

AGENDA
FOR THE ANNUAL GENERAL MEETING TO BE HELD ON
THURSDAY, SEPTEMBER 23rd, 2021 AT 7PM
AT THE
Boundary Museum Reservoir Rd
GRAND FORKS, B.C.

1. CALL TO ORDER
2. CHAIRMAN'S OPENING REMARKS
3. ADOPTION OF AGENDA
4. APPROVAL OF MINUTES OF THE LAST ANNUAL GENERAL MEETING HELD ON Thursday April 25TH,2019
5. BUSINESS ARISING FROM MINUTES
6. CHAIRMAN'S REPORT
7. BOARD OF TRUSTEE'S REPORT
8. ADMINISTRATOR'S AND WATER OPERATOR'S REPORT'S
9. DISCUSSION AND APPROVAL OF ALL REPORTS
10. REPORT OF AUDITORS, TREASURERS, FINANCIAL STATEMENTS AND 2021 BUDGET
11. DISCUSSION ON REPORTS AND APPROVAL
12. APPOINTMENT OF AUDITORS
13. TRUSTEE HONORARIUM
14. REPORT ON NOMINATION COMMITTEE AND ELECTION OF TRUSTEES – VACANT 2YR, LARRY 2YR, ROY 3YR
15. NEW BUSINESS
16. KRISTINA ANDERSON – WATERSHED PLANNER
17. ADJOURNMENT

SION IMPROVEMENT DISTRICT
Annual General Meeting
Thursday, Sept 23, 2021
at the
Boundary Museum
6145 Reservoir Rd, Grand Forks, BC

1. CALL TO ORDER

Chairman Larry Jmaiff called the meeting to order at 7:00pm. Attendance: 13 landowners, 1 guest

2. CHAIRMAN'S OPENING REMARKS

Larry Jmaiff welcomed everyone to the 57th AGM of Sion Improvement District. It would have been the 58th, however due to COVID 19 restrictions there was no AGM last year. He introduced the trustees in attendance; Roy Stevenson, Brent Heric, Alex Padmoroff, Dan Koochin and himself. He also introduced Kristina Anderson, RDKB watershed planner, Barry Cranna, assistant water bailiff and Catherine Goldsmith, recording secretary.

3. ADOPTION OF AGENDA

Larry Jmaiff motioned to move the order of the agenda items, specifically Kristina Anderson's report #16 to #9 following the Administrator's and Water Operator's report. Agenda adopted. M/S/C Barry Cranna/Tanya Cranna

4. APPROVAL OF MINUTES

Resolved that the minutes of the Annual General Meeting held on Thursday, April 25, 2019 be adopted as circulated. M/S/C Barry Cranna/Henry King

5. BUSINESS ARISING FROM MINUTES

Chairman Larry Jmaiff called for questions arising from the last AGM meeting. Hearing none, the meeting proceeded.

6. CHAIRMAN'S REPORT

Our previous Chairman, Mr. Ron Subotin, had left the district as of May 2021 disqualifying him from remaining a Board member with the Sion Improvement District. As Vice Chair, I Larry Jmaiff have filled his position since that date. We would like to thank Ron for his dedication and stewardship with the Sion Improvement District throughout his tenure and wish him well in the future.

- Covid -19 has significantly changed the playing field in our operations
 - Government imposed restrictions on gatherings
 - Changes to AGM rules and regulations – i.e., missed the 2020 AGM

However, many necessary projects have been successfully completed in the duration of the Pandemic to sustain our district's water infrastructure and are as follows:

- 700 Ft of new Blue Brute piping to replace faulty PVC piping on the lower extremities of the North system due to continual leaks.
- Arising from the previous AGM, Generator hook-ups have been installed at Pump Houses 1 & 3 in case of a future fire hazard in the district
- Well No.3 on Centre Rd., had been completely revitalized and the pump re-built to ensure no future issues with the well arise. It was previously completed 24 years ago.
- Both the North and South Reservoirs have been thoroughly cleaned. The next cleaning is anticipated in 2023.
- Both North and South Reservoirs have new chain link fencing to provide additional security for our water system
- All Pump Houses containing wells are now repainted and rotted lumber replaced, they have also been equipped with new hatches in case of equipment removal.
- A new variable frequency drive has been installed in Booster Pump 2 for pressure regulation.
- The loan obtained for Sion's newest well #4 on Community Centre Road has been paid off in early May 2021 thus those who elected to provide funds on a yearly basis will no longer be charged.
- A number of faulty valves attributed to leaks have been replaced and also a few new connections have been completed. Mr. Koochin will go into detail in his report.

