



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

July 5, 2022

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

Call to Order 7:05 PM by Chair Vandenberghe

Attendance:

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

Staff: J. Rafuse, B. Adams

Public in attendance: Ruby Bone, Mel Middlemiss, Justin Vance

Adoption of the Agenda

- Switching SCADA system update to 6b and Creston Valley Cycling Association update to 6a
- Moving media/messaging update (6h) to action list
- Adding subdivision status to Old Business (6l)
- Adding review of action list to Old Business (6m)
- Adding office administration to New Business (7f)
- Adding BC assessment survey to New Business (7g)
- Adding Brittany Anderson, MLA for Nelson-Creston to New Business (7h)
- Adding Duck Creek petition to New Business (7i)
- Adding Kootenay Boundary region to In-camera (9c)

#09-2022 Motion by Trustee Bryans.

carried unanimously

Approval of June 1, 2022 Minutes

#10-2022 Motion by Trustee Grant that the minutes of the June 1, 2022 meeting be accepted as amended.

carried unanimously

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
- Website changes
- Put together agenda and agenda package for board meeting

- Prepared Financial Report and Office Administrator Report for board meeting
- Processed invoices for payment
- Boil water advisory on June 14 (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)
- Typed minutes from June 1, 2022 board meeting and sent to board to approve
- Created a master list from the assessment roll and emailed all the property owners that we have email addresses for to verify their information we have on file is correct. Updated the master list as I received emails back with changes that needed to be made to property owners records.
- Contacted College of the Rockies for Quickbooks training (June 8)
- Made changes to the Creston Dyking District invoice and spreadsheet and mailed for payment.
- Drafted approval letter for Muirhead subdivision and emailed it to RDCK and MOTI - West Kootenay District
- Worked with CIBC on getting a new GIC (Lynda Muirhead's subdivision fee)
- Prepared trustee remuneration cheques and distributed to board
- Mailed three letters from Kelly to Ministers
- Updated late payments spreadsheet and sent out outstanding amounts
- Contacted Jerroldine McMillan in regards to overpayment of water invoice
- Water application for Cory Lovell
- Researched confined space program
- Comer two lot subdivision application
- Sent AGM minutes to Ministry
- Researched info for Dean Bryans
- Scanned documents to Dropbox

Phone/fax machine is outdated. Difficult to get film for fax machine and it currently needs to be replaced. Phone messages are not clear and difficult to understand. Trustee Vandenberghe suggested WID look into Cloud technology or a virtual phone management system where messages are translated. Need to research some of the other solutions that are out there.

#11-2022 Motion by Trustee Vandenberghe and seconded by Trustee Bryans to look into replacing the phone/fax machine.

carried unanimously

b) Financial Report

CIBC Current Account Operating		Reservoir
Opening Balance	\$87,403.16	\$66,349.42
Debits	\$18,773.16	\$0.00
Credits	\$32,831.79	\$35.03
Closing Balance	\$101,461.79	\$66,384.45

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

CURRENT ACCOUNTS PAYABLE

Total	\$11,158.15
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- Board wanted verification on Lo-Cost Propane invoice from Bob Adams.
- Board asked about Classic Glass & Trim invoice. Bob Adams had door locks changed at Reservoir. Bob Adams is to manage the 8 sets of keys.

#12-2022 Motion by Trustee Bryans to receive both the Office Administration and Financial Reports for information.

carried unanimously

c) Operations Report

Bob Adams

- SCADA Quote from
 - Mayday Electric/Turn-Key Controls
 - Camenex Control Systems
 - Guest Automation
- PRV Quote from Mearls Machine
 - Info has been sent
 - Need Safe Work Procedures written / WCB approval
- Issues boil water advisory
 - Due to excessive turbidity
 - Possibly caused due to filter galleries being plugged and SCADA never alarmed notifying operators of issue.
 - Low level in collection tank allowed Duck Creek bypass valve to open
- Emailed Guest Automation
 - Hall Chlorine Analyzer not working
 - SCADA flows not adding up, days are duplicating
- Chlorination System
 - Issue with either float or solenoid
 - Solution tank not filling completely
 - Short fill cycles
- SCADA System at Reservoir
 - No longer communicating
 - Guest Automation thinks PLC is shot
- Blew out filter galleries multiple times
- Classic Glass & Trim
 - Change door locks at Reservoir
 - Change Master locks
- 1020 Winlaw Rd.
 - Water Shut off / Turn on for leak repair
- 986 Monroe Rd.
 - Need to install new service, once board approves
- 1095 Monroe Rd.
 - Meet with owner to discuss new service install
- 5049 Lower Wynndel Rd.
 - Turned on New Service
- Lower Wynndel Rd
 - Fixed up road from previous job (settled ditches)
- 961 Winlaw Rd.
 - Investigate possible leaking service valve, no issue found
- 4690 Lachat Rd.
 - Located service valve
 - Owner needs to shut down to fix leak on property

