



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

Mar 15, 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 6:34 pm (Lance McLaren, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda:
Moved by Lance McLaren, second by Laurie Hartland. Passed Unanimously.
- 3) Approval of Minutes (Feb 13, 2018)
 - a) MOTION to approve Feb 13, 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 Feb 28, 2018:
 - \$170,950 in Cash.
 - \$255,778 in Total Liabilities and Equity, including capital assets and accounts receivable.
 - Unrestricted cash available: \$39,930
 - b) MOTION to accept Feb 28, 2018 financials:
 - Moved by Laurie Hartland, second by Steve Julien. Passed Unanimously.
- 5) Maintenance Report
 - a) TELUS Telephone Pole / Herreshoff:
 - Lance reported that it appears to be a better strategy to add an additional curb-stop rather than attempt to repair the existing one.
 - Discussions on where to locate the new curb-stop.
 - b) Scott Property Trailers:
 - No Report
 - c) Maintenance Compensation:

- Dan reviewed a report on the possible ways of compensating the maintenance positions
 - Steve mentioned that for liability issues and WCB factors, we should go with an Employment vs Independent Contract.
 - Tina asked how do we distinguish between a maintenance person is who available and in the primary “go-to” person, vs. someone who is only available half the time and is a “back-up” person.
 - Dan will check with WorkSafe BC as to the implications of having the maintenance personnel as employees.
- d) Intake Guard Rail:
- No Report
- e) System Maps:
- Dan present 4 copies of the District and the Construction Diagram of the Intake Building, he had printed off. One will be placed in the intake building. Another given to the maintenance personnel
- f) Don Scarlett – Water Access:
- Dan circulated a copy of an agreement with Don Scarlett ensuring FCID has access to water in the event of low water periods.
 - Nothing more is required on this, other than just an awareness and pro-active face to face communication
- g) Shut-Off Barricades:
- Nothing to report due to the snow coverage.
- h) Emergency Response Plan:
- Nothing new to report.
- i) System Flush:
- There was discussion as to the timing for the Spring System Flush relative to when we anticipate high water.
 - Laurie mentioned that Interior Health has an expectation that Flushes would be done more frequently.
 - Steve mentioned that quarterly is a optimum schedule, whether it is practical we need to determine.
 - Laurie mentioned that the goal is both for greater frequency and longer time for the chemicals to sit in the line.
- j) Julien Property:
- Steve reported that his house construction will commence once permits are in place

- He's asked the contractor to provide as long as lead time as possible for notifying the board when the curb-stop is required.
- Laurie mentioned that FCID doesn't need to wait for the permits, we can install the curb-stop before the permits are received.

k) Intake Barrier:

- Lance reported that YRB can supply a concrete barrier for us to use.
- Tina mentioned that we should move soon to accept the availability of the barriers while they are available and then we can determine how they will be placed

l) 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:

- Laurie reported that she had looked at some flow-meters that are battery operated.
- Lance stated that the battery packs that will run anything longer than 8 hrs would be slightly less than what it would cost to install power.
 - Power from Fortis is about \$5,000
- Laurie mentioned that we could find out if the Village of Kaslo could give us some suggestions on how to locate the line.
- Laurie mentioned that due to the expediency of needing this install before high water, we need to conduct email votes on actual quotes received for both the Flowmeter and power line as soon as received.

c) New Phoner:

- Nothing to report.

7) Water Line Disinfection (Cleaning In Place Procedures):

- Steve stated that when he is here in late April, he will review the procedures with Brad before any revisions.

8) Mirror Lake Water Users

- a) Nothing to report.

9) Bylaw No. 64 2018 Taxation Bylaw:

- a) Dan circulated a draft of the 2018 Taxation Bylaw for review. The purpose of the new bylaw is:
- To establish the taxation rates and penalties for 2018.

Moved by Tina McLaren, seconded by Lance McLaren, to approve first reading of Bylaw 64 – 2018 Taxation Bylaw. Passed Unanimously

Moved by Laurie McLaren, seconded by Steve Julien, to approve second and final reading of Bylaw 64 – 2018 Taxation Bylaw. Passed Unanimously

10) 2018 AGM

a) Kaslo Seniors Hall has been booked for April 25, following email feedback from the Trustees.

- MOTION: The 2018 AGM be scheduled for Wednesday, April 25 at 7:00 PM at the Kaslo Seniors Hall
 - Move by Lance McLaren, seconded by Steve Julien. Passed Unanimously

b) Trustee Positions:

- Dan reported the status of the Trustee position are as follows:
 - Laurie Hartland & David Sheppard, expires at the AGM
 - Lance & Tina McLaren, expires at the 2019 AGM
 - Steve Julien expires at the 2020 AGM
- Therefore, there are two trustee positions available this year, both for a 3 year term

c) Trustees Report

- Lance mentioned we need to ensure we have listed all the new members for 2017.
- Laurie clarified that we are looking for two maintenance positions

NEW BUSINESS

11) Correspondence

a) Interior Health:

- A bill for our 2018 operating permit was received. Cheque prepared for signature

12) Next Board Meeting:

a) The next Board Meeting will be Wednesday, April 25, 2018, following the AGM Kaslo Seniors Hall.

13) Adjournment at 8:22 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District