



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

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## Minutes

May 11, 2016 – 6:00 pm

McLaren's Residence 4761 Hwy. 31

Trustees present: David Sheppard, Laurie Hartland, Ron McKilligan, Lance McLaren, Tina McLaren  
Secretary Treasurer: Tammy Horick

- 1) Meeting called to order at 6:15 pm (Laurie Hartland, Chair)
  - a) Laurie Hartland and Lance McLaren will continue to act as co-chairs.
  - b) Welcome to new trustees Tina McLaren and David Sheppard.  
**ACTION: Tammy to send Trustee and Improvement District Handbooks to Tina and David.**
  - c) It was requested that the agenda be prepared and circulated 7 days in advance of the meeting. Meeting Procedures Bylaw 58 requires only that the agenda be circulated to trustees 24 hours in advance with additions requested at least 48 hours in advance, but Tammy will try to get a draft agenda out sooner.
- 2) Approval of agenda
  - a) MOTION to approve agenda. Moved by Lance McLaren, second by David Sheppard. All in favour. Passed.
- 3) Approval of Minutes
  - a) MOTION to approve 2016 AGM minutes as circulated. Moved by Laurie Hartland, second by Ron McKilligan.  
**ACTION: Tammy to submit the 2016 AGM minutes and financials to the Local Government Branch.**
  - b) E-MAIL MOTION made on April 16, 2016 to approve March meeting minutes as circulated on April 7, 2016. Moved by Ron McKilligan, second by Laurie Hartland. Lance McLaren in favour, Gillian Froese absent. Passed on April 16, 2016.
- 4) Approval of Financial Report (Tammy Horick)
  - a) April financials not available as Tammy still needs to work around Sage's elimination of the payroll module, and there were payroll expenses in April.
  - b) Balance Statement to March 31, 2016:
    - \$137,029.07 in Cash including \$1,304.26 still expected in 2015 tax revenues,
    - \$225,097.90 in Total Liabilities and Equity, which includes capital assets.
  - c) Income Statement to March 31, 2016:
    - No transactions in March other than a small amount of interest earned.

- d) Cash availability:
  - Unrestricted: \$37,448.53
  - Capital Expenditure Charge per Bylaw 2: \$37,528.06
  - Renewal Reserve per Bylaw 60: \$60,663.38
- e) MOTION to accept March financials as circulated. Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.
- f) Changes to KSCU Signing Authority  
 MOTION to add Tina McLaren, Trustee of Fletcher Creek Improvement District, as signing authority to FCID Chequing Account #24612 at KSCU, and Gillian Froese to be removed. Moved by Ron McKilligan, seconded by David Sheppard. All in favour. Passed.  
**ACTION: Tammy to give signed minutes to KSCU.**
- 5) Maintenance Report (Ron McKilligan)
  - a) Received operating permit from IHA.  
**ACTION: Ron to install decal on intake building.**
  - b) Discussion of whether the current shocking method is adequate (contact time, quantity of bleach used, flow through) for disinfecting the lines. The tanks are well scrubbed with bleach, the contact is with the entire system, and the concentration has previously been deemed adequate, but it would be good to review the flush procedure.  
**ACTION: Laurie to confirm the proper method for shocking the lines (ppm, contact time, procedure).**
  - c) Maintenance report accepted.

## OLD BUSINESS

- 6) Action items from last Trustee minutes
  - a) **ACTION: Tammy still working to eliminate use of the payroll module in Sage.**
  - b) **ACTION: Ron to get a quote for the standpipe repair from plumber Sean Graham.**
  - c) Tammy updated the tax notice to clarify payment options, pre-payments, penalties and payments in U.S. funds.
  - d) **ACTION: Tammy to complete CW grant reporting requirements.**
  - e) **ACTION: Ron looking for a curb stop near 2 lots, getting closer.**
  - f) Graham Gilbert and Robert Cunliffe were thanked for their volunteer efforts in the Trustees Report at the AGM in April.
  - g) Renee Ansel said that IHA's water testing frequency requirements will be at her discretion. Annual testing is likely but it could be demanded more frequently if the results are poor. Water testing for IHA is currently free, but that could change at any time. FCID has budgeted for the private cost of annual water testing (\$50 per year for 50 connections = \$2,500) just in case.
  - h) The POE information letter and approval form were reviewed by the Board.
  - i) The POE approval form was mailed in early April, including a self-addressed stamped envelope, with return requested by May 15.
  - j) **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.**
  - k) Trustees Report completed for AGM package.