The district has been in a positive financial position and new business and planning endeavors has been set in motion which will be revealed later in this meeting.

7. BOARD OF TRUSTEES REPORT

Prior trustees' meetings in total are as follows: Eleven (11) regular and one (1) special meeting with the Trustees were held in 2019 and nine (9) regular and one (1) special meeting with the Trustees were held in 2020

There are three (3) vacancies this year on the Board of Trustees: Two for a 2-year term and one for a 3-year term. The reason for the shorter one-year term resulted from a cancellation of the 2020 AGM due to Covid-19 restrictions.

We have found an assistant water operator, Mr. Barry Cranna who has been an asset to Dan when obligations become overwhelming.

IRRIGATION WATER

Due to a small expansion in irrigatable land and a significantly hot and dry season, water consumption has increased over the previous year along with the electricity required to pump it. Well levels had dropped at the end of July by almost two meters, recovering in late August. Provincial authorities have also been persistent in providing surface water information in the Kettle Valley watershed resulting in a request to reduce up to 50% in water consumption; as a category 5 drought had been declared in August 2021 by Provincial authorities in our region. At times our pumps were all pumping 24/7 for a two-week period.

A coordinated educational program is being discussed for the community involving real-time information and the responsibilities required once information has been disseminated. Mr. Koochin will speak a little regarding this matter late in our meeting.

Back-flow prevention program has been set for the community to prevent the real possibility of contamination of the system from accidental back flow or siphonage. As still in the preliminary stage, we anticipate 99% of the community's irrigation clients and 30% of domestic services are protected. The program is still in its infancy stage and will continue to evolve as members start to acknowledge its importance in keeping the system safe. At this point in the program concentration on higher instances of risk such as irrigation connections are first mitigated. Cross Connection Control Bylaw # 149 represents this program under the auspices of the Interior Health.

Some administration inefficiencies have been identified and resolved by implementing fees associated with third party inquiries such as property transfers, time and office supplies. Although the fees seem negligible, recovered costs associated with these transactions have otherwise been Sion's expense. Miscellaneous Service Charge Bylaw # 146 reflects these administrative costs.

Taxation and Toll Bylaws, 147 and 148 for the year 2019 (rescinded) and 150 and 151 for the year 2020 as required by Victoria had also been enacted.

Shock chlorination continues periodically (twice a year) on the Northern system. This consists of chlorinating the reservoir and flushing the system until chlorine saturates the mains for a 24 hour period.

As mentioned earlier Mr. Ron Subotin had left the district. We again thank Ron for his motivation and support throughout his term with the Sion Improvement District.

The Trustees wish to thank our dedicated management and staff for maintaining the district's exceptional record of delivering safe, reliable, and affordable water.

8.ADMINISTRATOR'S AND WATER OPERATOR'S REPORTS

Collections on outstanding accounts have been exceptional as Heather Smith and I have maintained continual contact with individuals with outstanding balances ensuring their recovery. At this time all outstanding balances are well within acceptable margins. Also, much of the burden of a large single payment has been eased by implementing a monthly payment program a few years ago.

Although fiscal responsibility has enabled the district to be in a uniquely positive financial position, Sion's financial obligations continue to be paid in a timely manner and without disputes with our many vendors and Government entities.

Sion's single loan had finally been fully paid in May of this year ending charges to those who elected to pay for well #6 on a yearly basis.

Smith and company (Heather Smith) continues to provide part time bookkeeping services for Sion.

Mr. Jmaiff reported on the projects we completed in the recent two years in his chairman's report so I will not go into them unless someone wishes to receive some clarification as to their significance.

Just a few added maintenance projects arising from emergencies not included in Mr. Jmaiff's report:

- A lighting strike in July 2019 destroyed the electrical harmonics coils in the pump house on Community Centre Rd. The pump had been inoperative for a little longer than two weeks. Boundary Electric had completed the emergency work. Fortunately, the variable frequency drive had not been damaged.
- 10 leaks had been repaired along with a number of seized curb-stop valves.
- In August 2019 we had a boil water advisory on the North System until a third sample had been received from analysis. The first two samples were positive with coliform counts. After a shock chlorination treatment, the tests came back negative, and the advisory had been lifted. We continue to periodically shock chlorinate the North system as a safety precaution as the coliform tends to return during warm weather.

