



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

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## Minutes

October 11, 2016 – 1:00 pm

Sheppard's Residence 4736 Twin Bays Rd (Dayspring Lodge)

Trustees present: Ron McKilligan, Lance McLaren, David Sheppard, Laurie Hartland (2 pm)

Secretary Treasurer: Tammy Horick

Guests: Andy Shadrack

- 1) Meeting called to order at 1:15 pm (Lance McLaren, Chair)
- 2) Approval of agenda
  - a) MOTION to approve amended agenda. Moved by Lance McLaren, second by David Sheppard . Ron McKilligan in favour. Passed.
- 3) Approval of Minutes
  - a) E-MAIL MOTION made on Sept. 23, 2016 to approve August meeting minutes as circulated on Sept. 19, 2016. Moved by Ron McKilligan, second by Laurie Hartland. Tina McLaren and Lance McLaren in favour. David Sheppard absent. Passed on Sept. 23, 2016.
- 4) Approval of Financial Report (Tammy Horick)
  - a) Balance and Income Statements to September 30, 2016:
    - \$161,735.29 in Cash less \$56.56 in tax overpayments. All 2016 taxes have been paid.
    - \$249,747.56 in Total Liabilities and Equity, which includes capital assets and accounts receivable.
    - Unrestricted cash available: \$62,902.98
    - Revenues of \$597.34 in GIC interest
    - Expenses of \$629.41 mostly for administration and FLNRO water license.
    - \$9,812 still budgeted to be spent this year, but the RDCK grant refund may be less than estimated.
    - Funds were put into two GIC's as directed in minutes of August 27. The third GIC matures on March 8, 2017 (balance statement incorrectly says Feb 2017 and should be amended).
      - Capital Reserve funds of \$20,028.12 into 12 month GIC at 1.03%, and
      - Capital Expenditure funds of \$37,915.66 into 3 Year Rate Climber at 1.1%, 1.25%, and 2.4%.
  - b) MOTION to accept September financials as amended. Moved by Ron McKilligan, second by Lance McLaren. All in favour. Passed.
- 5) Maintenance Report (Ron McKilligan)
  - a) New standpipe will be put in tomorrow by Sean Graham and Darryl Dertell, plus an hour or two of Maintenance wages for Ron. Shutoff will be below ground so it can't be tampered with and will be about \$1,000 cheaper than putting it above ground. The quote from Sean Graham to fix the standpipe

was \$2,360 including taxes, and a Board motion in the minutes of August 27 limited this expenditure to not more than \$3,000.

- b) Next flush will be in late October.
- c) Maintenance report accepted.

## **OLD BUSINESS**

### **6) Action items from last Trustee minutes**

- a) Two GIC's were created on September 2. See Financial Report item 4a).
- b) Maintenance workers were made FCID employees because the difference in classification between employees and contractors is sometimes abused by businesses, and Canada Revenue Agency (CRA) can hold trustees personally liable if employees are incorrectly identified as contractors. FCID pays Workers Compensation premiums whether the work is done by a contractor or employee, so that's not a factor. FCID maintenance workers were paid for more hours in the past, but are now paid for so few hours in a year that it's odd to call them employees and pay nominal EI.

**ACTION: Tammy to call Employment and Social Development Canada and/or CRA for clarification.**

- c) **ACTION: David to fix the Plexiglas installation and Lance will provide new corkboard.**
- d) **ACTION: Tammy to complete CW grant reporting requirements.** Sigh.
- e) Tammy talked to Wayne Fiddler at Capri Insurance:
  - Directors' Liability insurance premiums for \$1 million would be about \$700 and available without water treatment.
  - Underwriters have told Capri that if IHA approves the treatment system, then the system will be approved for General Liability insurance as well.
  - No POE systems have been insured by Capri yet, but the underwriters have indicated that POE and centralized systems approved by IHA will have similar premiums: around \$2,500.
  - The Small Water Users Association has done a lot of work on making liability insurance viable for small water systems using POE. Wayne provided contact information for two people doing this. Proving adequate maintenance has been a sticking point, but they have found acceptable workarounds. Installing a remote monitoring device on each POE was presented as one interesting option.
- f) The POE schematic and Bill of Materials were removed from the website.
- g) RDCK emergency information was updated in the Emergency Response Plan (ERP).
- h) The lock on the intake building was changed only a couple of years ago. It was agreed to not change the locks.

**ACTION: Ron to confirm that Greg has a key.**

**ACTION: Laurie to get keys to Lance and David.**
- i) The updated ERP was emailed to all Board members on October 11, 2016.
- j) The updated ERP was posted on the website under Documents.
- k) A laser printer (Brother MFC-L2720DW) was purchased on August 30, 2016 for \$205.50. Tammy reports that it is working very well and is a great help. An extra toner cartridge has not been purchased yet.

