



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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

Minutes

August 27, 2016 – 6:30 pm
Horick's Residence 128 Wardner Street

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

- 1) Meeting called to order at 6:45 pm (Laurie Hartland, Chair)
- 2) Approval of agenda
 - a) MOTION to approve amended agenda. Moved by Lance McLaren, second by Laurie Hartland. All in favour. Passed.
- 3) Approval of Minutes
 - a) E-MAIL MOTION made on July 16, 2016 to approve June meeting minutes as circulated on July 16, 2016. Moved by Ron McKilligan, second by Tina McLaren. All in favour. Passed on July 18, 2016.
- 4) Approval of Financial Report (Tammy Horick)
 - a) Balance and Income Statements to July 31, 2016:
 - \$161,264.11 in Cash plus \$456.42 still expected in 2016 net tax revenues.
 - \$249,789.36 in Total Liabilities and Equity, which includes capital assets and accounts receivable.
 - Unrestricted cash available: \$62,994.75
 - Expenses for June and July: \$1,865.09 for Sec/Treas in Apr-Jun (89 hrs) + \$295.48 for Pennywise and PO Box renewal.
 - \$10,441.43 still expected to be spent this year, including approximately \$3,800 to be refunded to RDCK.
 - b) GIC's maturing on September 2
 - Two of three GIC's mature on September 2. The third matures on March 8, 2017.
 - MOTION to put
 - Capital Reserve funds of \$19,823.38 + interest into 12 month GIC at 1.03%, and
 - Capital Expenditure funds of \$37,528.06 + interest into 3 Year Rate Climber at 1.1%, 1.25%, and 2.4%.

Moved by Laurie Hartland, second David Sheppard. All in favour. Passed.

ACTION: Tammy to arrange the paperwork and signatures for the GIC's.

- c) MOTION to accept July financials as circulated. Moved by Lance McLaren, second by Tina McLaren. All in favour. Passed.

5) Maintenance Report (Ron McKilligan)

- a) Visited intake 3 times in July, twice to remove debris and once to close the gate (left open when the waters are running high).
- b) Next flush will be in late October.
- c) Quote from Sean Graham to fix standpipe was \$2,360 including taxes. A time will be scheduled with him later this year.

E-MAIL MOTION to go ahead with the standpipe replacement to a cost not exceeding \$3,000. Moved by Ron McKilligan on July 16, second by Lance McLaren on July 16. All in favour. Passed on July 18.

- d) Ron reviewed IHA's flush procedure but it didn't answer his questions regarding FCID's water system.
- e) Ron's looking for someone to replace him on maintenance, but one potential person didn't want to be an employee. The Secretary/Treasurer and maintenance positions were made FCID employees starting in 2013.

ACTION: Tammy to find out why maintenance people are employees.

- f) Maintenance report accepted.

OLD BUSINESS

6) Action items from last Trustee minutes

- a) David replaced the Plexiglas on the community bulletin board but it still needs some tweaking to make it fit better.

ACTION: David to fix the Plexiglas installation and Lance will provide new corkboard.

- b) Sean Graham's quote to fix the standpipe was \$2,360 and will be done when he's available (see Maintenance report).
- c) IHA's recommended procedure for system flush was circulated (see Maintenance report).
- d) Signed minutes were given to KSCU and Tina McLaren added as signatory. Tina McLaren, Laurie Hartland, and Tammy Horick are now signatories.

- e) **ACTION: Tammy to complete CW grant reporting requirements.** Sigh.

- f) Ron confirmed with Terry Jones that there's no curb stop on the Hereshoff/Bowles vacant lot, and couldn't find one on Froese's lot. The siteplan map completed in 2013 confirmed that the Froese lot does not have a curb stop (the Hereshoff/Bowles lot was unknown). Curb stops will have to be installed as needed.

- g) **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.**

- h) The equipment rental agreement was updated to specify that users must first be trained in use of the equipment.

- i) Tara Clapp of Mirror Lake Water Users' Community (MLWUC) borrowed the turbidimeter once but MLWUC decided not to continue with turbidity testing at this time. The equipment rental agreement was not signed and no fee was charged.
- j) A Newsletter and POE FAQ went out to members in early August. It was posted on the website, as are all Newsletters.

