



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

June 27, 2016 – 7:00 pm
McLaren's Residence 4761 Hwy. 31

Trustees present: Ron McKilligan, Lance McLaren, David Sheppard, Laurie Hartland (by phone),
Tina McLaren (by Skype)

Guests: Barbara Neelands

Secretary Treasurer: Tammy Horick

- 1) Meeting called to order at 7:05 pm (Lance McLaren, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda. Moved by Laurie Hartland, second by David Sheppard. All in favour. Passed.
- 3) Approval of Minutes
 - a) E-MAIL MOTION made on June 16, 2016 to approve May meeting minutes as circulated on June 16, 2016. Moved by Lance McLaren, second by Laurie Hartland. All in favour. Passed on June 17, 2016.
- 4) Approval of Financial Report (Tammy Horick)
 - a) Balance Statement to May 31, 2016:
 - \$136,642.42 in Cash plus \$27,322.49 still expected in 2016 tax revenues,
 - \$252,033.74 in Total Liabilities and Equity, which includes capital assets and 2016 taxes still to come.
 - b) Income Statement to May 31, 2016:
 - Revenue: \$29,605.50 in 2016 taxes, including receivables
 - Expenses: \$2,355.24 for Jan-Jun honoraria + WCB + Sec/Treas in Jan-Mar (72 hrs)
 - c) Cash availability:
 - Unrestricted: \$38,373.06
 - Capital Expenditure Charge per Bylaw 2: \$37,528.06
 - Renewal Reserve per Bylaw 60: \$60,663.38
 - Reminder of Kaslo Building Supplies credit of \$121.34

ACTION: David will investigate replacing Plexiglas sheets and corkboard for the community notice board by the post office boxes.

- d) The account outstanding for two years has been paid in full, no tax sale will be necessary.
 - e) MOTION to accept May financials as circulated. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed.
- 5) Maintenance Report (Ron McKilligan)
- a) System flush done on June 3rd. Lots of residue. The leaking standpipe impacts the flush and should be repaired soon.
ACTION: Ron to get a quote from plumber Sean Graham and get the standpipe fixed soon.
 - b) Intake was also plugged with leaves and debris in mid-June, which Ron cleaned out.
 - c) The proper flush procedure was discussed:
 - Lance and Tina asked Renee Ansel about this at the ERP seminar.
ACTION: Tina to remind Renee Ansel for a copy of IHA's recommended procedure.
 - If members don't turn off their water at the main shutoff during a flush, they risk sediment being flushed into their residential lines and plugging them.
 - Running the water through outside taps immediately after the flush helps ensure any residual debris is cleared before entering the domestic water lines.
 - d) Maintenance report accepted.

OLD BUSINESS

- 6) Action items from last Trustee minutes
- a) Tina and David received Trustee and Improvement District Handbooks.
 - b) The 2016 AGM minutes and financials were submitted to the Local Government Branch.
 - c) **ACTION: Tammy to give signed minutes to KSCU.**
 - d) Ron installed the IHA Operating Permit decal on intake building.
 - e) The procedure for shocking the lines (ppm, contact time, procedure) was discussed in 5c).
 - f) FCID's accounting no longer uses the payroll module in Sage.
 - g) The leaking standpipe was discussed in 5a)
 - h) **ACTION: Tammy to complete CW grant reporting requirements.**
 - i) Barb Neelands has a map with the curb stops marked, and also has a metal detector!
ACTION: Ron to work with Barb Neelands to find the missing curb stop.
 - 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) An equipment rental agreement for the turbidimeter was reviewed. It was approved with the added clause that users must first be trained in use of the equipment. Tara Clapp of Mirror Lake Water Users has borrowed the turbidimeter once, but will sign the contract and pay the \$100 rental when the agreement is ready.
ACTION: Tammy to add to the agreement that users must first be trained in the turbidimeter's use.