- WATER

I would like to thank the community for its acceptance of our back flow protection program. I understand it had been a significant expense. As the program is continual, we have decided testing services will be in-house once facilities have been secured and at this time no cost will be borne to the customer. Again, due to limited resources, I must mitigate risk, which, is why irrigation standpipes are not turned on without the minimum requirement of a double check valve assembly unit connected.

Water demand has continued to rise year after year due to the hot and dry growing season. Our greatest demand arises from livestock forage. There are recent arrivals to our community who have planted orchards or other less water demanding crops.

I intend to post informative signage on each pumphouse in a conspicuous place to coincide with the province's drought awareness program. The community will be able to immediately see the current status of drought levels in our community and be informed of the responsibilities/limitations associated with those levels. Indiscriminate testing of irrigation standpipes utilizing portable ultrasonic flow meters will also be forthcoming. Providing meters is not an option for our community as it would be of an expense we would be unable to meet given our community is self funding.

9. KRISTINA ANDERSON- RDKB WATERSHED PLANNER

Kristina gave a presentation on drought conditions and updates, a copy of which is attached and forms part of these minutes.

10. DISCUSSION AND APPROVAL OF ALL REPORTS

Following discussion it was resolved that the Chairman's Report, Board of Trustees Report, Administrator and Water Operator's Report all be adopted as read and presented.

M/S/C Henry King/Tanya Cranna

11. REPORT OF AUDITORS, TREASURERS, FINANCIAL STATEMENTS AND 2021 BUDGET

Until 2019, our auditors were from Kelowna, Grant Thornton, however, a change to local auditors, KH Burch Kientz Inc., was decided because of a substantial increase in fees we felt was not a justified expense. We were extremely pleased with our new auditors who have proved to be not only accessible

but also have a good understanding of the nature of our business. Because of this, we found our time completing year end was significantly reduced. Also, the auditors took the time to audit our books at our office prior to the Covid restrictions.

We have the prepared audited financial statements for the year ending 2019 and 2020. As we had missed our AGM in 2020 due to Covid-19 restrictions, we thought it be a good idea to have each available so as to provide our members with each for comparison. Though the monies we have invested in our system over the previous two years were significant we are still in a positive cash position. Our contingency fund continues to grow as it should. Also, our debts have now been paid off. It is important to have a positive cash position, especially if improvement and irrigation districts have been shut out of Provincial or Federal funding.

The 2021 budget has seen an increase due to rate increases in utilities and materials, however, expenses have been kept to a minimum as future goals have been established. Firstly, protect what we have and secondly, save for a secure future. Currently we are budgeting for a new premises as our current situation regarding adequate storage facilities, workspace and office facilities have become untenable. This additional budget expenditure is of course second to our operational budget.

12.APPOINTMENT OF AUDITORS

Dan Kootchin motioned to appoint KH Burch Kientz Inc as auditors.
M/S/C Barry Cranna/ Dennis Holbrook

13.TRUSTEE'S HONORARIUM

A motion to keep as is at \$125.00 per meeting or increase.
Resolved that the Trustee's Honorarium for 2021 be \$160.00 per meeting.
M/S/C Henry King/Barry Cranna

14.REPORT OF NOMINATION COMMITTEE AND ELECTION OF TRUSTEES

Brent Heric noted there are 3 positions available on the Board of Trustees, 1 3 year term and 2 2 year terms.

Roy Stevenson let his name stand for the 3 year term. After calling for nominations from the floor three times and hearing none, George Stooshinoff nominated Roy. Roy Stevenson will remain for another 3 year term by acclamation.

Larry Jmaiff let his name stand for the 2 year term. After calling for nominations from the floor three times and hearing none, Brent Heric nominated Larry. Larry Jmaiff will remain for another 2 year term by acclamation.

George Stooshinoff nominated Dennis Holbrook for the vacant 2 year term. After calling for nominations from the floor three times, and there being none, Dennis Holbrook accepted the nomination. Dennis briefly talked about himself and his experience as a retired electrician and member of the North Okanagan Water Authority.

15.NEW BUSINESS

There were no new items of business to report.

16.ADJOURNMENT

The 57th Annual General Meeting being deemed to be completed was adjourned at 7:50pm by motion of Larry Jmaiff.