



WYNNDEL IRRIGATION DISTRICT

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

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

April 4, 2023

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

1. Call to Order 7:05

Attendance

Trustees:

Staff: Kootenay

Public in attendance: Barry & Bev, Ken Shuka, Rob & Carole Truman, Alvin & Connie Lang,

2. Agenda

Additions to the Agenda

44-2023 Motion by Trustee Ostendorf to accept the agenda as presented.

3. Approval of Previous Minutes

3.1 Approval of March 15, 2023 Minutes

45-2023 Motion by Trustee Dodge to accept the March 15, 2023 Minutes as presented.

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.*

4a. 7:30 Presentation via Zoom from Paris Marshall Smith of RDCK on Watershed Governance Pilot Story mapping.

4b. Presentation by Carol Truman

$\frac{3}{4}$ acre only. Check the amount of acres on the title

Direction Administration to verify amount of acreages and Group B.

4c. Connie Lang Send 'application' to complete for WID connnylang@gmail.com

46-2023 Motion by Trustee Cantrell to accept the public presentations as information.

5. Reports

5a. Office Administration Reports

- P&L to date
- 2023 Budget to date
- Report on Arrears
- Year-end & Audit

47-2023 Motion by Trustee Grant to accept the Office Administration Reports as presented.

5b Operations Report

- Operations summary
- Water system alarm summary
- SCADA Flow Log
- Analysis log for December
- Work orders
- Loader backhoe Pre-trip log

Directive:

48-2023 Motion by Trustee Grant to accept the Operations Report as presented.

6. Old Business / Business arising out of Minutes

6a 2023 AGM change of date – Tuesday May 2, 2023

AGM content preparation and information the Board wishes to present, eg.:

- Guest Speakers
 - Wildsight
 - True Consulting
- Year in review
- WID Watershed Sustainability Committee update
- 2023 Strategic Plan
- Summary of new Policies
- Financials
- Election for two Trustee positions
- RDCK Story board snippets

49-2023 Motion by Trustee Grant to accept the water plant tour as information.

6b CBT Redi Grants

WID applied for two grants to fund Requests for Proposals on:

- PRV integration into SCADA system monitoring & reporting
- Asset Management Plan for WID

The grants were declined for further CBT consideration as noted with the attached.

2023 Motion by Trustee Cantrell to accept the water plant tour as information.

6c Homelinks School Water plant tour reminder

- April 11th at approximately 9:30
- Two high school groups to be attending
- David Hammond and Marc Bieri are teachers in charge.
- Trustees and employees are welcome to speak to the groups to provide an overview of Wynndel Irrigation's water processing system.

50-2023 Motion by Trustee Cantrell to accept the water plant tour as information.

6d Lower Wynndel request for service

- As identified in a Letter from the Applicants, there wish is to have certainty form WID as to when a connection can be provided for on the 1.5 acres.
- This matter has been before WID for some time over the past years.
- Presentation to Board to be received

- *Motion by Trustee Cantrell to have WID operator Kootenay Water & Wastewater review & verify the project and prepare a work plan with costing for the April 2023 Board meeting.*

51-2023 *Motion by Trustee Calen to receive Lower Wynndel road project as information.*

- *Directive: Excavation estimation (Lloyd or Will)*
- Application from Barry to verify size the scope and size of the project.
- Easement and mapping (Lorne Mann) including Palmer's property easement
- Barry to provide layout mapping.
- 6" Hydrant on 4" line consideration

6e Wynndel Community Centre Rental Agreement

- WCC Shared Space Agreement has been ratified
- Correction is billing and billing procedure per attached form FYI to Board

52-2023 *Motion by Trustee Ostendorf to receive billing and procedure comments as information.*

7. New Business

7a Administration North Canyon Improvement District meeting summary

- Tolls & Taxation Practises
- Billing Practises
- Administration personnel met to discuss best practises between Improvement Districts

53-2023 *Motion by Trustee Cantrell to accept the North Canyon Improvement District summary as information.*

7b. Wynndel Irrigation District 2012 – 2022 AGM Summary

- Summary of Motions and Resolutions provided to ensure Board continuity.
- Updating and providing a summary will be ongoing and posted in current year Minute Book

7c New Requests for Water Service procedure

- Sample request correspondence attached.
- First step before any commitments is for Applicant to complete a WID Application
- Refer any Applicant requiring more information to WID Bylaws available on WID website for preliminary information.

