



WYNNDDEL IRRIGATION DISTRICT

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

Tel/Fax: 250-866-5312
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Office Hours Tuesday & Thursday 10:00am – 2:00pm

October 4, 2022

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

Call to Order by Chair 7:06

Attendance:

Trustees: Grant, Ostendorf, Bryans
Staff: Bob Adams, Kelly Vandenberghe
Public in attendance: Tim & Angie Adams

2. Agenda

Additions to the Agenda:

7g Create policy to utilize Purchase Orders and assign Job/Project numbers.

48-2022 Motion by Trustee Hugh to accept the agenda as amended.

Carried.

3. Approval of Previous Minutes

3.1 Approval of September 6, 2022 Minutes

49-2022 Motion by Trustee Hugh that the minutes of the September 6, 2022 meeting be adopted.

Carried.

3.2 Approval of September 17, 2022 Special Meeting Minutes

50-2022 Motion by Trustee Bryans that the minutes of the September 17, 2022 meeting be adopted.

Carried.

4. Public Presentations

- Public presentations will be kept to 5 minutes or at the discretion of the Chair.
- Board can ask clarifying questions of the Presenter.
- Board will receive the presentation as information for later consideration.

4.1 Barry Timpany

51-2022 Motion by Trustee Bryans that Administration contact Mr. Timpany to review information and investigate for the Board's next meeting.

Carried.

5. Reports

5a. Office Administration Report (Verbal)

52-2022 Motion by Trustee Lorne to accept Office Administrator Report with the following Directives arising from discussion.

Carried.

5b. Financial Report

Operating Account

Opening Balance	\$62,736.85
Debits (Exp)	\$6,087.12
Credits (Rev)	\$58.00
Closing Balance	\$56,707.73

Reservoir Account Balance

\$66,419.48

No debit transactions past month

Reserve Account

\$124,635.13

Current Accounts payable

\$6,087.12

Grasshopper Call management VOIP annual	\$357.00
LawDepot custom legal contracts/agreements annual	\$100.67
Zoom Virtual meetings monthly	\$22.40
Telus land line monthly	\$85.02
Canada Revenue Agency (overdue)	\$441.70
Office Supplies	\$296.77
Kootenay Water & Wastewater (operator)	\$4,756.50
Comfort Welding	\$27.06

53-2022 Motion by Trustee Hugh to receive the Financial Report for information.

Carried.

5c Operations Report

Bob Adams

54-2022 Motion by Trustee Grant to receive Operations report as Information with the following Directives arising from discussion.

Carried.

6. Old Business / Business arising out of Minutes

6a Creston Valley Cycling Association

- Administration has provided a Notice of Intent for Agreement to CVCA based on comments and direction on September 6th Board meeting.
- The Agreement has been reviewed by CVAC and comments in return provided as noted in Agenda Package.
- Administration recommendation is to proceed with finalizing Agreement with CVCA for Board approval.

55-2022 Motion by Trustee Grant for Wynndel Irrigation District to commence Agreement with Creston Valley Cycling Association to construct & maintain a mountain bike trail on WID non-watershed lands as amended by the Board.

Carried.

6b Crown Land tenure

- Trustee Bryans and Vandenberghe have met with prospective consultant opportunities to assist WID with writing formal applications in advancing WID desire to secure two crown land holdings in the WID watershed.
- A further meeting with local prospects will be scheduled to determine a 'scope of service' to act on behalf of WID.
- Further information should be available for the November Board meeting.
- Administration recommends accepting this report as information

#56-2022 Motion by Trustee Ostendorf to accept Crown land tenure consultants report update as information.

Carried.

6c Gravel Pit Closure update (verbal)

- Administration has spoken with the Ministry of Mines as to the status of the Shopa request for pit closure.
- The ministry has confirmed receipt of WID information and the closure approval process is ongoing. Further that a site visit is probable before the snow flies this fall.
- Recommendation to accept this update as information.

#57-2022 Motion by Trustee Lorne to accept Gravel pit closure update as information.

Carried.