- Installed new battery on Back up Generator at Reservoir
- Blocked off majority of flow from Duck Creek and Opened Huggard Creek
- Email Marshall Gardner
 - Info on chlorine, hardness and pH in water system
- Turbidity Analyzer cleaning
- Water sampling

- Board asked about chlorination system. Bob Adams informed them that there are some electrical things going on with the chlorinator. It's not filling properly. Bob Adams replaced some floats. Bob Adams wants to make it simpler for the electrician.
- SCADA system is down. Upgrades were coming. Bob Adams can still track chlorination, however, he has to go to there physically as he can't see online.
- We have no Safe Work Procedure in place. Board asked Bob Adams about Confined Space Program.
- Board recommended going above ground on all of them in the future so we don't have this issue.

Directive: Bob Adams to get a hold of someone in Richmond, BC to get special permission.

Directive: Bob Adams to call a WCB engineer.

Directive: Bob Adams to get an industrial hygienist quote.

Directive: Kelly Vandenberghe to reach out to RDCK. Send a note to Garry Jackman to borrow a procedure that's in place.

#13-2022 Motion by Trustee Vandenberghe to receive report as Information.

carried unanimously

Old Business / Business arising out of Minutes

- a) Creston Valley Cycling Association update
- Official policy of access to Wynndel Irrigation District (WID) lands.
 - Active gravel pit up there still.
 - No public access on mine site.
 - Operator has expressed closing the pit.
 - If the gravel pits are restricted, does your plan still work? The pit would be prohibited to Justin Vance's Creston Valley Cycling Association group.
 - Trustee Vandenberghe asked if we should notify the public to get their opinion (yes or no to biking trails on WID lands).
 - Trustee Bryans suggested there needs to be a policy set before giving permission to the public.
 - Trustee Grant mentioned that there is no risk to the watershed. If we aren't breaking any laws (mining or highways), consider on merit where it is right now. He suggested reaching out to the community as a whole. When we are comfortable that the risk is minimal, Creston Valley Cycling Association can proceed. Use top part and come through Creston to mines.
 - WID can do a restriction policy.
 - If approved by the fall, the Creston Valley Cycling Association can start making a few trails.

Directive: WID to add Creston Valley Cycling Association to their next newsletter so that the community can comment on cycling activities within lands held by WID.

#14-2022 Motion by Trustee Bryans for Justin Vance of the Creston Valley Cycling Association to bring us an updated proposal based on the comments from the Board at today's meeting and an approximate concept map for the next Board meeting on August 2, 2022.

carried unanimously

b) SCADA system update

- Current system no longer communicating.
- Not worth the time and money to get it going again.
- Guest Automation SCADA system is very basic and doesn't do everything we want it to do. The system is only 8 years old and it's not very reliable. It's a commercial system and dumps the data every 9 months.
- Our Service Operators are currently going there 2 to 3 times a day to check what's going on. That's 6 hours of labour each day right now.
- Turn Key quoted us \$31,500. They have a touch screen and Bob Adams can make the changes and adjustments. System resides in our building. We'd also get 50 years of data on a stick.
- Bob Adams has a list of two more to contact for quotes.
- We need to compare apples to apples with these quotes.
- Remote devices are fine, but the brain isn't.
- We need a new computer system that is appropriate for water systems.
- Bob Adams needs to figure out what the differences are between the quotes and the price differences.
- There's a PC up there that's barely being used.
- Need to look at environmental controls and security.
- A special meeting can be called to deal with the SCADA system. We need to do something and do it right.
- Trustee Vandenberghe and Trustee Grant to look at funding options.
- We want to manage the water system better than we are doing today.
- Send the quotes off to True Consulting to review. Bob to reach out to Scott at True Consulting.
- Bob Adams to reach out to Board via email.
- Bob Adam's recommendation is to Turn Key as they are local electricians.
- Bob Adam's waiting for one more quote.

#15-2022 Motion by Trustee Ostendorf for Bob Adams to reach out in a week to the Board on True Consulting's opinion. Trustee Grant and Trustee Vandenberghe to reach out to RDCK for funding.

carried unanimously

c) Infrastructure report

- Bob Adams received a quote for \$65,000.
- Bob Adams measured it up and there's 180 ft. that's leaking (main area). Huge line loss.
- Bob Adams will track his costs.
- Bob Adams to get an accurate quote on 180 ft.
- Anything over 7 ft. deep, Bob Adams has to bring in an excavator. What is the anticipated cost for that?
- Will come in way cheaper than \$65,000 if we are only doing the 180 ft.
- Bob Adams to update the budget for digging and materials.

