

KEREMEOS IRRIGATION DISTRICT

MINUTES OF TRUSTEES REGULAR MEETING JUNE 21ST, 2023, AT 7:00 P.M. at the District Office I

IN ATTENDANCE: Chair, Roger Mayer who arrived at 7:40 pm, Trustees, Ian Walters; Bill Sparkes, Tim Cottrill, and Aaron Beauchamp. Superintendent, Jo Cottrill, Consulting Manager Kevin Huey, and Financial Administrator, Cheryl Halla. Absent from meeting: None.

1. The meeting was called to order at 7:10 P.M. by Acting Chair Bill Sparkes.

2. ADOPTION OF MINUTES:

2.1 The minutes from the meeting of May 3rd, 2023, were adopted as printed on motion of Tim Cottrill, seconded by Ian Walters.

Carried.

3. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS:

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

3.2 **GARP Study:** A meeting was held with Judi Ekkert, IHA DWO on May 16, 2023. Conditions on our operating permit were discussed as well as the GARP Study, which is currently in Phase II at the East Unit.

3.3 **Right of Way, Lot 20 Plan 301:** Nothing to report at this time; tabled until Roger has a chance to follow up with the landowners.

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

3.5 **Properties in Tax Sale Position:** Moved by Ian Walters, seconded by Tim Cottrill that the date of Friday, September 29th, 2023, be set as the tax sale date for 2023.

Carried.

3.6 **10th Ave. Watermain Project:** The lowest bid received was \$165K, which is \$65K over budget. The Village Road portion was budgeted at \$137K and came in over \$200K. Due to this cost increase the Village will only be repaving the road. The trustees agreed to postpone the water main project at this time. The KID 2023 budget will be adjusted accordingly for the next meeting.

4. PETITIONS & DELEGATIONS: None.

5. CORRESPONDENCE:

5.1 **Emails from Village CAO Marg Coulson on the Drought Situation:** The Province is holding the Similkameen at a Level 3 drought. Marg has been on the Provincial Drought Committee, and the KID was invited to join the weekly online drought meetings. It was agreed to email trustees any pertinent information as it changes. Brief discussion took place on the future possibility of moving to Stage 2 restrictions.

5.2 **Email from Jim Murphy re:** Request for copies of all KID policies and bylaws. Cheryl wrote to the Ministry for clarification on KID's responsibility for fulfilling his request to supply all documents due to the number of documents and amount of staff time it would require.

5.2.1 **Response from the Ministry:** The Ministry responded that relevant records including Letters Patent; bylaws; agendas, minutes (except in-camera); annual financial statements, auditors report and annual report on operations, are available to the public for viewing. If any selected documents require copying and / or staff time our Miscellaneous Service Fee Bylaw would come into play. Trustees agreed that a response will be sent to the applicant outlining options and an estimate of applicable fees required on deposit, as well as a request for an appointment.

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5. CORRESPONDENCE Cont'd:

5.3 Application for Service: 2516 Highway 3, connection for a fruit stand & four residential units above – Jo Cottrill explained that there is currently a hydrant on the corner of the property, and the property is serviced off a four" looped mainline including the frontage of the property with no pressure issues. Moved by Aaron Beauchamp, seconded by Ian Walters that commercial Capital fees are applicable for the fruitstand portion of the building and Capital fees per unit are applicable for the residential units. A deposit for connection costs and fees is payable by the applicant.

Carried.

5.4 Infrastructure Renewal Request: John Keen, 2663 Middle Bench Road – The KID owns the water main that runs through the owner's property in a registered Right of Way. Mr. Keen has offered to pay all legal, surveying costs, as well as all material costs to relocate the line along the east side of the property. The KID would be responsible for labour and excavation costs, estimated at 4-5 days of staff time. Trustees agreed that this would be an opportunity to abandon the old pipeline, as well as renew the services for this property, and the neighboring property (4 services in total). It was noted that as the Right of Way is still current on several adjacent properties to the south, the old Right of Way Plan would still need to be valid, and not fully released. A new right of way document would be drawn up and registered on the Land Title per the new survey plan.

Moved by Aaron Beauchamp, seconded by Tim Cottrill to approve the project with John Keen covering all legal & survey costs, through KID's lawyer, as well as all materials involved for the pipeline in the new Right of Way for 2663 Middle Bench Rd. including the disconnection & abandonment of the existing four" main.

Carried.

6. REPORTS:

6.1 Accounts for Approval: Accounts for Approval: Moved by Ian Walters, seconded by Roger Mayer, that the accounts are adopted as presented:

Total Operating:	59,216.21
Total Capital	.00
Payroll for April	15,895.26
Payroll for May	17,439.25

Carried.

6.2 Super's Report on Operations: (see report for full details) Jo Cottrill gave a report on several initiatives for the month of May / June, including Red Bridge, Spring Service, Digs, Main Line Valves and #2 East Station.

