

DEWDNEY AREA IMPROVEMENT DISTRICT

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TRUSTEE BOARD MEETING

May 25, 2016 – 7 PM

Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie

Minutes

In Attendance:

Doug McNeil (Chairman)

Deb McKay

Brett Vander Wyk

David Scott

Jim Loewen

Roy Chaplin

Rod Shead

Steve Anderson

Paul Anderson

Gwen Zayonce (Administrator/Finance Officer)

Larry Wiens (Project Manager)

Bruce Edwards (Engineering Consultant)

Call to Order:

7:08 PM

Motion:

To adopt May 25, 2016 meeting agenda

Jim Loewen/Deb McKay

Opposed: None Abstentions: None Motion: Adopted

Signed: Doug McNeil Chair May 25, 2016

Motion:

To adopt April 13, AGM meeting minutes

Deb McKay/David Scott

Opposed: None Abstentions: None Motion: Adopted

Signed: Doug McNeil Chair May 25, 2016

Motion:

To adopt April 13, Post AGM meeting minutes

Jim Loewen/David Scott

Trustee Chaplin opposed the voting of a vice-chair for a year term.

Motion:

To table the April 13, 2016 Post AGM meeting minutes as to concerns on the procedures of voting a yearly vice-chairperson.

Deb McKay/Jim Loewen

Opposed: None Abstentions: None Motion: Adopted

Motion:

To adopt May 7, 2016 Court of Assessment Revision minutes
Deb McKay/David Scott
Opposed: None Abstentions: None Motion: Adopted
Signed: Deb McKay (Trustee in attendance of meeting)

Motion:

To adopt a resolution to hold an in-camera meeting immediately following this public meeting to discuss staff matter.
Opposed: None Abstentions: None Motion: Adopted
Signed: Doug McNeil (Chairman) May 25, 2016

REPORTS:

Dike Manager Report:

See appendix (1)
Questions raised by trustee's and ratepayers were responded to by Ron Beck (Dike Manager)

Administrator/Finance Report:

See appendix (2)
Questions raised by trustee's and ratepayers were responded to by Gwen Zayonce (Administrator/Finance Officer)

Project Manager Report:

See appendix (3)
Questions raised by trustee's and ratepayers were responded to by Larry Wiens (Project Manager)

Trustee Roy Chaplin posed many question, centering around the maintained lake water levels, which most were directed to Project Manager Larry Wiens. As some questions required detailed information that was not available at the meeting, Chairman Doug McNeil directed Project Manager Larry Wiens to provide trustee Chaplin this information if requested. He further advised Trustee Roy Chaplin to prepare a motion for these concerns for the next trustee meeting in June 2016.

Letter sent by Ratepayer:

Project Manager Larry Wiens asked that the board request a retraction of the letter sent by ratepayer Greg Stuart, as the information was inaccurate and the copies were sent to parties that could damage DAID in its future funding endeavours.

Ratepayer Greg Stuart was in attendance and agreed that the information he received, which stated in the letter was not accurate and that he would present all parties who received the letter a retraction letter that he would prepare.

Reduce BC Hydro Demand Charge Report:

See appendix (4)
Questions raised by trustee's and ratepayers were responded to by Bruce Edwards (Engineering Consultant)

OLD BUSINESS:

Dewdney Regional Nature Park and Boat Launch Occupation Renewal:

Doug McNeil (Chairman) advised the ratepayers, DAID received a signed renewal agreement for 3 commencing Jan. 2016 to Dec. 31 2018.

District elections and voting procedures:

Motion: At March 23, 2016 Board Meeting "To hold a Special Meeting in Fall of 2016 to present voting/representation options and seek guidance from the ratepayer via survey. Send meeting notification to all ratepayers via mail.

Update as to motion:

Motion: To table the setting of date for Special Meeting in Fall of 2016 as stated in above motion dated March 23, 2016

Deb McKay/David Scott

Opposed: None Abstentions: None Motion: Adopted

District's method of calculating diking taxes

Trustee McKay reported as to update and stated that information is still under a review and that once completed the next step will be to form a committee.

NEW BUSINESS:

New Trustee Orientation:

Chairman Doug McNeil welcomed newly elected trustees from April 13 AGM. He confirmed that all trustee's have have received an email and hard copy version of the trustee handbook.

DAID Policy:

Trustee Rod Shead inquired as to if the board had an adopted manual for trustee FQA's, and procedures. Chairman Doug McNeil advised that the trustees are guided by the handbooks they received. It was further stated that the board is open to further discussion to create a trustee manual if deemed required.

