



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

November 23, 2016 – 10:00 am
McLaren's Residence 4761 Hwy 31

Trustees present: Laurie Hartland, Ron McKilligan, Lance McLaren, Tina McLaren, David Sheppard

Secretary Treasurer: Tammy Horick

Guest: RDCK Director Aimee Watson (11 am)

- 1) Meeting called to order at 10:07 am (Lance McLaren, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda as amended (addition of item 8 for guest Aimee Watson). Moved by Laurie Hartland, second by Lance McLaren. Passed.
- 3) Approval of Minutes
 - a) E-MAIL MOTION to approve October meeting minute as circulated on November 5, 2016. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed on November 14, 2016.
 - b) MOTION made to approve amendment to October meeting minutes already adopted. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed.
- 4) Approval of Financial Report (Tammy Horick)
 - a) Balance and Income Statements to October 31, 2016:
 - \$158,326.76 in Cash less \$56.56 in tax overpayments. All 2016 taxes have been paid.
 - \$245,479.04 in Total Liabilities and Equity, including capital assets and accounts receivable.
 - Unrestricted cash available: \$58,634.46
 - Revenues of \$859.99 in interest from a Renewal Reserve GIC (matures March 8, 2017).
 - Expenses of \$4,188.22 for wages and honoraria, standpipe materials and investigation.
 - Net income for the year should be about \$18,000 due to less than budgeted for wages, and no refund payment needed on CommunityWorks grant.
 - MOTION to accept October financials as amended. Moved by Ron McKilligan, second by David Sheppard. All in favour. Passed.
 - b) 2016 Capital Reserve Renewal fund contribution
 - Not done in 2015.
 - MOTION made to transfer \$30,000 from KSCU Chequing to Capital Reserve Renewal fund. Made by Laurie Hartland, second by Tina McLaren. All in favour. Passed.

ACTION: Tammy to investigate GIC options.

c) 2017 Draft Budget

- Four scenarios considered: unchanged tax rates with 0, 3, 10, and 50 POE units installed.
- FCID now has sufficient funds to install a POE unit on each active connection (50).
- Budget #2 (3 POE units installed, tax rate unchanged) was felt to be the most reasonable and will be presented at the AGM with the following comments and adjustments:
 - POE pilot project of 3 installs is planned for 2017. Water testing likely covered by IHA.
 - Secretary Treasurer annual wages should be increased from \$5,500 to \$7,500 to reflect more realistic average workload of 25 to 30 hours per month.
 - Laurie was a phoner for the fall flush and noted that it's a good opportunity for trustees to talk to members. However, the phoner honorarium will stay at \$75 for two phoners.

ACTION: Tammy to update ERP to replace phoner Carlene Command with Laurie Hartland.

- Installation of fire hydrants discussed, which would improve member insurance rates, but water lines may not be able to provide enough water.

ACTION: Tammy to ask Fire Chief Doug Yee about hydrant requirements.

5) Maintenance Report (Ron McKilligan)

- a) Standpipe repair not completed by Sean Graham as planned because of trouble at T-connection: didn't line up well and had lots of concrete holding it together. The original pipe also isn't made anymore. Decided to postpone until 2017, but a connection was rigged up so that it would drip over winter and not freeze. Purchased parts have been stored in the intake building. Cost to this point is \$1,665.75 of Board approved maximum of \$3,000 (August 27, 2016 minutes).
- b) Flush done on October 29, no problems.
- c) A member with a trailer sitting on the water line has been asked to move it as the lines aren't that deep. The line runs on east side of Fletcher Frontage Rd about 5 feet from power poles.
- d) Will test backup pump in spring as it's too awkward to do in winter.
- e) Maintenance report accepted.

