



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

Apr 19, 2018 – 6:30 pm

McLaren's Residence, 4761 Highway 31

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

Secretary Treasurer: Dan Knight

Guests: Brad Hartland

- 1) Meeting called to order at 6:35 pm (Laurie Hartland, Chair)
- 2) Approval of agenda
MOTION to approve agenda:
Moved by David Sheppard, second by Tina McLaren. Passed Unanimously.
- 3) Approval of Minutes (Mar 15, 2018)
MOTION to approve Mar 15, 2018 Board Meeting minutes as amended:
Moved by Lance McLaren, seconded by Steve Julien. Passed Unanimously
- 4) Approval of Financial Report (Dan Knight)
 - a) Balance and Income Statements to Mar 31, 2018:
 - \$171,529 in Cash.
 - \$285,995 in Total Liabilities and Equity, including capital assets and accounts receivable.
 - Unrestricted cash available: \$39,746
 - b) The 2018 Budget values have been entered into the accounting system and are reflected in the Financial Reports.
 - There were two errors in the 2018 Budget as passed, but they have a zero effect on the overall budget. A 2018 Budget Rev 2 was presented outlining these two errors.
 - c) The BWN notice appears in each edition of Pennywise, and we are paid up to the end of June 2018 for both the BWN and the Website Hosting.
 - d) A duplicate payment for the 2018 Operating permit was made in error. He has contacted Interior Health to confirm that the second cheque will be returned uncashed

MOTION to accept Feb 28, 2018 financials:

Moved by Lance McLaren, second by David Sheppard. Passed Unanimously.

5) Maintenance Report

a) TELUS Telephone Pole / Herreshoff:

No report.

b) Scott Property Trailers:

A letter was received from the Scotts explaining that the trailer on their property over the winter was for temporary housing for relatives who were waiting to gain access to their permanent housing in Kaslo. And at no time was the trailer connected, directly or indirectly, to the water distribution system. The trailer is scheduled for removal around the end of April, 2018.

c) Maintenance Compensation:

Dan presented a report on the impact of having the maintenance positions be an employee. Including a distinction between the primary maintenance position that would be the prime contact for maintenance and the secondary position(s). The report also recommended that the positions include a base monthly payment to compensate for the people being “on-call” and to be applied against any hours worked in a given month.

Motion to change the maintenance positions to an employee position and to compensate them as follows:

- Maintenance 1 - \$25/hr, with a 3 hr/mth base payment applied against hours worked in each month
- Maintenance 2 - \$25/hr
- Maintenance 3 = \$20/hr
- All positions paid each quarter
- Retro-active to Jan 1, 2018

Moved by David Sheppard, seconded by Lance Hartland. Passed. Abstained: Laurie Hartland

d) Shut-Off Barricades:

No report.

e) Emergency Response Plan:

Steve said he will review with Brad when he's in town next week.

f) System Flush:

Brad stated that it's best to wait until after the main spring run-off is over before doing another flush

g) Julien Property:

Brad stated that he will meet with Steve Julien when he arrived
Brad will confirm if there is a curb-stop in the intake building.

h) Intake Barrier:

Brad stated that he's not in favour of using concrete guard rails for the Intake and has arranged for a cedar log to be available for installation.

Lance stated he will arrange for installation of the log

i) Maintenance report accepted.

OLD BUSINESS

6) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

No report

b) Flowmeter:

Lance reported that a conversation with Integra Water Works advises that instead of having a flowmeter installed for the entire year, when all you need for design purposes is a 3 to 4 week data gathering during peak flow season.

- This flowmeter would cost about \$2,000 to rent one for a month, including data gathering and analysis.
- The downside is a constant power source, instead of batteries, but that could be accomplished with long extension cords.

Brad stated that he thinks putting the flowmeter on Schrieber's property vs. the panhandle is a better location.

Lance recommended that we rent the flowmeter, however, we need to arrange for location and power before committing to a rental.

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

8) Bylaw No. 64 2018 Taxation Bylaw:

Dan reported that Tax Notices have been prepared and mailed to all recipients.

A couple have been returned due to inaccurate addresses, and Dan has contacted those residents and have gotten the tax notices to them.

9) 2018 AGM

a) Dan reported that the AGM package has been emailed to those residents getting email and mailed to those residents receiving surface mail.

b) Trustee Positions:

Dan reported he has received confirmation from one resident that they are interested in standing for one of the available positions on the board.

NEW BUSINESS

10) Correspondence

No Report

11) Next Board Meeting:

- a) The next Board Meeting will be determined by the new board after the April 25th AGM.

12) Adjournment at 8:00 pm.

Co-Chair

Fletcher Creek Improvement District

Secretary Treasurer

Fletcher Creek Improvement District