54-2023 *Motion by Trustee Grant Board and staff acknowledge requests for new services as outlined in 7b New Requests for Water Service Procedure.*

7d Taxation & Tolls bylaws Municipal Affairs and Housing

- A review of our current Tolls & Taxes bylaws need to be considered by the Board.
- Alexa Newton form Municipal Affairs will help coordinate and provide commentary any update necessary for WID.
- A new 'Fees and Charges' Bylaw is proposed that will compliment WID Bylaws that speak to tolls, taxes, subdivisions and assessments

Directive:

55-2023 *Motion by Trustee Ostendorf to accept the Tools & Taxes update as information.*

7e New Subdivision Bylaws review

Channel Road subdivision next steps

56-2023 Motion by Trustee Ostendorf to accept the Grant update as information.

7f WID Insurance renewable

- Insurance invoice is \$15,186
- Insurance invoice is \$1900 higher for coverage then 2022.
- Notes and documents are attached.
- 2023 budget was increased to \$14,000 but is \$1,000 under.

57-2023 Motion by Trustee Dodge to accept the insurance increase as information.

Directive: Check with North Canyon Improvement District and inquire what their insurance cost is for 2023

7g Procedure on Water Tolls & Taxes in Arrears

- Bylaw 221 attached
- Sample notification letter of Non-Payment & Disconnection

58-2023 Motion by Trustee Cantrell to accept the administration's recommendation

Directive:

7h Proposed Wynndel Irrigation Policies

1. Duck Creek / Huggard Creek Alternations) Operations / Water Supply policy

- The choice of water supply as allowed by Wynndel Irrigation District water licences for treatment and distribution to residents and businesses are managed by the water systems operator.
- A policy to provide direction is necessary to the water systems operator from the Board of Trustees when to alternate from one water supply to another.
- Policy draft is attached for review
-

59-2023 Motion by Trustee Dodge to adopt the Duck Creek / Huggard Creek Alternations _ Operations / Water Supply policy.

7i Moseley Water charges

60-2023 Motion by Trustee Dodge to accept as information

2. Advance Notice for Water System Repairs or Maintenance.

- Residents and businesses in Wynndel Irrigation District shall receive reasonable notice when system repairs or maintenance is planned.
- Policy draft is attached for review

61-2023 Motion by Trustee Cantrell to adopt the Advance Notice for Water System Repairs or Maintenance policy.

7 i. Moseley PID 006-453-775

- Letter of request attached from customer Moseley requesting continuity in billing;. removal of 'Tolls' charges implemented in error for 2023 billing.
- Decision around resetting assessment roll

62-2023 Motion by Trustee Dean to board for information.

7j CDD request for SCADA

63-2023 Motion by Trustee Grant to record build into future Agreement to be negotiated.

8. Information items

8 a. Letter from WID Watershed Sustainability Planning Committee to Paul Picard Planning Supervisor Canadian Forests Products Ltd.

8 b. Wildsight Watershed Strategy co-developed with First Nations. \$100M invested and Public Engagement Launched

8 c. Apex Accounting notice

8 d. Wildsight overview on Canfor proposed logging

64-2023 Motion by Trustee Calen to receive the information items.

9. Action List

Action List is provided for review and discussion.

65-2023 Motion by Trustee Ostendorf to receive Action List update as information.

10 In-camera

10a Staffing

10b Infrastructure

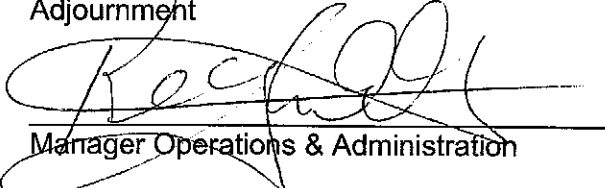
10c

11. Recommendations arising from in-camera

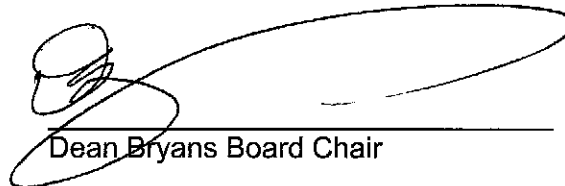
No recommendations arising from in-camera

Next Meeting Tuesday May 2, 2023 - AGM

Adjournment



Manager Operations & Administration



Dean Bryans Board Chair