



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

November 1, 2022

Wynndel Irrigation District Agenda Framework (Wynndel Community Hall – Lower Hall 7PM)

Call to Order by Chair Bryans at 7:03 PM

Attendance:

Trustees: Grant, Ostendorf, Chair Bryans
Staff: Bob Adams, Kelly Vandenberghe
Public in attendance: Don Peel, Lloyd Shopa

2. Agenda

Additions to the Agenda:

76-2022 Motion by Trustee Grant to accept the agenda as presented
Motion carried

3. Approval of Previous Minutes

3.1 Approval of October 4, 2022 Minutes

77-2022 Motion by Trustee Ostendorf that the minutes of the October 4, 2022 meeting be adopted.
Motion 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 Lloyd Shopa presented a letter to the Board verifying his status to the Gravel Pit reclamation.

78-2022 Motion by Trustee Grant that public presentations be received as information.
Directive: Bob Adams to locate and provide to WID office a key to the gravel pit gate.
Motion carried

~~4.2 True Consulting providing draft report update on Channel Road
Recommendation: Board accept presentation as presented;
OR Board requests additional information form True Consulting to be brought back by (date).~~

~~###-2022 Motion by Trustee xxxx that the True Consulting DRAFT report on Chanel Road.....
True Consulting unable to attend and present Channel Road Draft plan to the Board meeting due
to staffing issues.~~
Motion carried

5. Reports

5a. Office Administration Report (attached)

Kelly Vandenberghe

79-2022 Motion by Trustee Grant to accept Office Administrator Report [with the following Directives arising from discussion].

Motion carried

5b. Financial Report (attached)

Kelly Vandenberghe

80-2022 Motion by Trustee Grant to receive the Financial Report for information.

Motion carried

5c Operations Report

Bob Adams

81-2022 Motion by Trustee Ostendorf to receive Operations report as Information.

Motion carried

6. Old Business / Business arising out of Minutes

6a SCADA update

- SCADA is currently being installed and tested by Turn-Key.
- System will report in CuM at both the plant locations and Creston Dyking District reservoir hand-off point off Hwy 3A.
- Administration protocol will need to be addressed for set-up and reporting scenario details.
- WID Administration will require training & access to collect reports.
- Additional work to install transmitting sensor at CDD was verbally given to Turn-key. Still waiting on Pricing adjustment. This cost could be recovered directly from CDD as it is a requirement to report to WID from CDD.

82-2022 Motion by Trustee Ostendorf for Wynndel Irrigation District to accept SCADA system update as information.

Motion carried

6b WID Watershed Sustainability Planning Committee

- Terms of Reference and Minutes of the second meeting are attached.
- The purpose of this sub-committee is to determine options towards the acquisition of control of acreage in the Duck Creek watershed to maintain water quantity and quality.
- The Committee will meet monthly with a goal to present recommendations to the Board on or before March 7, 2023.
- Sub-committee communications will remain within the Board's purview and available to the public at monthly Board meeting updates.

83-2022 Motion by Trustee Ostendorf to receive the WID Watershed Sustainability Planning Committee report as information.

Motion carried

6c Special Meeting to elect two Trustees onto the Board November 14, 2022

- Open discussion to review details in planning

84-2022 Motion by Trustee **Grant** to receive the Special Meeting discussion as information [with the following Directives].

Motion carried

6d Strategic Planning review session 1

- As directed by Motion in the October 4 2022 Board meeting, the following elements from the Strategic Plan Document template are presented for discussion and approval:
 - 3.0 History
 - 4.0 Vision, Mission and Core Values
- Administration recommends that Elements 3.0 and 4.0 be approved by the Board

85-2022 Motion by Trustee **Ostendorf** to approve Elements 3.0 and 4.0 as presented.

Motion carried

6e Creston Dyking District

86-2022 Motion by Trustee **Ostendorf** to draft a letter to Creston Dyking District from WID to engage in a 5-year review.

Motion carried

7. New Business

(no New Business for Board consideration)

8. Information items

8a Letters from Community Members

87-2022 Motion by Trustee **Grant** to receive letters for information.

Motion carried

8b Operators Logs

88-2022 Motion by Trustee **Ostendorf** to receive Operators Logs as information.

Motion carried

9. Action List

The November Action List is provided for review and discussion.

89- 2022 Motion by Trustee **Grant** to receive Action List as information.

Motion carried

10 In-camera

10a Bylaw 226-2023

10b Kootenay Water & Wastewater

10c Policy Approval

11.Recommendations arising from in-camera

90- 2022 Motion by Trustee **Grant** to approve a 7.3% tax increase to Bylaw 226 as the Taxes for 2023.

