



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

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## Minutes

June 1, 2017 – 11:00 am

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

Trustees present: Laurie Hartland (left at 12:52 pm), Lance McLaren, Tina McLaren, David Sheppard  
Secretary Treasurer: Tammy Horick

- 1) Meeting called to order at 11:14 am (Lance McLaren, Chair)
  - a) Laurie Hartland and Lance McLaren will continue to act as co-chairs.
- 2) Approval of agenda
  - a) MOTION to approve agenda. Moved by Tina McLaren, second by David Sheppard. All in favour. Passed.
- 3) Approval of Minutes (March)
  - a) MOTION to approve March meeting minutes as circulated with the amendment to move addendums to June minutes. Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.
- 4) Approval of 2017 AGM minutes
  - a) MOTION to approve 2017 AGM minutes as circulated with minor amendments to:
    - correct full name of Bylaw 60, and
    - add qualification that POE unit design must be approved by Interior Health before a pilot project can proceed.Moved by Lance McLaren, second by David Sheppard. All in favour. Passed.
  - b) Discussion of items arising from the 2017 AGM:
    - A member asked where the trustee eligibility conditions were set out. An email has since been sent to the member with two attachments:
      - FCID's Letters Patent, which states that trustees must be eligible to vote in BC; and
      - BC's voter eligibility requirements, which states that the voter must have been a resident of BC for 6 months prior to the election.Tammy also noted that FCID's Letters Patent allows the spouse of an eligible member to be a trustee, but the Improvement District Handbook describes this as a holdover of when the Veteran Lands Administration Act did not allow spouses of veterans to be co-owners of lands administered under the Act, and some Districts have since had this removed from their Letters Patent.

- A member asked for a Statement of Source and Application of Funds, which is more commonly known as a Cash Flow Statement. This has not typically been provided by FCID, but one was produced in 2012. Tammy circulated it to the Board and explained that the statement shows the actual change in cash over the year, as opposed to the accrual based statements provided at the AGM which assume that outstanding accounts receivable and payable have been settled. The Cash Flow Statement provides a clearer picture of the organization's cash position, which could be obscured by inventory, investments, loans and long-standing debts or credits. However, FCID's Cash Flow Statement closely resembles its Statement of Revenue and Expenses because it doesn't have any of those complications. Even outstanding tax accounts are kept to a minimum because properties are subject to tax sale if they are unpaid for more than 2 years. Tammy estimated that producing the Cash Flow Statement for 2016 would take 2 or 3 hours.

**ACTION:** Tammy to email the member a copy of the 2012 Cash Flow Statement, note the limited benefit, and ask for feedback from the member.

- A member had requested a copy of the geotechnical report for the proposed centralized treatment building location on the panhandle, but Tammy can't find it in the files.

**ACTION:** Tammy to get a copy from Ted Nunn and forward it to the member.

- The vacant trustee position and possible candidates were discussed.

**ACTION:** Tammy to ask Local Government Branch if a member can temporarily fill the vacant trustee position until the 2018 AGM, since there were no nominations at the last AGM, or if a Special Meeting must be held to elect them.

#### 5) Approval of Financial Report (Tammy Horick)

##### a) Balance and Income Statements to April 30, 2017:

- \$182,991.75 in Cash, which assumes receipt of accounts receivable of \$28,683.43.
- \$267,573.35 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$24,070.45
- Expenses of \$3,414.05 were mostly for Secretary Treasurer wages (Jan – Mar, 132 hrs).
- MOTION to accept April financials. Moved by Laurie Hartland, second by Tina McLaren. All in favour. Passed.

#### 6) Maintenance Report (Brad Hartland via Laurie)

- System flush will be in late June or early July because water levels are still so high, and Alan Davidson is away in early June.
- Standpipe repair on Hwy 31 still needs to be completed, but it sounds like a difficult job because the underground components don't line up, and have been encased in concrete to make them hold together. Parts are in the intake building. Ron McKilligan has offered to help with this, as he initiated it.

**ACTION:** Lance to call Sean Graham and Ron re standpipe.

- Herreshoff's curb stop is stuck open but there's a Telus pole beside it, which prevents digging.

**ACTION:** Lance to contact Telus to get information regarding pole depth and potential interference with water line.

- d) It was noted that there's been digging on 4951 Hwy 31 near the water line.  
**ACTION: Lance to investigate digging on 4951 Hwy 31.**
- e) It was suggested that new Maintenance volunteer Alan Davidson should be invited to meetings.  
**ACTION: Tammy to contact Alan regarding his availability, request permission to put his phone number on the website, and answer any questions he may have.**
- f) Maintenance report accepted.

