



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

Aug 21, 2017 – 6:30 pm

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

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

Secretary Treasurer: Dan Knight

Guests: Tammy Horick

- 1) Meeting called to order at 6:38 pm (Laurie Hartland, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda:
Moved by Laurie Hartland, second by Lance McLaren. All in favour. Passed.
- 3) Approval of Minutes (July)
 - a) MOTION to approve July meeting minutes:
 - Moved by Laurie Hartland, seconded by Lance McLaren. Passed on Aug 3, 2017 via email vote.
- 4) Approval of Financial Report (Dan Knight)
 - a) Balance and Income Statements to July 31, 2017:
 - \$178,967 in Cash.
 - \$263,548 in Total Liabilities and Equity, including capital assets and accounts receivable.
 - Unrestricted cash available: \$48,437
 - Expenses of \$2,331 since June 30 were primarily for April – June wages
 - A GST refund claim for \$471 has been submitted.
 - MOTION to accept July financials:
 - Moved by David Shepard, second by Tina McLaren. All in favour. Passed.
- 5) Maintenance Report (Brad Hartland via Laurie)
 - a) Standpipe:
 - b) Maintenance Volunteers:
 - FCID is still seeking an additional person as a maintenance person.
 - c) Bi-Annual System Flush:
 - Flush needs to be completed by end of October.
 - A notice will be put in the Summer Newsletter.

- ACTION: Dan will communicate with the maintenance personal to schedule the Bi-Annual System Flush.

d) Maintenance report accepted.

OLD BUSINESS

6) Action items from last Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

- Tammy forwarded the guide to the board via email in July
- Does not cover capital cost, but only planning & development costs.
- There are two application intakes each year.
 - ACTION: Dan to prepare an application for this grant.

b) WorkSafeBC Coverage of Maintenance Workers:

- Tammy corresponded with WorkSafeBC and received confirmation that as long as we are paying the maintenance workers at least minimum wage and reporting the payroll to WorkSafeBC, then the workers are covered.
- No Contract is required.
- MOTION that maintenance workers will be volunteers and paid a \$23 per hour honorarium to a maximum of \$500 per year unless approved by the Board. Moved by Tina McLaren, second by David Sheppard. All in favour: Passed.

c) Standpipe Repair:

- Availability of a plumber with the necessary excavation equipment was discussed.
- ACTION: Lance to ensure standpipe repair is done this summer.

d) TELUS Telephone Pole / Herreshoff:

- ACTION: Lance will continue to follow up with Telus regarding the telephone pole near Herreshoff's curb stop.

e) Water Line Freezing:

- The member was emailed on Aug 10, 2017, a reminder that their water line should be at a depth of 5 ft or great to avoid freezing. The Connection Services Report was attached to the email.

f) Emergency Response Plan:

- The ERP was updated to the website.
 - ACTION: Dan to send a copy to Renee Ansel, Interior Health

g) Easement:

- A review of the subdivision plans confirms that Schreiber's do not have legal right to the Lot A, Plan 16728.

h) Flowmeter:

- Information regarding the flowmeter was forwarded to Laurie following the July 2017 mtg.
- Discussion on whether we need electrical power or battery power for a flowmeter
 - ACTION: Lance to discuss with HomePlus, which flowmeter solution is best for FCID.

i) Summer Newsletter:

- A draft newsletter was distributed to the board for review and feedback via email on Aug 18, 2017
 - ACTION: Dan will email and mail the newsletter this week.

j) Welcome Packages:

- Welcome packages have been prepared and will be distributed along with the newsletter.

NEW BUSINESS

7) Correspondence

- a) SAGE and MS Office Upgrades have been completed.
- b) Property Transfers:
 - One property has sold and changed hands, effective Sept 01, 2017

8) Changes to KSCU Signing Authority:

- a) Proposed: Move that Dan Knight, Laurie Hartland and Tina McLaren have KSCU signing authority to FCID Chequing Account # 24612; And that Tammy Horick be removed as a signing authority.
 - Moved by: Lance McLaren Seconded by: Laurie Hartland All in favour, PASSED
 - ACTION: Dan to give signed minutes to KSCU.

9) Change to Canada Post Signing Authority:

- a) Proposed: Move to remove authority to sign for post office box for Tammy Horick, add Dan Knight, Secretary Treasurer of Fletcher Creek Improvement District.
 - Moved by David Shepard Seconded by: Tina McLaren, All in Favour, PASSED
 - ACTION: Dan to notify Post Office

10) Next Board Meeting:

- a) The next Board Meeting will be Tuesday, Sept. 19, at 6:30 PM at Dayspring Lodge

11) Adjournment at 8:00 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District