#16-2022 Motion by Trustee Grant for Bob Adams to get a cost estimate on Elsie Holmes Road for digging and how many days to bring to August 2, 2022 Board meeting.

carried unanimously

- d) True Consulting assessment
- The report is complete.
 - Serious leaking in WID. 60-65% in line loss.
 - Outline a plan or suggestion.
 - What is the pricing for some expertise help?
 - Needs a proper SCADA system.
 - There is time for the Board to act.

#17-2022 Motion by Trustee Bryans to receive True Consulting Water Conservation Plan report as information. Bob Adams needs to give us his opinion on the report and bring it back to next Board meeting on August 2, 2022.

carried unanimously

- e) Elsie Holmes Road update
- Bob Adams has spoken to this earlier in the meeting.

#18-2022 Motion by Trustee Vandenberghe to receive as information.

carried unanimously

- f) PRV assessment status update
- Training session for Brent Despot and Bob Adams.
 - Bob Adams will take a look at one on Wynndel Road.
 - 5 stations, but 6.
 - We have to do a confined space entry to get the information.
 - Once they do an assessment, we will see what they come back with.
 - Cory Road (2), Packing Shed Road (dual one)
 - Analysis for 3 of them for \$12,000.
 - Safe Work Procedures – WCB.
 - 6 to 8 week lead for parts.
 - This work can't be done until September.
 - Hopefully Mearl's Machine Works can make some adjustments while they are here. Parts and recommendations.
 - Confined Space Program was completed in 2019. WID should use the same person for the Safe Work Procedure.
 - Concepts we can't change, but terminology we can.

Directive: Office Administrator to verify we have a Word document of the Confined Space Program.

#19-2022 Motion by Trustee Bryans to proceed with PRV assessment work as outlined by Mearl's Machine Works. Verify funds from our general account. We need WCB first.

#20-2022 Motion by Trustee Ostendorf to receive Confined Space Program document as information.

carried unanimously

- g) FCM infrastructure investment and grant writing
- Trustee Vandenberghe got a hold of Federation of Municipalities. They have a water conservation program that is coming up again in the new year. WID is not a corporate municipality.
 - WID has reports now that we can submit that we need the funds.
 - You need to show that you have some money in the bank.

Directive: Trustee Vandenberghe to follow up with them again and get it in writing.

#21-2022 Motion by Trustee Grant to receive as information.

carried unanimously

- h) Media/messaging update
 - Moved to action list.
- i) Update on Wynndel Community Centre (WCC) Commercial Lease Agreement
 - Trustee Bryans asked Trustee Grant to find past agreement.
 - WCC received “rent \$” per say for utilities.
 - WCC has a new Board and they want to charge us rent.
 - WCC received some grant funding to build addition of WID office and washroom.
 - Both WCC and WID are non-profit.
 - WID is paying a fee for utilities and not rent.
 - WCC adamant we are a leaser.
 - There isn't an agreement so WCC can't kick us out.
 - Our internet came out of this. Swift did an evaluation and there are two routers (one for WID and the other for WCC). Trustee Vandenberghe had Swift upgrade both routers. Will update router at plant. Hasn't discussed this cost with Kit.

#22-2022 Motion by Trustee Ostendorf to receive as information.

carried unanimously

- j) Quickbooks training for Office Administrator update
 - Defer it indefinitely.
- k) Changing of Wynndel Irrigation District's passwords update
 - Ongoing. Update at next Board meeting on August 2, 2022.
- l) Subdivision status
 - Duck Lake extension. True Consulting determining flow.
 - Once WID knows the cost, we have to reach out and get funds. Lean on RDCK for grant.
 - Timing is right for asking, but not going to get anything now because of the election.
 - Possibly get money from landowners?

#23-2022 Motion by Trustee Vandenberghe to reach out to Scott at True Consulting to see where we are at.

carried unanimously

- m) Action list
 - FCM – status confirm eligibility.
 - PRV – status new motion to proceed.
 - Creston Dyking District invoice – Trustee Vandenberghe hasn't reached out until after summer break as it's a big conversation. Insane amount of work is spent on the invoice each year. We provide collection and transportation to them.

#24-2022 Motion by Trustee Grant to receive as information.

carried unanimously

New Business

- a) Wildsight Field trip
 - Set to go for July 11. Trustee Bryans is attending to represent WID and possibly Trustee Grant.