Trustee Roy Chaplin had concerns as to some policies and procedures that are stated in the handbook and the application to such in our April 13, 2016 AGM elections. These included, trustee involvement and administrative roles. Chairman Doug McNeil thanked Trustee Chaplin for voicing this concerns and agreed the board to review these areas for policy compliance going forward.

Further discussions on policy to be addressed as required.

Signing Officer:

Motion:

To table the discussion as to 3rd signing officer for DAID to the next meeting in June 2016.

Deb McKay/Jim Loewen

Opposed: None Abstentions: None Motion: Adopted

DAID Website:

Trustee McKay advised that she has now managed to access the DAID website and had updated the trustee list and meeting date. Trustee McKay has secured a new domain at a much reduced cost and will proceed and provide further updates.

Deadfall Around Lakeshore:

Trustee Jim Loewen inquired as to DAID responsibility for deadfall around lake. Project Manager Larry Wiens advised DAID is only responsible for any blockage to culverts.

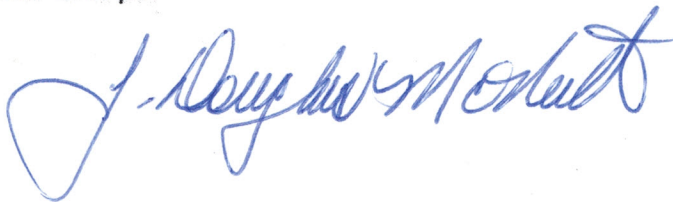
Public Questions:

All Questions raised by district property owners during the meeting were responded to by DAID board members and staff.

Date for next trustee board meeting:

Next scheduled board meeting will be Wednesday June 22, 2016 7 pm at Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic BC

Meeting Adjourned: 9:45 pm

A handwritten signature in blue ink, appearing to read "J. Doug McLeod". The signature is written in a cursive style with a large loop at the beginning.

Dike Manager Report

May 2016 - Appendix 1

April 15th and 16th Tom Cassel brush cut Dike at Catherwoods.

From April 22nd to May 25th pumps ran off and on for a total of 242 hours.

May 14th We experienced a Hydro problem which was restored on May 16th.

May 18th Began mowing of the dikes

May 25th Pump # 2 was started.

Administration and Finance Report

May 2016 – Appendix 2

April 2016 was full with preparation for the AGM on the 13. We had approximately 80 ratepayers in attendance. All Minutes from AGM and post AGM meetings were completed and submitted to all trustees April 21, 2016

Yearly required submission to the Ministry of DAID's 2016 AGM minutes, 2015 Financial report, 2016 Budget, 2016 Trustee list and statistical data has been completed and submitted on required deadline of May 15, 2016.

Issues arose with the transfer of data for DAID's accounting information. DAID has now purchased their own Sage accounting program and designed a plan to ensure the back up of financial records on a DAID owned system. As March accounting was not completed by Peter, both March and April accounting records were also finalized this month and submitted to all trustees May 6, 2016

Banking changes were also made to reflect new administration, update of chair and signing officers and access to online services.

I reviewed our monthly Telus charges and I am please to announce that effective immediately this monthly fee has been reduced from \$199.82 monthly to \$99.62 monthly.

Access to BC Hydro online has also been completed to allow the ability to view data information as we

May 7th was the Property Assessment Court of revision, attended by myself and Trustee Deb McKay.

The minutes from this meeting have been completed and submitted to all trustees May 19, 2016

Tax arrears update. Demand letters that were sent for 2014 arrears have expired as of April 30th, 2016. I was advised by our lawyers that some of the demand letters sent by registered mail, were not picked up and I am awaiting legal advice as to our next process on these accounts, along with the remaining unpaid accounts. We have also made a change to the lawyer we are using within RDM law firm resulting in an \$50.00 hourly rate decrease.

The main focus now is the preparation of the 2016 taxes which will be out by the end of June. Again trustee McKay is assisting me in the use of this data base to produce and mail these notices on time.

As very little information was provided when taking over this role, I am working to prepare a DAID administrator manual. I foresee that the completion will take one year to ensure that all areas of DAID business needs are covered. I will submit this manual to all trustees for approval on completion.

I would like to express my appreciation to the senior trustees in helping me with this transition Larry Wiens for all the information, direction and contacts I needed, and most of all to Trustee Deb McKay who spend hours and hours helping me navigate.

