



FLETCHER CREEK IMPROVEMENT DISTRICT

RR2, Site 3, Comp 38
Kaslo, BC V0G 1M0

Website: www.fletchercreekwater.com
Email: fletchercreekwater@gmail.com

Agenda

Annual General Meeting

7pm, Wednesday April 20, 2016
Seniors Hall, Kaslo

1. Report on the condition of the Improvement District's works: Highlights from Updates
2. Presentation of the annual financial statement
3. Current year's budget
4. Decision about Trustees' honorarium;
 - a. Current level:
 - i. Chair receives a \$500/year honorarium
 - ii. Trustees receive a \$250/year honorarium
 - b. Decision
5. Election of Trustees
 - a. Lance McLaren and Gillian Froese end 3 year terms
 - b. Ron McKilligan continues for 1 more year
 - c. Laurie Hartland continues for 2 more years
 - d. Two vacancies, each for a 3 year term
 - e. Call for Nominations
 - f. Election
6. Adjournment

*Please note: Minutes of the 2015 AGM were reviewed and adopted by the Board as per Bylaw #58, at the Board Meeting May 21, 2015.



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2015 Annual Update Message from the Trustees

POE Water Treatment

We are excited to have taken our first strides in 2015 toward implementing Point of Entry (POE) water treatment for FCID. The discouragingly high cost of centralized treatment combined with Interior Health's increased flexibility toward the use of POE units in small water systems has caused us to change water treatment direction yet again, this time back in favour of POE.

Fortunately our recent tank relining project benefits both treatment options equally. However, we did decide to not purchase a flow meter as planned because it was more expensive than expected and more relevant to a centralized system.

The trustees now feel that POE treatment is a very good solution for FCID and have been encouraged by its success in other communities. IHA's recent willingness to accommodate the unique needs and financial limitations of small water systems provides a (possibly brief) window of opportunity. This flexibility also means that some details are not clearly defined, like frequency of water testing, maintenance contract requirements and liability insurance. We appreciate your patience and trust as we navigate the sometimes murky path toward crystal clear potable water.

POE component and installation quotes were obtained from two Kootenay companies. Aqua Clean in Trail was chosen to complete and submit an IHA construction permit application on FCID's behalf for \$2,000. Aqua Clean has done similar projects and has experience in getting applications approved by IHA, as well as supplying and installing the POE units. FCID has only committed to the application submission with Aqua Clean at this time, and IHA approval is expected to take 3 months to a year.

IHA requires that all FCID water users agree to POE as the FCID standard method of water treatment. We cannot install a single POE unit until everyone connected to the water system agrees, in writing, to this treatment option. Members will be receiving an information letter soon and are asked to sign and return the member approval form supporting POE. Members are also encouraged to come to the AGM, communicate concerns and feedback to the trustees, or email questions to fletchercreekwater@gmail.com.

While we await IHA's approval, we will be conducting site visits to assess the logistics of POE unit installation and evaluate any treatment systems already in place. The unit requires a standard electrical outlet and a 3' x 5' space inside near where the water enters the building, which is common in most homes so site renovations are expected to be nil to minimal.

FCID must eventually be able to prove to IHA that every active connection is providing potable water before the BWA can be lifted.

Volunteers and Staff

Thank you to Robert Cunliffe and Graham Gilbert for putting our turbidimeter to good use and conscientiously collecting more than 3 years of turbidity data. This information helped us be well prepared for our POE construction permit application. Graham will continue taking measurements in 2016, but it would be nice for him to be able to pass the job on.

Thank you also to Ron McKilligan and Brad Hartland for their excellent maintenance work. Ron has been involved with water system maintenance for some time, and would like to start training an apprentice.

Turbidity testing and flushing the water mains are not particularly arduous jobs, requiring only a few hours of commitment each year. Please phone a trustee or email Tammy at fletchercreekwater@gmail.com if you can help with either water testing or system maintenance.

Last May we also bade farewell to Tara Clapp and welcomed Tammy Horick as the new Secretary Treasurer. Tara did a tremendous job of keeping us organized and Tammy has been able to step in relatively seamlessly. A new FCID laptop was also purchased for the Secretary Treasurer to bring us into the digital age.

