



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

January 12, 2017 – 1:00 pm
McKilligan's Residence 4705 Hwy 31

Trustees present: Laurie Hartland, Ron McKilligan, Lance McLaren

Secretary Treasurer: Tammy Horick

- 1) Meeting called to order at 1:08 pm (Laurie Hartland, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda. Moved by Lance McLaren, second by Laurie Hartland. Passed.
- 3) Approval of Minutes
 - a) MOTION to approve November meeting minutes as circulated by email on January 8, 2017. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed.
 - b) MOTION made to approve amendment to October meeting minutes already adopted (minor revision to item 7a). 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 December 31, 2016:
 - \$156,791.24 in Cash.
 - \$244,860.07 in Total Liabilities and Equity, including capital assets and accounts receivable. 2016 asset depreciation not calculated yet.
 - Unrestricted cash available: \$27,053.94
 - Surplus of \$19,312.08 for year, due to less than budgeted for wages and no refund payment needed on RDCK CommunityWorks grant.
 - December expenses of \$1,482.98 for wages (15 hrs Sec/Treas + 45 hrs Maint) and office supplies.
 - \$30,000 transferred to Capital Reserve Renewal fund effective November 23rd 2016.
 - MOTION to accept December financials as amended ("2017 amortization" on Balance Statement should be "2016 amortization"). Moved by Laurie Hartland, second by Ron McKilligan. All in favour. Passed.
 - b) Review of taxation Bylaw #63 for 2017 (attached).
 - Bylaw #63 First Reading. MOTION to adopt Bylaw #63 such that the tax rate for 2017 is unchanged from 2016. Moved by Lance McLaren, second by Ron McKilligan. All in favour. Passed.
 - Bylaw #63 Second Reading. MOTION that Bylaw #63 is now adopted. Lance McLaren, second by Ron McKilligan. All in favour. Passed. Two copies signed by Lance McLaren, and officially sealed.

ACTION: Tammy to register signed and sealed copy with Local Government Branch.

- c) The need for a capital asset forecast to better anticipate future taxation levels was discussed:
- FCID has enough in Reserves to fund the installation of all 50 active connections at this time at the quoted cost of \$2,500 to \$3,000 per POE unit. The estimated annual consumables cost for all 50 connections would be about \$10,000 and FCID typically has an annual surplus of \$15,000 to \$20,000 after operating expenses, so the current taxation rate is not unreasonable. It is also likely to be another year or two before a full POE rollout is completed, allowing additional funds to accumulate in Reserves. However, there are still 8 inactive connections that could become active and must be planned for.
 - A capital asset forecast cannot be completed until the POE unit design and replacement timeframe are confirmed with IHA:
 - the cost of each POE unit could increase if additional components are required, such as a backflow valve or remote monitoring sensors;
 - FCID doesn't know what requirements IHA will impose on the long term replacement of the POE units. Will the entire unit need to be replaced in 10 years? 20 years? Most of it is PVC piping, plastic housings, gauges, pressure indicators and other mechanical parts that should have a long life and only need to be replaced as needed, but this must be confirmed. Because this water treatment approach is also relatively new to IHA, there is no template or guideline in place yet.

5) Maintenance Report (Ron McKilligan)

- a) Everything seems fine.
- b) No turbidity testing over winter. *Addendum January 18, 2017: From the March 24, 2016 minutes, item 6 g) Graham Gilbert will do the monthly turbidity testing for 6 months or so.*
- c) Maintenance report accepted.

OLD BUSINESS

6) Action items from last Trustee minutes

- a) Tammy investigated GIC options for the Capital Reserve Renewal fund (Bylaw 60):
 - Bylaw 60 (\$30,000) in FCID chequing account
 - Bylaw 60 (\$41,699.99) matures March 8, 2017: 2.1%
 - Bylaw 60 (\$20,028.12) matures September 2, 2017, but redeemable now: 1.03%
 - Bylaw 2 (\$37,915.66) matures September 2, 2019: **1.13%**, 1.28%, 2.43%

Options are:

- 1.37% for 30-month term deposit, redeemable after 12 months
- 3 year Rateclimber: 1.1%, 1.25%, 2.4%
- 5 year Rateclimber: 1.1%, 1.3%, 1.5%, 2%, 3.25%

Addendum January 18, 2017: Rateclimbers are redeemable on each anniversary, but the whole amount must be withdrawn at that time.

MOTION to move 1/3 of the Capital Reserve Renewal funds as of March 8, 2017 into a 3 year Rateclimber GIC. Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.

MOTION to move 1/3 of the Capital Reserve Renewal funds as of March 8, 2017 into a 30 month term deposit at 1.37%. Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.

- b) The Emergency Response Plan (ERP, January 2017) was updated with Laurie Hartland replacing Carlene Command as phoner, and is on the website.

ACTION: Tammy to distribute revised ERP to trustees.