6d Gas Detector pricing

- Bob Adams (operations) has provided gas detector pricing from three suppliers as requested.
- Pricing ranges from \$1,800 to \$2,300.
- The detectors are required as part of a Safe Work practise in monitoring hazardous environments such as PRVs.
- Administration recommends that the purchase of a Detector be deferred until WorkSafe BC approves a Safe Entry plan for access to WID PRV stations

#58-2022 Motion by Trustee Grant motion to approve the purchase and acquisition of a 'gas detector 'as 'speced' by Operations not to exceed \$2,000 plus tax.

Carried

7. New Business

7a Newsletter topics

Administration is requesting Board input into Newsletter topics for October 2022 distribution to WID members.

#59-2022 Motion by Trustee Ostendorf to proceed with the content and distribution of the October Newsletter as discussed and directed.

Carried.

7b Raymond Krul Notice of Resignation.

#60-2022 Motion by Trustee Ostendorf (with regrets) to acknowledge Trustee's Krul's letter of resignation dated September 14, 2022

Carried.

7c AGMs / Trustee Elections

- A Ministry of Municipal Affairs circular on Minister's Order 336 points out that:
- AGMs can held at different times of the year and,
- Trustee elections can be held separately from their AGMs.
- Wynndel Irrigation District in practise to off-set new Trustees to the Board as a matter of practise will have two terms expire in 2023 and have two empty positions that would expire in 2024 and 2025.

Administration is requesting that the Board provide a Directive in contemplation of this understanding.

#61-2022 Motion by Trustee Ostendorf to post notice in Newsletter for two trustee positions (2024 & 2025) for November 15th, 2021 Special meeting.

Carried.

7d Wildfire Funding Opportunity – Columbia Basin Trust

- The CBT has announced funding through the Small Community Wildfire Support program and is accepting interest from communities to support the purchase of wildfire prevention and protection equipment, training courses or planning assessments.
- Administration has expressed interest for WID in either training or planning assessments and is in conversation with the Wildfire Coordinator at this time.

#62-2022 Motion by Trustee Ostendorf to receive the Wildfire Funding Opportunity as information.

Carried.

7e Policy & Procedure Manual / Policy template

- Administration would like approval to begin creating a Policy and Procedures manual over time for the purpose of reference for Trustees and staff.
- Further provided is a template for Board consideration that all policys and procedures utilize going forward for consistency.
- All new Policy's would be formatted as provided and brought forward to the Board for approval.
- Administration would further use the template to account for any procedure that is created in Operations.

#63-2022 Motion by Trustee Ostendorf to approve the creation of a Policy & Procedures Manual, and

Further, that the Policy Template provided by used of Administration & Operations.

Carried.

7f Strategic Planning preparation

- Administration would like to proceed with the implementation of Strategic planning with the WID Board of Trustees.
- A completed 'Strategic Plan' would provide both direction to Administration to accomplish Board goals and outcomes and communicate to WID members the priorities the Board has set as being important.
- Provided is an outline and roadmap to work through formalizing a Strategic Plan and work will commence to bring portions of the Strategic Plan to regular Board meetings going forward.

#64-2022 Motion by Trustee Grant that Administration commences providing Strategic Planning with the Board scheduled into regular Board meeting events.

Carried.

7g Create a policy to utilize Purchase Orders and assign Job or Project numbers.

- To ensure cost allocation and reporting is accurate, a cost allocation accounting policy will help ensure that dollars are tracked approximately,
- that Budgeting is effective and any trends from tracking expenses specific to maintenance or repairs can be recognised over time.

#65-2022 Motion by Trustee Grant the Board approve the Policy and Administration begin to utilize Purchase Orders in acquiring tools, equipment, parts and other purchases for pre-approval and tracking expenditures.

Further, that the Board approve the Policy and Administration begin a Job / Project number be assigned by Administration to all operation's work to track costs and time and allocate expenses for accounting.

Carried.

