

KEREMEOS IRRIGATION DISTRICT

MINUTES OF TRUSTEES REGULAR MEETING JANUARY 18, 2023 AT 7:00 P.M. via ZOOM

IN ATTENDANCE: Chair, Roger Mayer, Trustees, Aaron Beauchamp, Tim Cottrill, & Ian Walters; Bill Sparkes, Superintendent, Jo Cottrill, Financial Administrator, Cheryl Halla and Consulting Manager, Kevin Huey
Absent from meeting: None.

1. The meeting was called to order at 7:07 P.M. by Chair, Roger Mayer.

2. ADOPTION OF MINUTES:

2.1 The minutes from the meeting of December 16th, 2022 were adopted as printed on motion of Tim Cottrill, seconded by Aaron Beauchamp.

Carried.

3. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS:

3.1 **Proposed New Well - Engineering:** Nothing further to report.

3.2 **GARP Study:** Kevin Huey & Jo Cottrill attended a Zoom meeting with Western Water to discuss the draft GARP Study report. Western Water will update the report as discussed and will also provide us with a proposal to further study the East wells. Tabled until the report and the proposal is received.

3.3 **Right of Way, Lot 20 Plan 301:** No response received from the homeowner.

3.4 **Groundwater License Application:** Nothing further to report.

3.5 **East Unit Upgrade Project:** Jo reported that we are currently awaiting delivery of the air valves, which have been shipped on February 1st; start up is scheduled for the second week in March.

3.6 **Properties in Tax Sale Position:** Nothing further to report; Cheryl to contact second home owner.

3.7 Year End Bank Transfers:

- 1) Moved by Ian Walters, seconded by Tim Cottrill that upon further review of the year end budget, the motion made on December 16, 2022, to transfer \$62,227.03 from Contingency to Operating is hereby rescinded.

Carried.

It was noted that the actual transfer as per the approved budget was \$27,000 from Contingency to Operating, and \$17,717.29 from Capital to Operating to cover Western Water GARP costs.

- 2) Moved by Aaron Beauchamp, seconded by Bill Sparkes to amend the motion from December 16, 2023 to transfer the amount \$3,400 from Operating to Contingency to the amount of \$2,000 to cover the unexpended expense for the GIS system.

Carried.

4. PETITIONS & DELEGATIONS: None

5. CORRESPONDENCE:

5.1 Connection Application 601 Bypass Rd. – Lot Part 1, Plan B771 – Sukdev Lasser owner.

The applicants wish to service a 4-unit development on the above noted property. Trustees discussed the current mainline size and fire flow which currently services this property, and it is deemed to be deficient for both servicing and fire protection. Moved by Aaron Beauchamp, seconded by Bill Sparkes that the following will be required based on our subdivision and development standards: Upgrading the existing 100mm (4") main to a 200mm main from the fire hydrant on the corner of Orchard Drive and Bypass Rd, to the existing 150mm water main approximately 265 meters east of the fire hydrant on Orchard Drive; installation of all necessary services on the new main & re-connection of all existing services as well as existing fire hydrants;

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Correspondence Cont'd:

601 Bypass Rd. Application Capital expenditure fees at \$1,200 for every multi-unit created; connection admin fees at \$150 ea for every connection installed; appropriate permitting from the Ministry of Transportation & Infrastructure (MOTI); compaction, road base & paving completed to the requirements of MOTI; engineered designs must be submitted and approved by the District prior to any works commencing; engineered as-built drawings submitted to the District upon completion; all work must be undertaken by a licenced & bonded company operating in compliance with WorkSafe BC; appropriate permitting must be obtained from Interior Health Authority.

Carried.**6. REPORTS:**

6.1 Accounts for Approval: Moved by Bill Sparkes, seconded by Tim Cottrill, that the accounts are adopted as presented:

Total Operating:	21,854.26
Total Capital:	.00
Payroll for December 2022	23,578.90

Carried.