## OLD BUSINESS

### 7) Action items from last Trustee minutes

- a) Tammy contacted Vern Rogers at Small Water BC in Victoria. This organization has good information about POE on its website, but the organization is more focused on insurance (with Capri Insurance) and other administrative issues, like capital asset management for small water systems, which may be more useful later. Tammy also contacted Denny Ross-Smith at the Small Water Users Association of BC, who lives in Balfour. The trend seems to be to install POE systems outside, and he mentioned that high dose UV may be an alternative to chlorine for disinfection, which was later confirmed by Grant Robertson at Home Plus. Also, the BC Water and Waste Association Small Water Systems Symposium in Victoria on May 29, 2017 had a session on POE maintenance agreements.
- b) Steve Julien confirmed that his property has been surveyed and the pins are there, but tough to see. He plans to ribbon them during a future visit to the property.
- c) Ron hasn't heard back from Ted Nunn about his experience with centralized, but Tammy will contact Ted for the panhandle geotech report.  
**ACTION: Tammy to follow up with Ted Nunn re centralized and the geotech report.**
- d) Renee Ansel stated in a phone call with Tina on March 28<sup>th</sup> that
  - no small water system supplier had successfully installed a POE system. North Boswell had tried starting in 2003 but had problems with power failures and freezing, and are about to start the application process anew;
  - FCID's proposed POE unit was good enough to lift the Boil Water Notice but a Water Quality Advisory would be issued instead until 4 log virus inactivation was implemented. FCID would still not be meeting regulations for delivering potable water. Chlorination is needed to lift the Water Quality Advisory;
  - homeowner maintenance of POE units was not ruled out, but there were no guidelines or a legal framework defined under which it would be allowed.
  - Grant Robertson of Home Plus told Tammy he had installed POE without chlorination for a small water system in the East Kootenays which had been approved by IHA, but perhaps this was overseen by a different Public Health Officer than Renee.
- e) It was decided not to send out the member survey as IHA's requirement for 4 log virus inactivation dramatically changes the case for POE.

f) Deferred items from previous minutes:

- David has talked to Brad regarding an intake building key, and will get it soon.
- Tammy provided David with an updated ERP (RDCK EOC information changed)

**ACTION: Tammy to post updated ERP to website.**

- The bulletin board Plexiglas is prone to falling out even after David replaced the track.

**ACTION: David to replace the frame on the bulletin board.**

8) Water treatment plan

a) POE pilot project

- POE with 4 log virus inactivation seems impractical given an expected cost of ~ \$6,000/unit.

**ACTION: Tammy to request an estimate from Home Plus for a POE unit with chlorination or high dose UV.**

b) Centralized water treatment (Home Plus)

- The panhandle near the highway is the most likely location for a treatment building, but FCID has an easement that allows the use of any other part of that property as necessary.

**ACTION: Tammy to request an estimate from Home Plus for a centralized water treatment system. Permission was granted to share water quality, turbidity measurements and survey maps with Grant Robertson of Home Plus.**

- At the AGM, Jorg Schrieber suggested that an easement on his property may be a suitable location for a treatment building. The relevant survey maps were examined and discussed.

**ACTION: Tammy to scan maps.**

**ACTION: Laurie to contact the member and investigate.**

c) Flowmeter

- A flowmeter installed near the current intake will measure the amount of water passing through the main pipe on a daily basis, and thus consumed by FCID. This is needed to:
  - calculate necessary capacity for the centralized water treatment system design; and
  - determine how close FCID is to using its water licence allotment, which must be done before the connections moratorium can be lifted.

- The flowmeter will cost \$3,000 to \$6,000, depending on the type.

- Installing, powering and sheltering the flowmeter so it can operate year-round has been quoted to cost up to an additional \$10,000, which is why flowmeters are usually purchased and not rented.

- Measuring the summer months is most important as that's when peak flow occurs.

**ACTION: Tammy to ask Home Plus if they have any comments about the purchase and installation of a flowmeter.**

## NEW BUSINESS

9) Secretary Treasurer position

- a) The ad posted in the Valley Voice in 2013 was reviewed and revisions suggested. The rate will remain at \$20 per hour.

- b) Getting an FCID credit card to accommodate FCID purchases was discussed. For example, the Secretary Treasurer's personal credit card is used to purchase software for the laptop (MS Office and McAfee) and is now stored with those retailer accounts. The card number can be replaced by another credit card number, but not deleted.

**ACTION: Laurie will advertise for the Secretary Treasurer on the Kaslo Facebook page.**

**ACTION: Tammy will update and submit the Secretary Treasurer display ad to Pennywise.**

10) Maintenance positions

- a) Effective for 2017, maintenance workers will be volunteers and paid a \$23 per hour honorarium to a maximum of \$500 per year.

11) Correspondence

- a) Properties for sale and new connections

- Alan Zackodnik would like to sell his vacant lot immediately south of 4764 Fletcher Creek Frontage Rd.

**ACTION: Tammy to phone Alan and ask if he wants his phone number and a purchase price posted on the FCID bulletin board.**

- A potential buyer for a vacant lot on Hwy 31 in FCID asked about building multiple dwellings on the property with only one connection. They were informed that the connection moratorium includes intraconnections, so only one dwelling on the lot may access FCID water. The single dwelling could be multi-tenant, however.
- The same potential buyer asked if an easement established in 1977 that annexes a section of land on the west side of Hwy 31 would give them access to Fletcher Creek. It doesn't, but Tammy noted that the survey maps and land titles curiously show that several FCID properties have this same easement even though most of the properties are not physically connected to it, and the annexed land doesn't quite extend to Fletcher Creek. It was suggested that this may have been an early attempt to develop access to Fletcher Creek water before the Improvement District was formed. Terry Jones might know more.

- b) Small Water Users Association of BC membership

- A membership application supporting the advocacy done by the Small Water Users Association of BC was circulated. The cost would be \$35 + \$1 per connection, or \$93 for FCID. The discussion was deferred.

12) Announcements

- a) The next Board Meeting will be July 16-20, exact time and place to be determined.

13) Adjournment at 1:20 pm.

*Original signed by:*

Lance McLaren  
Co-Chair  
Fletcher Creek Improvement District

Tammy Horick  
Secretary Treasurer  
Fletcher Creek Improvement District