- c) KVFD Fire Chief Doug Yee said the Fire Underwriters Survey will give a higher protected rating, equivalent to having fire hydrants, if KVFD can provide Superior Shuttle Service:
- FCID's pipes must deliver a flow of approximately 200 Imperial gallons/minute (12,000 Imperial gallons/hr) to fill KVFD's tender truck. Pressure in itself isn't an issue as long as that flow rate can be guaranteed.
 - FCID's tanks combined hold 3,500 Imperial gallons, so Fletcher Creek must be capable of filling the tanks during the lowest water flow time of the year in less than 18 minutes.
 - Access on Fletcher Creek Frontage Rd. would be best.

- d) Ron didn't confirm that Greg Warkentin had a key to the intake building because Greg wasn't committed to doing maintenance at this time. There was a discussion regarding Canada Revenue Agency's recommendation that a CPT1 form ("Request for a Ruling as to the Status of a Worker") be completed given the small number of maintenance hours worked annually.

ACTION: Tammy to clarify with CRA if the CPT1 can be completed for a position (and hence all workers in that position going forward) or if it must be done for each worker when hired, as the paperwork implies.

- e) **ACTION: Tammy will try Rogers privately (\$25/year) and give the number and phone to FCID if it works as expected.**

- f) **ACTION: Tammy to notify IHA that the Secretary Treasurer at fletchercreekwater@gmail.com will be the designated liaison for FCID.** This will be done when Tammy responds to IHA's construction permit application denial letter. See item 7 b).

- g) A meeting with Tom Humphries regarding an amendment to Bylaw 36 for POE was deferred until IHA's requirements in this area are clarified.

- h) **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.

- i) A capital asset forecast can't be completed until the POE unit design and long-term replacement requirements are confirmed with IHA. See item 4 c) above.

7) POE treatment plan

- a) IHA response to construction permit application

- A denial letter was received from Marianne Crowe at IHA on November 24, 2016 requesting more detail in 18 areas. The letter was similar to the one received by Mirror Lake. IHA suggested that FCID resubmit the application with the additional information.
- The initial construction permit application obviously acts as a "kickstart" to a back and forth process with IHA through which the implementation details are worked out. It's important to

remember that the POE approval process is new to IHA as well, and each water system is unique so the requirements may vary.

- While most items have already been considered, a few require more attention:
 - Item 3: Request for viral disinfection
 - Item 6: Providing a floor drain is not possible in some residences. Also, a backflow valve will be needed.
 - Item 11: Individual components of the spin-down and next Sand filters are NSF 61 certified, but not the whole thing. Chuck Lee has had these filters approved before, and will talk to Marianne Crowe directly.

ACTION: Tammy will contact Small Water BC re maintenance agreements and access rights (item 17), outdoor POE (item 6), viral disinfection (item 3), and post-filter turbidity (item 16).

b) FCID response to IHA

- FCID will resubmit the application in February, and a meeting will be requested with Renee Ansel and Marianne Crowe for March. Aimee Watson will also be included, if possible.
- Questions for IHA were previously noted in the November 23, 2016 minutes, items 8 j) k) and l).

ACTION: Tammy will notify IHA of FCID's intention to resubmit the application in February.

ACTION: Lance will request a meeting date with Renee and Marianne in March.

NEW BUSINESS

8) Correspondence

a) Rosemary Smart update (circulated via email on January 4, 2017)

- Rosemary continues to lobby the provincial government to obtain Improvement District funding for water systems, and is looking for trustees and members willing to be interviewed regarding the impact of no financial support from higher levels of government. Laurie asked that her email address be passed on to Rosemary.

ACTION: Tammy will post the request on the FCID website for members, and pass on Laurie's email address to Rosemary.

- Rosemary asked if there was interest in a BC Improvement District Association.

ACTION: Tammy will reply to Rosemary that FCID is open to a provincial IDA.

b) Land Title for 4771 Hwy 31 updated from Warren Moon to Tina McLaren.

c) Government Finance Officers Association of BC (GFOABC) training and resources:

- "Tax Sales for Improvement Districts" webinar on March 22 & 29, \$160+GST for non-members.
- GFOABC has a message board where municipalities and ID's can share financial knowledge (e.g. regulations, budgets, taxation, amortization, capital asset plans, etc.)

ACTION: Tammy to email GFOABC message board link to trustees.

9) Announcements

- a) Ron McKilligan will be resigning from his maintenance duties effective the 2017 AGM, but will continue to work as a volunteer with Sean Graham later this year to fix the problem standpipe and, if necessary, install a curb stop on Steven Julien's property.

ACTION: Tammy to get info from Steven Julien regarding plans for his vacant lot.

- b) Ron will not be running for the Board when his term expires this year. Laurie has 1 more year in her term, while Lance, Tina and David have 2 more years.
 - c) Tammy Horick will be resigning from her position as Secretary Treasurer later this year for health reasons. She can stay on until the summer after the July 3rd tax deadline.
 - d) Next Board meeting tentatively to be held on Thursday, February 23 at 1 pm at McLaren's residence.
- 10) Adjournment at 3:40 pm.

Co-Chair

Fletcher Creek Improvement District

Secretary Treasurer

Fletcher Creek Improvement District