Reminders

Watering restrictions were extended last year and are now in effect from June 1 to Sept 30. During this period, please water with fixed sprinklers only every other day after 6 pm and before 9 am. Your tax notice indicates whether your household waters on odd or even days of the month.

Meeting minutes, AGM information and current bylaws are on our website at www.fletchercreekwater.com. We look forward to adding much more information about our water system and POE treatment plans in the coming months.

The year to come

Annual taxation is unchanged from 2015.

We hope that the POE construction permit application will be approved by IHA later this year. In the meantime, members will be contacted directly to arrange pre-install site evaluations and address any concerns. Once all member approval forms have been signed and IHA has granted us our permit, POE unit installations can begin.

The budget for 2016 comfortably allows for the installation of up to 40 POE units, or 80% of our active connections. The remainder can be completed in 2017, after which we hope to see the BWA lifted. While FCID's financial position allows the majority of POE units to be installed this year, the actual number completed will depend on when the project begins.

FCID's volunteer board urgently requires 2 new trustees

FCID has been operating for the past two years with only 4 of a legislated 5 trustees on its Board, and one of those trustees will not be running again this year. Failure to elect a full complement of board members is taken very seriously by higher levels of government, and FCID risks being dissolved if this situation continues. Control of the water system would then pass to another taxation authority, probably the RDCK, and increased administrative costs would likely lead to increased taxes. Since Improvement Districts can no longer be created, our ability to set tax rates and make decisions about our water system would be irrevocably lost.

Trustees attend monthly meetings and are currently granted an annual honorarium of \$250, which is assessed and approved each year at the AGM. Trustees must own land in the FCID or be married to an FCID landowner, be at least 18 years of age and be eligible to vote in BC, which means having been a resident of BC for at least 6 months.

Contact Gillian Froese at (250) 353-7171 if you would like to know more about being a trustee, and please attend the AGM on April 20th at 7 pm at the Kaslo Seniors Hall.

CURRENT LIST OF TRUSTEES

Laurie Hartland, Co-Chair	(250) 353-2966
Lance McLaren, Co-Chair	(250) 353-2963
Ron McKilligan	(250) 353-2679
Gillian Froese	(250) 353-7171
One position vacant	

MAINTENANCE

Brad Hartland	(250) 353-2966
Ron McKilligan	(250) 353-2679

SECRETARY/TREASURER

Tammy Horick	(250) 353-2349
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Statement of Revenue and Expenses December 31, 2015 Unaudited

	2015	2014
Revenue		
Water tax payments	\$ 29,614	\$ 26,463
Water tax penalties	414	158
Prepaid taxes	0	26
Grants	0	30,000
Interest	1,129	807
Other	19	56
Total Revenue	31,176	57,546
Expenses		
Water System Expense		
Maintenance: Regular	320	38
Treatment System	2,636	0
Upgrade Expenses	<u>0</u>	<u>2,061</u>
Subtotal Water System Expense	2,956	2,098
Payroll Expense		
Trustee Honoraria	1,362	813
Secretary Treasurer Payroll	7,952	8,498
Maintenance Payroll	933	1,844
Payroll Expense	<u>464</u>	<u>561</u>
Subtotal Payroll Expense	10,711	11,717
Administration Expense		
Advertising	352	812
Office and Postage	1,063	504
Bad Debt	0	343
Legal and Accounting	110	562
License, Fees and Dues	250	283
Amortization Expense	<u>3,487</u>	<u>3,480</u>
Subtotal Administration Expense	5,262	5,984
Total Expenses	18,929	19,798
Net income (loss) from operations	\$ 12,247	\$ 37,748
Part that is income to asset	(3,487)	24,014
Part that is income to cash	15,734	13,729



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Statement of Financial Position December 31, 2015 Unaudited

	2015	2014
Assets		
Current Assets		
Cash	\$ 135,694	\$ 121,146
Accounts Receivable	1,920	950
	<hr/> 137,614	<hr/> 122,096
Capital Assets		
Property, Plant and Equipment	88,069	91,556
Total Assets	<hr/> 225,683	<hr/> 213,652
Liabilities and Members Equity		
Current Liabilities		
Accounts Payable	(121)	(121)
Deferred Revenue	0	0
Unearned Revenue	0	0
GST Receivable	(320)	(103)
	<hr/> (441)	<hr/> (225)
Member's equity, opening	213,877	176,129
Net income	12,247	37,748
Member's equity, closing	<hr/> 226,124	<hr/> 213,877
Total Liabilities and Members Equity	<hr/> \$ 225,683	<hr/> \$ 213,652