- l) **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.**
- m) Welcome packages and POE information were mailed to 3 new members, and POE information and an approval form was mailed again to another member at their request.
- 7) POE treatment plan
- a) IHA construction permit application
- No response from IHA yet.
  - Andy attended a meeting with IHA's Renee Ansel and Marianne Crowe, and Mirror Lake Water Users Community (MLWUC) to discuss MLWUC's POE application. Marianne noted that the water treatment approval process is evolving for both IHA and small water systems, and both are new at it. IHA would like to see a pilot project of 2 or 3 units before a full rollout. IHA also recommends that small water systems have a designated liaison.
- ACTION: Board to establish a designated FCID liaison for IHA.**
- b) Member Request for Approval letters update
- 31 of 46 have been returned as of October 4, 2016, not including two that will have to be done again because of property sales. Several members have said by phone that they have no objection, they just haven't got around to returning it.
  - Andy suggested that an amendment to Bylaw 36 stipulating that a POE unit must be installed and maintained on an active connection would satisfy IHA's requirement for 100% compliance. This could be approved by the Board, but member ratification would be preferable.
- ACTION: David and Laurie to consult with Renee Ansel to confirm this, and confer with Tom Humphries on how best to word the amendment.**
- c) Pre-install site visits
- Site visits have been temporarily stopped. A meeting with Renee Ansel and Marianne Crowe to discuss requirements would be helpful at this point as questions have been raised at a couple of sites, such as the need for a floor drain or waste pipe.
- ACTION: Lance to arrange a meeting with Renee Ansel and Marianne Crowe, preferably together.**
- Ron and Lance came across some misinformation when talking to members. One member felt that the intake itself needed a pre-filter, but didn't realize that IHA insists on water treatment even if the water appears crystal clear. The Hydroscreen filters installed at the intake in 2014 have significantly reduced the sediment in the tanks and improved overall water quality through the lines, but the water must still be treated for biological contaminants.
- ACTION: Ron to inform the member that IHA insists on water treatment beyond filtration.**
- d) Pilot project
- IHA (Renee Ansel and Marianne Crowe) has indicated that they would like to see a pilot project of 2 or 3 POE units before a full rollout. Complete member approval isn't required for this. It was agreed that POE installations in three different pressure points would be a good idea. e.g. Graham Gilbert is medium pressure, Robert Cunliffe is low pressure, Pat and Stu Gibbings are high pressure.
- ACTION: Tammy to put a call out to members for participation in a pilot project.**

## NEW BUSINESS

### 8) Property assessment

- a) 4749 Twin Bays Rd and 4926 Fletcher Creek Frontage Rd should be reassessed from Category 2 to Category 1. There is no impact on their taxes.
- b) 4899 Highway 31 is currently assessed as having 5 connections (Category 4 plus Category 7), but the member feels they should be reassessed as only having 4 connections.

**ACTION: Tina and Lance to investigate the assessment of 4899 Highway 31.**

### 9) Correspondence

- a) Email from Andy Shadrack dated September 12, 2016 requesting a letter of support for North Kootenay Lake Water Monitoring Project (NKLWMP) accepted:
  - NKLWMP will collect data on the timing of water flow, turbidity, snow pillows, and use weather stations to monitor precipitation.
  - Given the history of Fletcher Creek jumping its banks, this pre-emptive work is relevant to FCID. MOTION to provide North Kootenay Lake Water Monitoring Project with a letter of support. Moved by David Sheppard, second by Laurie Hartland. All in favour. Passed.

**ACTION: Laurie to provide Andy Shadrack with a letter in support of NKLWMP.**

- b) Land Title updates have been received for new members:
  - 4951 Hwy 31, formerly Kirliks, to Cynthia (Cindy) Kehoe
  - 4960 Fletcher Creek Rd, formerly Ellsay, to Michael Walker
  - Vacant Lot 25A Twin Bays Rd, formerly Froese, to Steven Julien and Marielle Ferrigno. Steve has expressed interest in being on the Board.
- c) Email from Steve Scott dated September 4, 2016 re POE project received with thanks.
- d) Letter from Elle Anderwert dated September 26, 2016 re POE project received with thanks.
- e) Email from Aimee Watson dated October 11, 2016 offering support in navigating funding and the water treatment process accepted.

**ACTION: Tammy to invite Aimee Watson to the next meeting.**

### 10) Announcements

- a) Next Board meeting tentatively to be held on Wednesday, November 16 at 1 pm, location to be announced.

### 11) Adjournment at 3:05 pm.

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Co-Chair  
Fletcher Creek Improvement District

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Secretary Treasurer  
Fletcher Creek Improvement District