6.2 Super's Report on Operations: (see report for full details) Jo Cottrill reported that on 01/01/23 there was a leak on 11th Ave. that took several hours to repair. Items he further reported on were WHMIS updating; CCC Program getting underway; inventory count & values completed; the galvanized piping at Red Bridge being replaced and Brad taking vacation time off.

6.3 Water Advisory Committee Meeting Update: Next meeting scheduled for March 14, 2023.

7. BYLAWS: None.

8. RESOLUTIONS: None.

9. NEW BUSINESS:

9.1 2023 Preliminary Budget: Trustees primarily discussed current wages of staff and contract staff, noting that any new rates will be retroactive to January 1, 2023 for the 2023 budget. Following discussion it was moved by Bill Sparkes, seconded by Aaron Beauchamp that Kiefer Bosscha's hourly wage be increased from \$23 per hour to \$28 per hour.

Carried.

Moved by Aaron Beauchamp, seconded by Ian Walters that Brad William's hourly wage be increased from \$31.20 per hour to \$34 per hour.

Carried.

Kevin Huey then left the meeting at 8:15 PM.

Moved by Aaron Beauchamp, seconded by Ian Walters that Jo Cottrill's wage be increased from \$37.44 per hour to \$39.44 per hour.

Carried.

Moved by Bill Sparkes, seconded by Ian Walters that Kevin Huey's contract wage be increased from \$47.53 per hour to \$51.00 per hour.

Carried.

Moved by Tim Cottrill, seconded by Aaron Beauchamp, that Cheryl Halla's contract wage be increased from \$37.72 per hour to \$41.00 per hour.

Carried.

Trustees also discussed some necessary capital projects, noting that the well rehab for East #1 was quoted by Precision Servicing & Pumps at \$31,433. The budget will be reviewed in greater detail for adoption at the February board meeting, with bylaws presented for adoption at the March meeting.

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10. NEXT MEETING DATES:

10.1 Regular Board Meetings: February 22, 2023 & March 22, 2023.

11. ADJOURNMENT: The regular meeting was adjourned at 8:55 PM on motion of Ian Walters.

Keremeos Irrigation District ACCOUNTS FOR APPROVAL - January 18, 2023:**December 30, 2022, Cheques Issued:**

A.C.E. Courier	74.68
A.C. Motor Electric	35.59
Cheryl Halla (35.0 hrs. 12/16 – 12/30/22)	1,386.21
Finning Canada	749.40
Fix'Em Automotive	514.43
Fortis BC	226.35
K.R. Huey (17 hrs. Dec/22)	808.01
Keremeos Home Building Centre	215.04
Telus Mobility	354.07
Wolseley Canada	473.76
Brad Williams (Cash) 5 Xmas Bonuses @ 200.00 ea.)	1,000.00
Petty Cash	47.04 (Misc. exp pd. X cash)

January 13, 2023 - Online payments:

Receiver General (KID %)	355.46
Mastercard	759.89
(PROPANE 74.00/ TOOLS 248.60/ OFFICE 43.35/ QB 113.12/ XMAS LUNCH 280.82)	
WORKSAFE BC	1,059.01 (OCT – DEC/22)
Fas Gas	702.57
Fortis BC	97.84 (1 st Ave.)
Fortis BC	214.58 (Bypass Reservoir)
Fortis BC	226.39 (Red Bridge)
Fortis BC	65.73 (Office)
Fortis BC	233.22 (East P/H)
Fortis BC	2,446.99 (West P/H)
Fortis BC Gas	421.68

January 13, 2023- Cheques Issued:

A.C.E. Courier Services	32.06
Andrew Sheret Ltd.	7,495.35 (Air Valves / parts)
BC One Call Ltd.	55.13 (locates Oct-Dec/22)
Caro Analytical Services	163.17
Cheryl Halla (01/01 – 01/13/23 34 hrs.	1,346.60
Kaleden Irrigation District (WSA AGM Cheryl 50% Reg. Fee)	137.50
Napa Auto Parts	156.51

Total Operating: 21,854.26

Capital / Renewal Projects: .00

Payroll for DEC. 2022 23,578.90