ACTION: Tammy to remove schematic and Bill of Materials from website.

- k) The POE construction permit application was submitted to IHA on June 30.
- l) Lance confirmed with Chuck Lee that the UV bulb will not freeze over winter.
- m) The design of the insulated box varies too much to give a single materials cost estimate at this time (e.g. stand-alone, attached to the house, on unstable ground, etc.), so it's better to consult individually with the small number of members that this will affect.
- n) Lance and Ron visited 4 member sites.
- o) The ERP was updated with new FCID contact info, but Tammy noted that the Emergency Program Co-ordinator and other related positions have recently changed at the RDCK.

ACTION: Tammy to get the new RDCK contact info.

Also, the people who should have keys to the intake building has changed. Two trustees and the three maintenance people should have keys. These will be Lance McLaren and David Sheppard, plus Ron McKilligan, Brad Hartland and Greg Warkentin.

ACTION: Laurie to get new lock for intake building and 5 keys, arrange for installation, and distribute keys to Lance, David, Ron, Brad and Greg.

- p) Tammy updated the ERP with the Medical Health Officer's phone number sent by Lance.

ACTION: Tammy to circulate the updated ERP to all Board members.

- q) **ACTION: Tammy will post the updated ERP on the website.**

- r) Lance completed the FLNRO survey regarding watershed management on behalf of FCID.

7) POE treatment plan

- a) IHA construction permit application submitted to IHA on June 30.
- b) Member Request for Approval letters update
 - 30 of 46 have been returned as of August 1, 2016.
- c) Pre-install site visits
 - Lance and Ron have looked at 4 sites and noted a couple of situations:
 - The water pipe enters one house in a crawl space, which would make installation and maintenance of the POE unit awkward.
 - One vacant lot has an outbuilding which would be suitable for the POE unit but it should be drained in the winter, which the member is willing to do.

NEW BUSINESS

8) Non-member connections

- a) A non-member whose lot has a curb stop is currently arranging a private water supply. It was confirmed that the member had previously opted out of FCID's water system and turning on the connection would not be considered (and the member hasn't requested it).

- b) New connections will not be considered until the Boil Water Advisory is lifted. The total water demand based on the number of connections will be reviewed at that time. Bylaw 36 does not specify a minimum quantity of water to be supplied.

9) FCID phone and printing

- a) The Secretary/Treasurer prints 2,000+ pages per year in Newsletters, tax notices, minutes, receipts for filing, etc. This is not an insignificant burden in ink cartridges, paper, and wear on the Secretary/Treasurer's personal printer. It was suggested that FCID purchase an inexpensive printer exclusively for FCID use.

ACTION: David to investigate the purchase of a duplex, black and white, wireless laser printer and supersize cartridge up to \$400.

Update August 29: E-MAIL MOTION made August 29, 2016 to buy a Brother MFC-L2720DW from either Brother Canada or Staples, at a cost of \$179.99 plus tax for a total of \$205.50, shipping included. Moved by David Sheppard, second by Laurie Hartland. Tina McLaren in favour, Lance McLaren and Ron McKilligan absent. Passed on August 30, 2016.

- b) The Secretary/Treasurer receives about 20 to 30 calls per year from members, government employees, lawyers, etc. It would be more professional if FCID had a dedicated phone number and voice mail rather than the Secretary/Treasurer's home phone, which also changes with each new Secretary/Treasurer.

ACTION: David to investigate the purchase of a basic or used cell phone with pay as you go plan and voice mail that will work in Kaslo. No data plan or other frills are needed.

10) Correspondence

- a) Two property transfers have been confirmed by lawyers, although Land Title updates have not yet been received:
 - 4951 Hwy 31 (formerly Kirliks) to Cynthia Kehoe
 - 4960 Fletcher Creek Rd (formerly Ellsay) to Michael Walker

ACTION: Tammy to distribute welcome packages to the new members.

- b) Update from Rosemary Smart accepted as circulated to the Board via email on August 25.

11) Announcements

- a) Next Board meeting tentatively to be held in Wednesday, October 12, place and time to be announced.
- b) David and Tammy to go on a field trip with Ron to the intake on Wednesday, August 31 at 3 pm.

12) Adjournment at 9:15 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District