



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

Feb 13, 2018 – 6:30 pm

McLaren's Residence, 4761 Highway 31

Trustees present: Laurie Hartland, Lance McLaren, Tina McLaren, Steven Julien (via phone)

Trustees Absent: David Sheppard

Secretary Treasurer: Dan Knight

Guests:

- 1) Meeting called to order at 6:30 pm (Laurie Hartland, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda:
Moved by Tina McLaren, second by Lance McLaren. Passed Unanimously.
- 3) Approval of Minutes (Jan 09, 2018)
 - a) MOTION to approve Jan 09, 2018 Board Meeting minutes as amended:
 - Moved by Tina McLaren, seconded by Lance McLaren. Passed Unanimously
- 4) Approval of Financial Report (Dan Knight)
 - a) Balance and Income Statements to Jan 31, 2018:
 - \$171,002 in Cash.
 - \$255,264 in Total Liabilities and Equity, including capital assets and accounts receivable.
 - Unrestricted cash available: \$39,982
 - b) Dan stated that a reminder notice about non-payment of taxes has been mailed to all outstanding accounts
 - c) MOTION to accept Jan 31, 2018 financials:
 - Moved by Lance McLaren, second by Laurie Hartland. Passed Unanimously.
- 5) Maintenance Report
 - a) TELUS Telephone Pole / Herreshoff:
 - Lance will discuss with a plumber what would be needed to resolve the issues regarding this connection, whether to replace or repair or move the curbstop.
 - b) Concerns:

- 1) The trailers on the Scott property have been there since October. As there is a moratorium on any connections, this should not be allowed to be there. He says it should be removed by the end of March.
 - 2) Brad would like the honorarium reinstated for Maintenance positions and the wage for them be returned to \$25/hr.
 - 3) Placement of a safety and intake protection guard rail (concrete) above the intake before high water by the end of April. He suggested of getting a used one from YRB.
 - 4) Copy of maps indicating where curb stops/stand pipes are located, property line dimensions, property survey pegs, to be in the intake building for easy access.
 - 5) Communication with Don Scarlett with reference to ensuring that his hydroelectric plant is shut down during low water periods such as happened in August this past summer. The water diverted through the plant caused a situation of extreme low water flow. Scarlett's were out of town at the town.
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 - 6) Maintenance of curb-stops needs to happen on a tri-annual basis
- c) Shut-Off Barricades:
- Nothing to report due to the snow coverage.
- d) Other:
- Emergency Response Plan: Dan stated a revised copy of the ERP has been printed for inclusion in the intake building binder.
- e) Maintenance report accepted.

OLD BUSINESS

- 6) Action items from previous Trustee minutes
- a) Local Government Infrastructure Planning Grant program Guide:
 - Nothing to report
 - b) Flowmeter:
 - Nothing to report
 - c) New Phoner:
 - Nothing to report.
- 7) Water Line Disinfection (Cleaning In Place Procedures):

- a) Steve circulated the DRAFT copy of the proposed procedures guidelines for review and discussion at the March meeting.
 - The guidelines specify the steps and their order that need to be taken to disinfect the system.
 - Included are the specifications used to determine the quantity of product needed to adequately disinfect the lines.

 - 8) Multi-Dwelling Properties:
 - a) Review of Bylaw 53 – Tax Assessment Bylaw:
 - Dan presented a review of Bylaw 53 – Tax Assessment Bylaw, identifying the various groupings of property for tax purposes.
 - While Bylaw 53 identifies differing groups for various levels of Single & Multi-Family Dwellings, it does not identify what constitutes a Single Family dwelling vs. a Multi-Family dwelling, nor a permanent vs. a temporary (ie: recreation vehicle) dwelling.
 - Dan presented a draft proposal of a new Tax Notice Assessment Bylaw to replace Bylaw 53 to address these items.
 - After discussion the board felt there was no need to revise Bylaw 53, therefore the proposed new bylaw was not voted upon.

 - 9) Mirror Lake Water Users
 - a) Nothing to report.

 - 10) 2018 Budget
 - a) Dan circulate a copy of the 2018 Final Budget, reflecting the decision made at the Jan 09 meeting approving a 10% increase and to consolidate Group 10 (Vacant/Undeveloped land) into Group 1.

 - 11) 2018 AGM
 - a) Dan circulated copies of this years DRAFT Trustees Report seeking feedback for items to be included.
- NEW BUSINESS**
- 12) Correspondence
 - a) No correspondence to discuss

 - 13) Next Board Meeting:
 - a) The next Board Meeting will be Tuesday, Mar 20, 2018 at 6:30 PM at McLarens.

 - 14) Adjournment at 8:10 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District