**Fletcher Creek
Improvement District**

2016 Budget

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	
				40 unchanged	# POE units installed Tax rate
Revenue					
Water tax payments	26,683	29,086	30,028	29,614	
Grants	30,000			(3,800)	Unused CWF funds
Interest	807	1,300	1,128	1,150	Term deposits
Other	56		19		
Total Revenue	57,546	30,386	31,175	26,964	
Expenses					
Maintenance: Regular	38	1,000	320	2,500	Standpipe repair
Upgrade expenses	2,061				
Water treatment (non-capital)		500	2,636	3,000	Water testing
Subtotal Water System Expenses	2,099	1,500	2,956	5,500	
Payroll Expense	10,904	6,400	9,349	7,500	SecTreas \$5,500, Maint \$2,000
Honoraria	813	1,500	1,363	1,650	5 trustees, 2 phoners
Advertising	812	480	352	400	BWA and website
Office and Postage	504		1,063	500	
Legal and Accounting	562	600	110	110	No audit
License, Fees and Dues	283	250	250	250	
Bad debt	343				
Subtotal Admin and Payroll Expense	14,220	9,230	12,486	10,410	
Total Expenses	16,319	10,730	15,442	15,910	
Net income (loss) from operations	41,227	19,656	15,733	11,054	
Transfer to Capital Reserves	10,875	10,000	1,113	30,000	Water treatment
Transfer to Capital Assets	26,212	8,000	-	120,000	POE units at \$3,000
LESS outstanding income and expenses			478		
Year end cash (Chequing account) balance	24,068	25,724	38,211	19,743	
Year end capital reserves account balance	97,078	107,078	98,191	8,191	
Cash and reserves at year end	121,146	132,802	136,401	27,934	



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Minutes Annual General Meeting Friday April 24, 2015 Seniors Hall, Kaslo

Attendance: Robert Cunliffe, Pat Gibbings, Stewart Gibbings, Laurie Hartland, Gillian Froese, Lance McLaren, Ron McKilligan, Anne Tellam

Secretary Treasurer: Tara Lynne Clapp

Guests: Tammy Horick, Don Scarlett

1. Call to order, Lance McLaren serving as Chair of the meeting.
2. Report on the condition of the Improvement District's works. (Lance McLaren)
 - a. 2014 major improvements included new tanks and new screens
 - b. Continued work towards water treatment, initially with planning for flowmeter and central treatment design
 - c. Renee Ansel and Andy Shadrack were brought to meet with all water user groups in February. At this point, Interior Health willing to pursue risk reduction strategy – which includes considering POE systems under conditions that respect homeowners privacy and property
 - d. Procedure for any treatment is to get a design and quote done and submitted, and then respond to IHA feedback
 - e. Possible for FCID to be the 'organizer' of a POE purchase, buy systems, filters, etc in quantity and pass savings on to property owners
3. Presentation of the annual financial statement (Tara Lynne Clapp)
 - a. Reports presented as sent in packages (date corrected)
 - b. Move to accept Report by Gillian Froese, second by Anne Tellam, passed
4. Current years' budget (Tara Lynne Clapp)
5. Trustees' honorarium;
 - a. No motion, honoraria remain at current level: Chair (occupied by Co-Chairs) receives a \$500/year honorarium (split), and Trustees receive a \$150/year honorarium

- b. Decision
- 6. Election of Trustees
 - a. Laurie Hartland ends a 3 year terms
 - b. Lance McLaren and Gillian Froese continue for 1 more years
 - c. Ron McKilligan continues for 2 more years
 - d. At least two vacancies, each for 3 year term.
 - e. Call for Nominations - Laurie Hartland agrees to stay for another 3 year term.
 - f. Election
- 7. Adjournment

*Please note: Minutes of the 2014 AGM reviewed and adopted by the Board as per Bylaw #58, at the Board Meeting May 9, 2014. They are due to the Local Government Branch within a month after the AGM.