OLD BUSINESS

6) Action items from last Trustee minutes

- a) Canada Revenue Agency recommended that FCID and maintenance employees submit form CPT1 to request a ruling as to whether they are employees or contractors. Deferred.
- b) **ACTION: David to fix the Plexiglas installation and Lance will provide new corkboard.** Deferred until March 2017 when David returns.
- c) All Community Works grant reporting requirements have been submitted. Additional receipts were found to justify expenditure of the full \$30,000 granted toward the tank relining project, so the budgeted refund payment of \$3,000 should not be necessary.
- d) The lock on the intake building was changed only a couple of years ago. It was agreed to not change the locks. Laurie gave Graham's key to Lance and David is away until March 2017.

ACTION: Ron to confirm that Greg has a key.

ACTION: Laurie to get key to David. Deferred until March 2017 when David returns.

- e) Two cell phone plan options were discussed to replace using the Secretary Treasurer's home phone number. This would give FCID a consistent phone number from year to year and ensure a professional response to callers. Tammy noted that the cell phone doesn't even have to work as outgoing calls can be made using the Secretary Treasurer's own phone and incoming calls can go to FCID voice mail, which would be checked regularly by the Secretary Treasurer.
- Rogers Pay As You Go plan is \$25/year for 100 minutes, which is probably enough, then \$.25/minute. Voice mail is free and can be checked from any phone. It would have a Nelson phone number, which is a local call for people in Kaslo. Rogers coverage is poor in the Kaslo area, but that's not a problem if the phone isn't used for making calls. The actual cell phone is only needed to activate the plan and set the voice mail message.
 - Bell Pay As You Go plan is \$100/year for 50 minutes, then \$.50/minute. Voice mail is free. Coverage in Kaslo is good.
 - Rogers and Bell both sell SIM cards for \$10. A free old phone can probably be found.
- ACTION: Tammy will try Rogers privately (\$25/year) and give the number and phone to FCID if it works as expected. FCID can transfer the number to Bell (\$100/year) if making calls is important.**
- f) **ACTION: Tammy to notify IHA that the Secretary Treasurer at fletchercreekwater@gmail.com will be the designated liaison for FCID.**
- g) A meeting with Tom Humphries regarding an amendment to Bylaw 36 was deferred until IHA's requirements are clarified.
- ACTION: Bylaw 36 amendment to be drafted by Laurie, confirmed with IHA that it meets the compliance requirement, and then reviewed by Tom Humphries.**
- h) A meeting with Renee Ansel and Marianne Crowe of IHA was deferred until next year because of the holidays and their schedules. Aimee's input today will also help identify questions for them.
- i) Recruiting participants for the POE pilot project was deferred until the meeting with IHA to clarify details like water testing frequency and the length of the project.
- j) Ron discussed the need for water treatment beyond filtration with a concerned member.
- k) 4899 Highway 31 has 4 connections of which only 3 are used, but FCID bylaws consider them all active because they're connected to the system and could be used. The property should be reassessed from 5 to 4 connections.
- ACTION: Tammy to send out reassessment notices to affected properties:**
- 4749 Twin Bays Rd and 4926 Fletcher Creek Frontage Rd from Category 2 to Category 1.
 - 4899 Highway 31 from a Category 4 parcel and Category 7 parcel to two Category 4 parcels.
- l) Andy Shadrack was given a letter in support of North Kootenay Lake Water Monitoring Project.
- m) Aimee Watson is here!
- 7) POE treatment plan
- a) IHA construction permit application
 - no response from IHA yet.
 - b) Member Request for Approval letters
 - 33 of 46 have been returned as of November 20, 2016.
 - c) Pilot project
 - see items 8 f), j) and l).