- l) Two trustees stepped forward to make a full complement of five on the Board.
  - m) Two trustees and a Maintenance apprentice were requested in the AGM package.
  - n) Lance couldn't get hold of Jared at Aqua Clean to find out what he knew about water testing requirements. See 7b) for more about Aqua Clean.
  - o) Tammy gave a connections list with member phone numbers to Ron and Lance so they can arrange pre-installation site visits.
  - p) Tammy is waiting to hear back from Tara regarding renting the turbidimeter.
  - q) **ACTION: Laurie to find/write an equipment rental agreement for the turbidimeter.**
- 7) POE treatment plan
- a) BC Water & Waste Association Workshop
    - Ron McKilligan attended a free Small Water Systems Workshop on April 12 in Nelson.
    - Representatives of about 20 Kootenay small water system suppliers discussed water treatment. All intend to implement POE, with one pilot POE project underway.
  - b) IHA construction permit application status
    - Jared Szeles at Aqua Clean is unavailable indefinitely due to a personal matter.
    - The application will instead be completed by Chuck Lee of Kootenay Water Conditioning, at no additional cost. Chuck is the semi-retired, former owner of Aqua Clean and was involved with the design for Aqua Clean's IHA-approved POE installation in Gar Creek. Chuck is no longer directly affiliated with Aqua Clean but is honouring Aqua Clean's outstanding commitment to FCID.
    - The Board agreed in principle to voluntarily pay for Chuck's travel costs from Trail to Kaslo and for CAD schematics costs, which should not be significant.
    - Disclosure: Chuck has hired the husband of Secretary Treasurer Tammy Horick for CAD work in the past, and will likely hire him for FCID's CAD drawings. The contracts are small, ranging from \$35 to \$150.
  - c) Member Request for Approval letters update
    - 22 of 46 have been returned as of May 11.
  - d) Pre-install site visits
    - Chuck Lee can advise on what to look for when scouting POE installation sites.

**ACTION: Lance and Ron to start pre-install visits in June after meeting with Chuck Lee.**

## **NEW BUSINESS**

- 8) Amendment of 2015 AGM Minutes
- a) MOTION to approve amendment to 2015 AGM minutes already adopted. Moved by Laurie Hartland, seconded by David Sheppard. The amendment corrects the trustee honorarium to be \$250 per year.
- ACTION: Tammy to submit the amended 2015 AGM minutes to the Local Government Branch.**
- 9) Microsoft Office renewal and Windows 10 upgrade on FCID laptop
- a) The Board was reminded that the Microsoft Office 360 annual renewal for \$69 is coming up. This is below the \$100 petty expense limit and no motion is necessary to approve it.

- b) It was agreed that the laptop will not be upgraded to Windows 10 at this time, even though it's free. There may be a cost in the future, but there is too much of a potential downside at this time if there's a problem.

10) Correspondence

- a) A member requested more information about the Board's decision to choose POE water treatment over Centralized, and noted that the Lease Lots seemed to get a Centralized system for only \$65,000.
- The \$65,000 paid by Greensword (aka the "Lease Lots") for their centralized treatment system equipment does not include the cost of their treatment system building or pre-existing reservoir.
  - Every small water system is different and, after careful consideration, the Board concluded last year that centralized water treatment is NOT a good solution for FCID:
    - the combined cost of centralized water treatment equipment, building a reservoir, and building a new treatment system building would force FCID into debt,
    - there isn't a suitable location for a reservoir and a treatment system building within FCID, and
    - this is a much larger project that would require several regulatory approvals and take many years to engineer and implement.
  - How to better communicate decisions and information to members given the volunteer board and limited employee time was discussed.

ACTION: Tina and David will work on an FAQ explaining why POE treatment was chosen.

ACTION: Tammy to email the Gar Creek maintenance contract to Tina and David.

- b) A free Emergency Response Planning course will be held on June 15<sup>th</sup> at the IHA office in Nelson from 9 am to 12 pm. FCID has an Emergency Response Plan but it should be reviewed.

ACTION: Tina to attend the ERP course, and possible Lance.

ACTION: Tammy to email FCID's ERP to the Board.

11) Announcements

- a) Next meeting to be held in late June, place and time to be announced.

12) Adjournment at 8:30 pm.

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Co-Chair  
Fletcher Creek Improvement District

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Secretary Treasurer  
Fletcher Creek Improvement District