Motion carried

91- 2022 Motion by Trustee **Ostendorf** for Administration to draft for Board review a ‘Contract for Services’ for Kootenay Water & Wastewater (aka System Operator Bob Adams).
Motion carried

92-2022 Motion by Trustee **Grant** to approve Policy presented and refer to as:

- i. Overtime_Operation/Contract Employment
- ii. Annual Budgets_ Board/Financial

Motion carried

Next Meeting Tuesday December 6, 2022

Adjournment 10:35 PM

Kelly Vandenberghe
Manager of Administration & Operations

Dean Bryans – Chair



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ACTION LIST

Last Updated: November 2022

DATE	DESCRIPTION	MOTION	STATUS
June 1, 2022	Bob Adams to provide PRV assessment status update. PRV assessment. Verify funds from our general account. We need WCB first	18-2022 / 19-2022	Kelly looking into. Ongoing
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. October for November Board meeting ... move mtg. to November
June 1, 2022	Bylaws, policies and motions	28-2022	Defer to late Fall 2022
July 5, 2022	Bob Adams to get a cost estimate for digging and how many days re: Elsie Holmes Rd.	16-2022	Ongoing
Sept. 6, 2022	Scott at True Consulting to provide report to Board on Subdivision status.	23-2022	Moved to November 2022 board meeting from October mtg.
August 2, 2022	Put forth Bylaw for late payments / overdue accounts for next AGM	20-2022	Target late Fall 2022
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
October 4, 2022	Administration contact Mr. Timpany to review information and investigate for the Board's	51-2022	Met with Barry October. Low priority for Barry but on radar. Date TBD

	next meeting		
October 4, 2022	Seek Crown land Acquisition Consultants continue as directed.	55-2022/ 68/2022/ 22-2022	Formation of WID Watershed Sustainability Planning Committee. Terms of Reference completed.
October 4, 2022	Strategic Planning preparation	64-2022	Commencement November board meeting

October 4, 2022	Fortis BC to conduct power quality review on Hydrogenerator	67-2022	Ongoing
September 2022	Gravel Pit Closure – Ministry of Mines		No word from Ministry in October
October 2, 2022	Creston Valley Cycling Association Agreement	55-2022	Ongoing
October 2, 2022	Gas detector acquisition approved	58-2022	Ongoing



Title: Annual Budgets	Policy / Procedure Area: Board / Financial
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1.0 Policy Statement

Wynndel Irrigation District Board of Trustees shall approve an annual Budget for administration and operations.

2.0 Definitions

Board – Wynndel Irrigation District Board of Trustees.
Manager – Manager of administration and operations

3.0 Policy Standards

- A financial budget shall be prepared for the Board’s review by the Manager for presentation in February of the current Budget year.
- Budget shall be updated and presented monthly at all Board Meetings.
- Manager is tasked to work within the constraints of the Budget to deliver Water Services to the Irrigation District.
- Manager is required to report to the Board in any areas of the Budget where fiscal challenges may be arising or have risen due to internal and external influences or economic factors whether predictable or not.

4.0 Authority / Responsibilities

- The Manager has the responsibility to expend and manage the Budget to deliver Water Services to the Irrigation District customers.
- The Board shall approve the annual budget.

5.0 Monitoring & Update

This Policy should be reviewed every year.

Dean Bryans – Wynndel Irrigation District Chair

	Approval Date	Motion No.	Review Date
Original Date	November 1, 2022	92-2022	November 2023
Amendment			



Title: Overtime	Policy / Procedure Area: Operations/Contract Employment
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1.0 Policy Statement

All Overtime, Non-scheduled On-Call and Mileage as a part of performing Water Services operations, shall be pre-approved by Manager of Operations and shall include Wynndel Irrigation District staff and Contract Services.

2.0 Definitions

- Contact Employment – All Staff & Third-Party Contract Services in current standing with an Employment or Contractor Agreement approved by the Board of Trustees.
- Mileage – As expressed in Kms (Kilometers) that is intended to be paid by Wynndel Irrigation District to Staff or Contract Employment beyond the approved Employment Contract.
- Non-contract On-Call – Additional compensation extended to Staff or Contract Employment to be available to respond to Customer Calls on a Weekend (Saturday/ Sunday) or Holiday Period.
- Overtime – shall include overtime hours, Non-scheduled On-Call and Mileage.
- Staff – all employees on Wynndel Irrigation payroll including Administration Assistance.

3.0 Policy Standards

- Overtime must be considered in balance with Wynndel Irrigation operating budgets.
- Overtime must be pre-planned and pre-approved by Manager of Administration & Operations.

4.0 Authority / Responsibilities

- Manager of Administration & Operations will approve all Overtime requests and ensure Overtime approval shall meet the intent of the approved Budget and provides value to Wynndel Irrigation District.
- Board of Trustees will approve this Policy.

5.0 Monitoring & Update

This Policy should be reviewed every three years by the Board of Trustees.

Dean Bryans – Wynndel Irrigation District Chair

	Approval Date	Motion No.	Review Date
Original Date	November 1, 2022	92-2022	November 2025
Amendment			