8) Discussion with Aimee Watson

- a) The Community Works grant for the tank relining project was approved as part of a centralized water treatment approach in 2011, and the CW grant manager questioned the use of funds if FCID implements POE. Aimee confirmed that the use of grant monies was acceptable because the project was relevant to both POE and centralized treatment. The grant requires the Boil Water Notice to be lifted by 2024.
- b) If FCID were to dissolve before 2024 when the 10 years of grant reporting requirements were complete, then all Community Works grant monies would have to be repaid (\$42,205).
- c) RDCK has had a moratorium on taking new water systems for the past 10 years because they have reached capacity for what they can manage. Improvement Districts and small water system communities cannot apply for infrastructure funding available to municipalities and regional districts, so Community Works is all they can access. RDCK is advocating for funding from higher levels of government because requirements are making water treatment unaffordable for small water systems.
- d) In 2014, IHA would accept only centralized water treatment for greater than 20 connections, but that's changed. IHA now considers approximately 60 connections the boundary for POE vs centralized water treatment. IHA also used to require that all water coming on to the property be treated, but this is no longer the case.
- e) Aimee has significantly less Community Works funding available to her (about \$63,000 per year) than in previous years. Because FCID has already received CW grants, others projects and water systems will get priority for this funding in the next year or two.
- f) Aimee is investigating with IHA if POE pilot projects can be shared between communities, but different water sources make it difficult as the water may vary in composition (hardness, etc.) and require different treatment equipment.
- g) IHA Environmental Health Officer Renee Ansel has the discretion to permit POE, which can be a very good thing, but there can be inconsistency in how that discretion is applied.
- h) Household monitoring and the maintenance agreement are sticking points with IHA for POE. Remote sensors could be helpful.
- i) For compliance, FCID bylaws must stipulate that a POE unit is installed as part of a new house.
- j) Questions for IHA regarding the POE pilot project:
 - How often must the water be tested, and who's paying for it?
 - Can water be submitted to the Kaslo clinic (VHKAS) as done previously? Some tests are time sensitive and courier costs add up.
 - How many months must the pilot project run?
- k) Questions for IHA regarding POE after the pilot project:
 - After rollout, how often must the water be tested and who's paying for it?
 - Do any POE components other than filters and UV bulbs (such as supply lines, valves, gauges, housings, etc.) need to be replaced according to a schedule, or just as needed?
 - Will chlorination be required for POE?
 - How essential is a floor drain or access to a waste pipe? This is a problem in some homes. It's definitely needed for the next Sand filter option.

- IHA engineer Marianne Crowe would like to see the POE unit equipped with an alarm in case of failure, but is turning off the water good enough?
- What does IHA want to see in a maintenance agreement and for monitoring?
- Does IHA or RDCK have a list of “approved” POE installers? Possibilities are AquaDiversities (Nathan Ward), Integra (Steve Ethier), Pure Solutions (Ian Bourne).

l) Additional POE comments

- Gar Creek Water Users (Johnson’s Landing) have outdoor POE unit installations.
- A pilot project agreement should be put in place with participants to specify ownership of the unit (FCID), and what happens if the unit doesn’t work.
- The next Sand filter option will need a different maintenance schedule.

m) Aimee is available to attend, advocate and take notes if FCID meets with IHA. She will be meeting with Renee Ansel shortly. Aimee’s cell phone is 250-304-5842 (Castlegar).

n) Discussion of POE vs centralized water treatment for FCID and other small water systems:

- Construction costs are prohibitive for small communities. Aimee found that just to add 30 connections on Back Road to an existing water system (Village of Kaslo) was estimated at \$2.5 million.
- FCID’s current intake location is unsuitable for a centralized system for many reasons (insufficient pressure, vulnerable to flooding, inadequate building).
- FCID tanks are not large enough to accommodate sufficient contact time for chlorination, which is required for centralized water treatment.
- FCID couldn’t get a quote for a centralized treatment system from Pure Solutions (Ian Bourne) because there were too many issues.

ACTION: Tammy to create a capital asset forecast for POE units.

NEW BUSINESS

9) Correspondence

- a) A letter from the BC Ombudsperson noted that a complaint was received and denied. The Board was aware of the complaint.
- b) A comparison of 20 Improvement District honorariums was shared. FCID trustees receive less than in most other districts, but several of those water systems also served more users. FCID’s current honorarium level appeared reasonable in comparison.
- c) MTS Maintenance Training Systems in Vernon offers reservoir inspections and courses in water system maintenance.

10) Announcements

- a) Next Board meeting tentatively to be held on Thursday, January 12 at 1 pm at McLaren’s residence.

11) Adjournment at 1:20 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District