7h **#66-2022** Motion by Trustee Bryans that Administration prepare and bring to November Board meeting a review for consideration the 2023 fees & charges including:

- Connection fees,
- Tolls & taxes
- Comparisons to RDCK Fees Bylaw for water services.

Carried.

8. Information items

8a Water management Branch Beneficial use report for Hydrogenerator for information.

#67-2022 Motion by Trustee Ostendorf to for information.

Directive: Contact Fortis about monitoring / testing power quality from generator to off-grid connection.

8b RDCK Board meeting report summary

#68-2022 Motion by Trustee Ostendorf accept RDCK summary report as information.

Directive: Administration to further investigate [Watershed Security project] and determine impacts to Wynndel Irrigation District operations or potential funding opportunities.

8c Wildsight - Letter to Honourable Josie Osborne Re; Watershed Sustainability Plan for Duck Creek Watershed.

8d Alice Siding summary report

#69-2022 Motion by Trustee Grant accept Alice Siding summary report as information.

Carried.

8e Response letter Hans-Martin Oettinger (Blue Mountain logging) and Rainer Muentner on Board's decision to deny access through Elsie Holmes Road.

8f RDCK Governance Initiative Web Story request to Don Peel PGeo.

8g Wynndel fire hall property line – WID backhoe storage

#70-2022 Motion by Trustee Grant to accept items 8c, 8e, 8f, 8g as information.

Carried.

8f Operators Logs

#71-2022 Motion by Trustee Grant Operator’s logs as information.

Carried.

9. Action List

10. **#72-2022** Motion by Trustee Grant to accept October 2022 Action List as information.

10 In-camera

10a Manager of Administration & Operations Job Description / Employment Contract

10b MOA summary

10c Accounts outstanding

11.Recommendations arising from in-camera

#73-2022 Motion by Trustee Grant, seconded by Trustee Bryans to accept Manager of Administration & Operation’s Job Description and amended Employment Contract as presented.

Carried.

#74-2022 Motion by Trustee Bryans, seconded by Trustee Grant to accept Manager of Administration and Operations activity report as information.

Carried.

#75-2022 Motion by Trustee Ostendorf, seconded by Trustee Grant to receive outstanding Accounts Receivable as information.

Carried.

Next Meeting: Tuesday November 1, 2022

Adjournment at 9:50 PM

Kelly Vandenberghe
Manager of Administration & Operations

Dean Bryans
Board Chair



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ACTION LIST

Last Updated: October 2022

DATE	DESCRIPTION	MOTION	STATUS
June 1, 2022	Bob Adams to provide PRV assessment status update	18-2022	Defer to 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 by Trustee Bryans to set date. Ongoing
June 1, 2022	Bylaws, policies and motions	28-2022	Defer to Fall 2022
September 6, 2022	Creston Valley Cycling Association. Administration to prepare Agreement terms for review and approval	38-2022	14-2022 Completed. Motion for Agreement #38-2022 Completed to date.
Sept 6, 2022	SCADA System awarded	40-2022	15-2022 Complete. #40-2022 awarded to Turn-key October 2022 install
July 5, 2022	Bob Adams to get a cost estimate for digging and how many days.	16-2022	Ongoing
July 5, 2022	Bob Adams to give us his opinion on True Consulting assessment.	17-2022	Completed
July 5, 2022	PRV assessment. Verify funds from our general account. We need WCB first	19-2022	Funds verified. Ongoing
Sept. 6, 2022	Scott at True Consulting to provide report to Board on Subdivision status.	23-2022	October meeting presentation to Board on draft status

August 2, 2022	Bob to provide feedback on True Consulting Water Conservation Plan		Completed
August 2, 2022	Put forth Bylaw for late payments / overdue accounts for next AGM	20-2022	Complete in Fall 2022

August 2, 2022	T Vandenberghe to observe opportunity in Nature Directed Stewardship	22-2022	Deferred to later date
August 2, 2022	Bob to look into Operator training and budget for himself.	25-2022	October 2022
August 2, 2022	Bob to provide Business plan to provide additional excavation services.	26-2022	Deferred to later date