



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

March 24, 2016 – 4:30 pm
Froese's Residence 346 Washington St.

Trustees present: Gillian Froese, Laurie Hartland, Ron McKilligan, Lance McLaren

Guests: Anne Tellam

Secretary Treasurer: Tammy Horick

- 1) Meeting called to order at 4:32 pm.
- 2) Approval of agenda
 - a) MOTION to approve agenda. Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.
- 3) Approval of last Trustee minutes (February)
 - a) E-MAIL MOTION to approve February meeting minutes as amended made on March 6, 2016. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed on March 16, 2016.
- 4) Approval of Financial Report (Tammy Horick)
 - a) Balance Statement to February 29, 2016:
 - \$137,103.19 in Cash including \$1,304.26 still expected in 2015 tax revenues,
 - Outstanding taxes received, reducing Accounts Receivable by \$615.58,
 - \$225,172.02 in Total Liabilities and Equity, which includes capital assets.
 - b) Income Statement to February 29, 2016:
 - Expenses of \$104.20 to Pennywise for BWA ad and website hosting March to June.
 - c) Cash availability:
 - Unrestricted: \$37,522.65
 - Capital Expenditure Charge per Bylaw 2: \$37,528.06
 - Renewal Reserve per Bylaw 60: \$60,663.38
 - d) Sage's payroll module will cost around \$180 per year starting April 19. FCID doesn't really use any of the Sage payroll features because FCID payroll information, including deductions, are recorded in an Excel spreadsheet. However, payroll numbers are entered into Sage payroll for the monthly and annual financial reports. Unless FCID pays for the annual payroll plan, Tammy will need to spend 3 to 4 hours to reconfigure Sage to allow entry of this information for the financial reports without the use of the payroll module.
ACTION: Tammy to eliminate use of the payroll module from FCID's use of Sage.
 - e) MOTION to accept February financials as circulated. Moved by Gillian Froese, second by Ron McKilligan. All in favour. Passed.

- 5) Maintenance Report (Ron McKilligan)
 - a) Quote of \$2,057.89 from Curtis Hewat regarding leaking standpipe on Hwy 31.
ACTION: Ron to get a quote from Sean Graham as well.
 - b) Sean Graham will be taking an online course on the installation and maintenance of POE units.
 - c) Maintenance report accepted.

OLD BUSINESS

- 6) Action items from last Trustee minutes
 - a) While updating the tax notice to clarify payment options, pre-payments and penalties, Tammy had a question about tax payments in U.S. funds:
 - There is a \$5 service fee for depositing an American cheque. Also, because of the varying exchange rate, a U.S. cheque can be slightly above or below the Canadian amount due when deposited. This small difference has been put to Miscellaneous Revenue or Expenses in the past.
 - At the July 23, 2015 Board meeting it was decided to demand payment in Canadian funds only. However, this can be onerous to American members (money orders are expensive, opening a Canadian chequing account is inconvenient, e-transfers from American to Canadian institutions isn't available) while the inconvenience to FCID is negligible.
 - It was agreed that U.S. cheques would be accepted. If the converted Canadian amount is greater than the taxes owing plus the \$5 service fee, then the excess is to be put as a partial payment toward the member's taxes next year. If the amount is less, the outstanding amount is to be added to the member's taxes next year. However, underpayments of more than \$25 CDN will be subject to the normal 20% late payment penalty and applicable interest.
ACTION: Tammy to update tax notice to clarify payment options, pre-payments, penalties and payments in U.S. funds.
 - b) **ACTION: Tammy to complete CW grant reporting requirements.**
 - c) According to the tax rolls, there are 50 residential connections and potentially 50 POE units to be installed. There are also 8 vacant lots without a connection that may need a POE unit in the future. There are no approved commercial connections. It was noted that connections cannot be used for commercial purposes without prior written approval by the Trustees as per Section 15 of Bylaw 36.
 - d) Borrowing or renting a metal detector to find the curb stop near the Hereshoff's was discussed.
ACTION: Ron still looking for a curb stop near 2 lots.
 - e) The property with outstanding taxes is now on the market as a court-ordered sale, so FCID should get payment when the sale is made. Tammy has contacted the realtor David Blishen and the lawyer's office associated with selling the property to make them aware of the outstanding taxes.
 - f) **ACTION: Tammy to thank Graham and Robert in the next Newsletter or on the website.**
 - g) Graham Gilbert will do the monthly turbidity testing for 6 months or so.

- h) Gillian hasn't heard back from Renee regarding water testing drop off and costs.
ACTION: Laurie will also ask Renee about water testing frequency and costs.
 - i) Revisions to the POE information letter and approval form were discussed.
ACTION: Tammy to email the final version of the POE information letter and approval form for review to the Board.
 - j) ACTION: Tammy to send out the POE approval form in late March, include a self-addressed stamped envelope, and request return by May 15.
 - k) Tammy and Gillian investigated the Capri and Milnco liability insurance applications:
 - The Milnco application provided by Doug Vance at Western Financial Group is inappropriate for a water system, being geared to commercial businesses with sales, manufacturing, etc. and Tammy and Gillian recommended not bothering to apply.
 - Tammy registered FCID with Sustainable Infrastructure Society (SIS) and created a water system profile with SIS to get access to the liability insurance application offered by Capri. This application is specifically for water systems, but it makes sense to fill it out only after the POE system is in place and the BWA lifted. Gillian got the name and phone number of the Capri underwriter for these policies.
ACTION: Tammy will phone the Capri underwriter to explain FCID's situation and ask what they need (e.g. maintenance regimen, water testing, treatment unit ownership) for FCID to get a liability policy, preferably with reduced premiums.
 - l) The AGM will be held Wednesday, April 20 at 7 pm at Kaslo Seniors Hall.
 - m) ACTION: Tammy to work with Laurie on Trustees Report for AGM package.
 - n) With 2 trustee vacancies at the AGM, it was noted that having only 3 trustees would likely result in pressure being put on FCID to revert to the Regional District. This will probably result in higher taxes to reflect increased administrative costs.
ACTION: Gillian continues to look for 2 trustees.
 - o) ACTION: Tammy to ask for 2 trustees and a Maintenance apprentice in the AGM package.
- 7) POE treatment plan
- a) The IHA construction permit application being worked on by Aqua Clean was discussed.
ACTION: Lance to contact Jared at Aqua Clean about the application's status, and ask if he knows about water testing frequency requirements for other small water systems using POE.
 - b) Lance and Ron will start doing pre-install site evaluations after the AGM on April 20.
ACTION: Tammy to send a connections list with member phone numbers to Ron and Lance so they can arrange pre-installation site visits.
 - c) Liability insurance was discussed above in 6 k).

NEW BUSINESS

- 8) Correspondence
 - a) Mirror Lake asked if FCID would loan or rent out the turbidimeter, and indicated that other communities may be interested as well. It was agreed to rent it out for \$100 per year, same day pickup and return, with a rental agreement in case of damage.
ACTION: Tammy to reply to Tara.
ACTION: Gillian to find an equipment rental agreement that can be customized.

9) Announcements

a) Annual General Meeting will be Wednesday, April 20 at 7:00 pm at Kaslo Seniors Hall.

10) Adjournment at 6:05 pm.

Co-Chair

Fletcher Creek Improvement District

Secretary Treasurer

Fletcher Creek Improvement District