5, 2022	Research solutions for phone/fax machine. WID look into Cloud technology or a virtual phone management system where messages are translated.	11-2022	Update at September 6, 2022 meeting
July 5, 2022	Creston Valley Cycling Association – included in WID newsletter and waiting for property owner's feedback.	14-2022	Update at September 6, 2022 Board meeting
July 5, 2022	SCADA System Bob Adams to provide Board with True Consulting's opinion. Trustee Vandenberghe to reach out to RDCK for funding.	15-2022	Bob Adams and Trustee Vandenberghe - ongoing
July 5, 2022	Proceed with work as outlined by Mearl's Machine Works. Verify funds from our general account. We need WCB first	19-2022	Ongoing
July 5, 2022	Trustee Vandenberghe to reach out to Scott at True Consulting to see where we are at on Channel Road extension.	23-2022	Update at September 6, 2022 Board meeting
July 5, 2022	Bob Adams to contact BC assesement to find out what's in it for us to complete these surveys.	29-2022	Ongoing

Aug. 2, 2022	Bob Adams to provide feedback on True Consulting WID Water Conservation Plan.		Update at September 6, 2022 Board meeting.
Aug. 2, 2022	Put forth a bylaw for the purpose of the next AGM for late payments.	20-2022	Complete in Fall 2022
Aug. 2, 2022	Trustee Vandenberghe to keep looking into Nature Directed Stewardship opportunity.	22-2022	Deferred to a later date
Aug. 2, 2022	Trustee Bryans to have a conversation with Wildsight about the crown land and put a land lease application together or find a consultant who can.	23-2022	Update at September 6, 2022 Board meeting.
Aug. 2, 2022	Bob Adams to continue looking into operator training for himself and Brent Despot and come back to Board with a budget.	25-2022	Deferred to a later date
Aug. 2, 2022	Bob Adams to come back to Board with a reasonable business plan for this extra service he'd like to offer to WID prior to him purchasing his own excavator.	26-2022	Deferred to a later date