ACTION: Tammy to have Tara sign the agreement and pay the \$100 rental fee.

- l) Lance and Ron met with Chuck Lee on June 14 to discuss the POE system installations.
- m) The amended 2015 AGM minutes were submitted to the Local Government Branch.
- n) **ACTION: Tina and David will continue work on an FAQ explaining why POE treatment was chosen over Centralized, and answering other POE questions.**
- o) The Gar Creek maintenance contract was emailed to Tina and David.
- p) Tina and Lance attended the Emergency Response Planning course in Nelson on June 15.
- q) FCID's Emergency Response Plan from 2013 was emailed to the Board.

7) POE treatment plan

a) IHA construction permit application status

- Chuck Lee (Kootenay Water Conditioning) has provided 2 POE unit designs with the following cost estimates:
 - \$2,300 for design using a VuFlow spin down filter, including taxes and freight.
 - \$2,995 for design using a nextSand filter, including taxes and freight.
 - Costs may vary slightly with the USD exchange rate.
 - Costs do not include approximately \$500 per installation.
- The pros and cons of the nextSand filter were discussed:
 - PROS - self-cleaning filter, less maintenance,
 - CONS - noisy while operating (about 30 minutes), uses power, costs \$695 more.
- The VuFlow could be provided as a base model, and members pay extra for the convenience of the nextSand upgrade.
- Chuck has made 3 trips to Kaslo from Trail and has asked for \$75 per trip plus \$15 for photocopying. No invoice has been received yet from Kootenay Water Conditioning, but the Board agreed to pay this amount when invoiced.
- CAD drawings were done by BowHaus CAD Services (Douglas Yee) at no charge.
- The completed application was emailed to the Board for review on June 21.

ACTION: Tammy to submit the construction permit application to IHA.

b) Member Request for Approval letters update

- 28 of 46 have been returned as of June 27, 2016.

c) Pre-install site visits

- One member wants to drain and store the POE system in an uninsulated outhouse over winter. There were concerns about breaking something during this process, and the UV bulb being damaged by the cold. Chuck Lee has plans for a simple insulated box that can be kept outside, which is preferred.
- Two other members also want it installed outdoors.

ACTION: Lance or Ron will ask Chuck Lee if the UV bulb will freeze over winter.

ACTION: Ron will estimate the materials cost of building the insulated box.

- The POE unit may take up less room in the house then people realize.
- Questions were asked by a few members that emphasized the need for an FAQ.

ACTION: Lance and Ron to continue pre-install visits after a POE FAQ and/or information letter is mailed out and/or ready to hand out.

d) Member communications plan

- Tina and David will continue to work on a POE FAQ, with help from the Board.
- Tammy will mail out the POE FAQ to members with the 2016 AGM minutes. The AGM minutes are on the website, along with the updated Board of Directors.
- It was noted that an FCID member with a single residential connection would have paid \$5,264.66 since 1983, of which \$3,000 will go toward the POE unit.

8) Emergency Response Planning course

- a) Tina and Lance attended the ERP course in Nelson on June 15th with a copy of FCID's 2013 Emergency Response Plan. They confirmed that the current plan is well done and all that needs updating is some contact information.

ACTION: Tina and Lance to update the ERP's contact info, including Tammy Horick as emailer and Laurie Hartland as secondary emailer.

ACTION: Tina or Lance to follow up with Renee for the Medical Health Officer's Number.

ACTION: Tammy will post the updated ERP on the website.

NEW BUSINESS

9) Correspondence

- a) FLNRO voluntary research survey sent to Laurie on watershed management, due June 30.

ACTION: Laurie to forward the survey to the rest of the Board for anyone to complete.

10) Announcements

- a) Committee meeting to discuss the POE FAQ on Thursday, July 7 at 7 pm at David's (4736 Twin Bays Rd, Dayspring Lodge).
- b) Next Board meeting to be held in August, place and time to be announced.

11) Adjournment at 8:40 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District