**Dewdney Area Improvement District
March 25, 2016 Trustee meeting**

Project & Operations Manager's Report

A) Intake 2013; SRS Construction

- 200+Page Completion Document was completed and filed with EMBC and Carol Loski, the Federal Government Representative.
- Substantial Completion Document completed by Daryl Grandberg PEng and filed with EMBC and Carol Loski.
- Vegetation planting and new planting plan completed by EEEE, under Bruce Edwards' and Pauline Peters' supervision. Seven Generations Environmental Services Ltd (SGES).
- Monitor Leah Alexis and Sheridan Conlin (Senior Environmental Technician) provided an Environmental Monitoring Report, revised as suggested by Bruce Edwards, which forms part of the completion document.
- An on site inspection and tour of DAID's drainage problems and solutions was completed by Krista Englund, Kym Johnson and Jacquelyn Shrimmer of FLNRO, led by Pauline Peters and Bruce Edwards.
- Final documents have been filed with all Government agencies and Intake 2013 is essentially completed.
- The project was completed under budget and met the March 31 deadline except for delays introduced by Letts Environmental and the previous Administration Officer, which have required another month of staff time for which EMBC 67% matching funding is unlikely.

B) Intake 2010; Hatzic Lake Construction

- There are two aspects to the work in Hatzic Lake;
 1. A low head loss sand trap at the north end of the lake to prevent further infilling of with sand that has isolated the east and west sides of the lake north of Hatzic Island, and
 2. Trench clean-out on the east side.
- Permitting for this can be based on the EAD as prepared by Letts Environmental Services, which has already been filed with permitting agencies. An addendum will be completed by Bruce Edwards and John Black RPBio from SGES.

- New permitting requirements mean that it will not be possible to complete the project this year. We are recommending that the construction commence at the beginning of the fisheries window on August 15, 2017 with completion on Sept 30, 2017.
- The above timetable will allow DAID to request funds from the Province to incorporate into our construction for the removal of Invasive Species and construct drainage channels that will facilitate boat travel on the East side of Hatzic Lake. A model of what is being planned will be presented to the Trustees and Landowners by Dec 2016.
- Completing Intake 2010 in the 2017 fisheries window will mean that 2016 water levels will not be require a drawdown of water this Aug 15th.

C) Hatzic Lake Levels during the freshet

- The freshet began early ca March 5 during a hot spell in the BC interior. It reached peaks about April 11, April 28 and May 9 (6,000 CMS at Hope), which may have been the crest. This resulted in a Fraser River stage of 4.0 mASL at the pumphouse discharge. It is unlikely to exceed this.
- Another peak, probably the last, is predicted for May 29.
- On April 20, the Fraser rose above 3.0 mASL all day, so that the new pumps will siphon, for which the electrical demand is about 180 KW, as opposed to about 240 KW if they aren't siphoning, which increases the Hydro cost by about 33%.
- April is considered to be a wet month when we need to watch the local rain amounts to prevent flooding. and how it will affect the water levels in Hatzic Lake. Because a heavy rainfall was forecast, for which there was inadequate storage in the lake, we started one pump after the Hydro demand meter had been reset on April 20th. When the forecast rain didn't occur, the pump was shut off.
- Bruce and I communicate every day on water levels at each water gauge on the Fraser River from the Alberta border to the Hope gauge. This gives us ample warning on the use of the pumps and gates.
- Bruce will be glad to answer specific questions on water levels.

D) Flood Box slide gates

- Because a dry summer is predicted, it is important to prevent excessive water loss from Hatzic Lake. Careful coordination of pumping and side gate operation is required to minimize Hydro costs. This may require permitting the lake to rise to 2.7 mASL for a day or two to prevent incurring another Hydro Demand Charge and Monthly Minimum Charge.

- It seems that we are progressing on the issuance of the water licence for the flood box slide gates. Remko Rosenboom, FLNRO Water Branch manager, appointed Jacquelyn Shrimmer to expedite issuance of our Water Licence, as lowering the slide gates may be required in about two weeks, as the freshet ends.
- Jacquelyn, Krista Englund and Kym Johnson (information technician) from FLNRO visited our pump station and toured Hatzic Valley including our New SRS Stations. Pauline and Bruce acted as guides and I joined them at the Pump Station for their final stop. After a tour of the pump station (with one pump running) Jacquelyn indicated to me that we would have a water license within 2 weeks.

E) Sand removal from our SRS stations

- We have started to identify people and corporations as potential customers for our sand. Our intention for the sand removal is to concentrate the sand removal on stations B,C,D,E and F. We will only remove the sand as we have sales for the product and space for modest stockpiles.

F) Landowners Unauthorized changes in and about water courses

- I have been notified by hand delivered letters from the water branch, conservation officers from the Ministry Of Environment, D.F.O. Officers and an authorized water specialist from the provincial government, that three landowners have been cited by registered mail for illegal works in or about a watercourse. The Orders contain some expensive remedies. One more landowner will be receiving a Registered order in the near future.
- The identity of the Landowners will remain private.