6.3 Water Advisory Committee Meeting Update: An update on the WAC meeting held on June 20th, 2023, was made by Kevin Huey. Items covered on the agenda included:

- Future Sani-dump @ the sewer plant: the Village would like a potable water pipe at the location, on a charge per use basis with a meter charge which the Village would pay annually.
- Meeting July 18, 2023 with the Village – to discuss funding of Capital Projects. It was noted that in 1986 when the Village was provided with water from the KID no capital fees were paid by the Village.

7. BYLAWS: None to report.

8. RESOLUTIONS: Moved by Roger Mayer, seconded by Ian Walters to move to an in-camera session following adjournment of the regular meeting for discussion on future staffing.

9. NEW BUSINESS:

9.1 Request from Branding Iron Restaurant (Karl) for adjustment to 2022 Tolls:

In 2022 the Branding Iron closed on July 1st; however, the customer had been billed tolls for the entire year, which are yet unpaid, and no notification of the closure was provided to our office. The customer has requested an adjustment for six months. Following discussion, pointing out that in future to receive any adjustments, the water must be shut off, it was moved by Roger Mayer, seconded by Tim Cottrill to refund five months of restaurant tolls, but the penalties will stand.

Carried.

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9. NEW BUSINESS Cont'd:

9.2 Update Capital Works Plan: Trustees agreed that it is time to update our Capital Works Plan, noting that several projects in the current plan have now been completed. Discussion was made on items to be added, including a new well at the West Unit, and CEC charges on future development that need updating. Tabled until a quote is received from TRUE Consulting, noting that CEC funds could be utilized for the new plan.

9.3 Appointment of Auditor for the Year Ending December 31, 2023: As recommended by Cheryl Halla, it was moved by Ian Walters, seconded by Aaron Beauchamp to retain the services of Omland Heal LLP for this year end audit.

Carried.

9.4 Declaration of Related Parties Form for the 2023 Year End Audit: Form signed by all Trustees.

10. NEXT MEETING DATE: July Board meeting scheduled for 6 PM July 26, 2023, followed by a 7 PM dinner at a selected restaurant, to be determined.

11. ADJOURNMENT: The regular meeting was adjourned at 8:59 PM on motion of Ian Walters.

12. Moved to In-Camera.

Keremeos Irrigation District ACCOUNTS FOR APPROVAL - June 21, 2023:**Cheques Issued May 12, 2023:**

A.C.E. Courier	117.26
Black Press Media	144.50 (AGM Ad)
Cascade Raider Holdings Ltd.	71.00 (Safety Supplies)
Cheryl Halla (05/01 – 05/12/23 43.25 hrs.)	1,861.91
Fortis BC	2,798.37 (5 locations)
Napa Auto Parts	22.27

Online Payments 05/12/23:

Andrew Sheret Ltd.	2,834.01
Receiver General (KID %)	1,256.34
Collabria Mastercard	2,763.23
(Office 180.49/ Website 383.99/ Fuel 386.75 / Insurance 1,812)	

Cheques Issued May 30, 2023:

A.C.E. Courier	176.16
Cheryl Halla (05/13 – 05/30/23 52.50 hrs.)	2,260.13 (includes billing prep)
Keremeos Home Building Supplies	182.08
Minister of Finance	200.00 (Water Licence Fee)
Telus	173.83 (3 accounts)
Telus Mobility	383.54 (3 phones / 2 Scada's)
Village of Keremeos	330.00 (Annual Property Taxes)
Wine Capital Electric Inc.	6,196.16 (Red Bridge Electrical)

Cheques Issued June 13, 2023

A.C.E. Courier	120.73
Cheryl Halla (05/31 – 06/13/23 47.50 hrs.)	2,044.88 (billing finalization)
China Creek Internet Services Ltd.	11.20 (2 mos. Email)
Delta Irrigation Products Ltd.	3,847.02 (2-Mueller Stop / Drain)
Dutchies Transfer Ltd.	4,590.88 (406-6 th Ave. / Stock)
Fortis BC	19,502.14 (5 accounts)
Fortis BC Gas	67.80
Napa Auto Parts	264.77
Telus Mobility	395.94 (3 phones / 2 Scada's)

Online Payments 06/13/23:

Receiver General (KID %)	1,383.43
Andrew Sheret Ltd.	2,003.98
Collabria Mastercard	3,212.65
(Fuel 808.68/ Ins. 768.00/ Postage 966.00/ S/M 48.31/ Quickbooks 116.48/ Office Supp. 67.20 / Billing 437.98)	

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ACCOUNTS FOR APPROVAL JUNE 21, 2023 CONT'D:

Total Operating:	59,216.21
Capital / Renewal Projects:	
Total Capital / Renewal Projects:	.00
Payroll for APRIL 2023	15,895.26
Payroll for MAY 2023	17,439.25