#25-2022 Motion by Trustee Vandenberghe to send out notice for reminder of meeting.

carried unanimously

- b) Cory & Sandra Lovell – board approval of water application
 - 2" service coming in on property with a T
 - \$150 water connection fee

#26-2022 Motion by Trustee Bryans to approve the service.

carried unanimously

- c) Third party Contractor policy
 - ...**deferred to a later date.**
- d) Database management – solution for policy and procedure
 - ...**deferred to a later date.**
- e) Municipal Affairs
 - WID did Bylaw 225 in November, but it's not signed.

#27-2022 Motion by Trustee Vandenberghe for Office Administrator to call Shaun Grant and ask for Bylaw 225 and see if it's signed.

carried unanimously

- f) Office Administration
 - Office Administrator notified board that she accepted a position at RDCK and would not be able to work in the WID office on Tuesday's and Thursday's from 10:00 am to 2:00 pm starting the week of July 18, 2022. Her hours at RDCK are 8:15 am to 1:15 pm. Office Administrator also mentioned that she thought there would be someone more suitable for this position as she doesn't have an accounting background or know Quickbooks. She would need to find time to take these courses while doing two jobs. Office Administrator will continue to work for WID until they can find a replacement.

#28-2022 Motion by Trustee Grant to receive as information.

carried unanimously

- g) BC assessment survey
 - Board would like to know what's in it for us to do these surveys.
 - Office Administrator mentioned that some of the surveys are mandatory by the government.

#29-2022 Motion by Trustee Vandenberghe for Bob Adams to contact them to find out what's in it for us to complete these surveys.

carried unanimously

- h) Brittany Anderson, MLA for Nelson-Creston
 - Trustee Bryans sent a letter to Ministries of Forests asking about the procedure to proceed with access to these lands.
 - A petition was sent to MLA with about 400 signatures with addresses against Blue Mountain Logging. It was presented to BC legislature. Moving in our favour.
 - WID exploring opportunity to purchase those two pieces of land.

#30-2022 Motion by Trustee Bryans to receive as information.

carried unanimously

Information Items

- a) Operator logs
 - Backhoe used to clean up Lower Wynndel Road.

b) Letter from Ruby Bone

- The board thanked Ruby Bone for sending the letter to WID.
- Ruby Bone mentioned that she has lived here for 50 years and it was her first board meeting that she has attended. She found the meeting a real eye opener.

#31-2022 Motion from Trustee Ostendorf that Information Items be received as information.
carried unanimously

In-camera

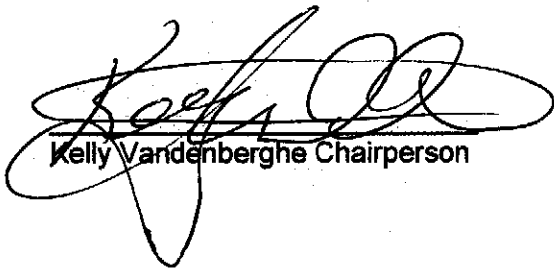
- a) Gravel Pit
- b) Late payments
 - Port \$8.88 owing over to 2023.
- c) Kootenay Boundary region
...deferred to a later date.

Directives arising from in-camera

- Motion by Trustee Bryans to inform Shopa's Excavating to continue with pit closure.
- Motion by Trustee Ostendorf for Trustee Grant to reach out to Ministry of Municipal Affairs & Housing to discuss collection options to irrigation districts.
Action by Chair Vandenberghe

Next Meeting August 2, 2022

The July 5, 2022, meeting of the Wynndel Irrigation District was adjourned at 10:45 pm.



Kelly Vandenberghe Chairperson



Julie Rafuse Office Administrator



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ACTION LIST

Last Updated: July 19, 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.
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 August 2, 2022 meeting.
July 5, 2022	Creston Valley Cycling Association to provide us with an updated proposal and an approximate concept map.	14-2022	Justin Vance to bring to August 2, 2022 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 to reach out to Board by July 12, 2022. Trustee Vandenberghe to provide update at August 2, 2022 meeting.
July 5, 2022	Bob Adams to get a cost estimate for digging and how many days.	16-2022	Update at August 2, 2022 Board meeting.
July 5, 2022	Bob Adams to give us his opinion on True Consulting	17-2022	Update at August 2, 2022 Board meeting.

	assessment.		
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	Update at August 2, 2022 Board meeting.
July 5, 2022	Trustee Vandenberghe to reach out to Scott at True Consulting to see where we are at on Subdivision status.	23-2022	Update at August 2, 2022 Board meeting.
July 5, 2022	Trustee Vandenberghe to send out notice for reminder of Wildsight Field trip.	25-2022	Completed
July 5, 2022	Office Administrator to call Shaun Grant and ask for Bylaw 225 to see if it's signed.	27-2022	Update at August 2, 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	Update at August 2, 2022 Board meeting.