G) Lake Level Letters from landowners

- I received a number of letters complaining about our pumps running in April and about the cost to taxpayers for Hydro and that the water was too low to use the lake.
- I am disappointed with the tone of the letters as they were based on rumour, not fact. A simple call to Bruce or me could have answered their questions.
- I am disappointed that the authors of one letter that sent a copy of this inaccurate letter to about 40 other people, some of whom are high profile people could have some say on future funding for DAID projects. I believe that the people involved in the letters need to send a retraction letter to DAID and the other copied individuals.
- Our job is hard enough without this type of letter from individuals who should know better.

Larry Wiens
DAID Project & Operations Manager

Hydro cost, freshet and lake level report for May 25 DAID Board meeting

The freshet began early ca March 5 during a hot spell in the BC interior. The Fraser River reached peaks about April 11, April 28 and May 9 (6,000 CMS at Hope), which may have been the crest. This resulted in a maximum Fraser River stage of 4.0 mASL at the pumphouse discharge. It is unlikely to exceed this.

The average net current water influx to Hatzic Lake has been approximately 1.7 CMS during the freshet. Since each new pump will discharge about 3.3 CMS at the current static head, a steady stage of approximately 2.5 mASL is being maintained by operating one pump every other day.

Today, both the WARNS and CLEVER models predict that the current Fraser River discharge, of 5000 CMS at Hope, will drop steadily to 4700 CMS on June 3. DAID's flap gates will begin to open at about 4500 CMS, so with careful management of the pumps and slide gates, the cost of pumping after the current billing period should be avoidable.

On April 20, the Fraser rose above 3.0 mASL all day, so that the new pumps would siphon, for which the electrical demand is about 180 KW, as opposed to about 240 KW if they aren't siphoning, which increases the Hydro cost by over 50%. Since then, the stage has always exceeded 3 mASL, so the pumps always siphon. As the Fraser drops, low tides can break the siphon, so pumping should be avoided during those hours to minimize Demand and Minimum charges. The Fraser dropped to just above the threshold on May 18. At low tide today, the Fraser dropped to 3.1 mASL.

The latest Hydro bill for the April 22 - May 19 billing period totals \$3566. Based on this, current BC Hydro charges for various pump configurations are shown below.

By far, the most economical approach is to calculate and predict drainage needs so that only one pump is run and that siphoning is carefully sustained.

Evidence (100 pages) detailing the unfairness of BC Hydro's unfair Demand and Monthly Minimum Charge as applied to flood-control pumping in the Lower Mainland was submitted on May 9 to the BC Utilities Commission with the request that a special Rate Schedule for flood-control pumping, which eliminates the punitive Demand and Monthly Minimum charges, be ordered as a pilot project to begin before the winter pumping season. This would cut Hydro costs during a year like 2014-2015 under the current tariff from about \$200,000 to about \$10,000 for a winter and freshet like 2015-2016.

Incidentally, running a 1949 pump to diagnose its grease-throwing problem and testing it after repair would incur a demand charge of about \$3,000 and a total Monthly Minimum Charge of \$17,000 so repair is being postponed until a season when at least two siphoning pumps must be run for drainage or the Demand and Monthly Minimum Charges have been eliminated under the above BC Hydro pilot project.

Respectfully submitted,

C. Bruce Edwards M.A.Sc.
Engineering Consultant
Dewdney Area Improvement District
604-820-3646
cbefore@telus.net

Hydro charges vs nr of pumps; siphon vs non-siphon CBE160525

| Nr of pumps | KW | Demand | Monthly Minimum | Total | + Daily | + Monthly | All costs/month |
|-----------------|------|----------|-----------------|----------|---------|-----------|-----------------|
| 1 Siphon | 193 | \$1,130 | \$6,212 | \$7,342 | \$463 | \$14,099 | \$21,440 |
| 1 non-Siphon | 253 | \$1,788 | \$9,832 | \$11,620 | \$607 | \$18,482 | \$30,102 |
| 2 non-siphon | 493 | \$4,421 | \$24,313 | \$28,733 | \$1,183 | \$36,014 | \$64,747 |
| 3 non-siphon | 733 | \$7,053 | \$38,793 | \$45,847 | \$1,759 | \$53,546 | \$99,392 |
| 4 non-siphon | 1108 | \$11,171 | \$61,441 | \$72,612 | \$2,659 | \$80,939 | \$153,551 |
| 5 non-siphon | 1483 | \$15,296 | \$84,128 | \$99,424 | \$3,559 | \$108,333 | \$207,757 |
| 1949 pump (one) | 380 | \$3,181 | \$17,495 | \$20,676 | \$912 | \$27,759 | \$48,435 |