



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
Email: fletchercreekwater@gmail.com

Minutes

May 09, 2018 – 12:00 noon
McLaren's Residence, 4761 Highway 31

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

Secretary Treasurer: Dan Knight

Guests: Cynthia Kehoe, Craig Tucker, Aliske Webb

1) Meeting called to order at 12:08 PM (Dan Knight, acting Chair)

2) Approval of agenda

Dan Knight stated that the Approval of Agenda should come before Election of the Chair.

Kevin Jersey requested the additions of two items under New Business:

- By-law Contraventions
- Procedures

MOTION 2018-05-09-01:

Moved by Laurie Hartland, second by Lance McLaren that the Agenda be approved as amended.

MOTION PASSED. (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey, Opposed: 0, Abstained: 0, Acting Chair did not vote).

3) Election of Chair

Dan Knight stated that according to our Meeting Procedures Bylaw # 58, the first meeting of the Board following an AGM requires the Board to elect a Chair for the upcoming year. As the Secretary Treasurer, Dan acts a Returning Officer for any FCID election items. Accordingly, he called for nominations for Chair.

Lance McLaren stated that for the last couple years we have been acting with Co-Chairs.

Kevin Jersey stated that the Co-Chairs do not conform with the Procedural Bylaw # 58, nor with Roberts Rules of Order.

Kevin Jersey stated that he would be willing to stand for Chair

Lance McLaren stated that a single chair should have some history with FCID and accordingly he nominated Laurie Hartland as Chair.

Laurie Hartland declared she was willing to serve as Chair for the upcoming year.

Following a vote, Dan Knight declared Laurie Hartland elected as Chair, by a vote of 3 to 2.

Laurie Hartland took over chairing the meeting.

4) Approval of Regular Board Meeting Minutes (Apr 19, 2018)

MOTION 2018-05-09-02

Moved by Lance McLaren, seconded by Tina McLaren, that the Minutes of the April 19, 2018 Board Meeting be approved, as amended.

MOTION PASSED, (In Favour: Lance McLaren, Tina McLaren, Steve Julien Opposed: 0, Abstained: Kevin Jersey, Chair Laurie Hartland did not vote).

5) Approval of 2017 AGM Minutes (Apr 25, 2018)

Kevin Jersey stated that he has not had sufficient time to review the minutes due to only recently receiving them.

Laurie Hartland stated that we are under a time constraint as we have to submit the minutes as part of our annual report to Municipal Affairs.

MOTION 2018-05-09-03

Moved by Laurie Hartland, seconded by Tina McLaren, to refer the AGM Minutes to later in the meeting, so the members have time to review the circulated minutes.

MOTION PASSED UNANIMOUSLY (In Favour: Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None, Chair Laurie Hartland did not vote).

6) Approval of Financial Report (Dan Knight)

a) Balance and Income Statements to Apr 30, 2018:

- \$169,478 in Cash.
- \$283,944 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$37,695

b) Dan stated that payments of the 2018 taxes have begun to be received, and that as of May 9, 2018, 7 payments, totalling \$3,938, have been received.

c) Dan confirmed that he's received an email confirmation from Interior Health that they have both received and shredded the duplicate payment for the 2018 Operating permit made April 11, 2018. He has VOIDED that cheque in our accounting system.

MOTION 2018-09-05-04

Moved by Lance McLaren, seconded by Kevin Jersey, to approve the Financial Report as of April 30, 2018, as presented.

MOTION PASSED UNANIMOUSLY (In Favour: Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None, Chair Laurie Hartland did not vote).

7) Approval of 2017 AGM Minutes (Apr 25, 2018)

It was noted that Aliske Webb has volunteered to be a second Phoner at the AGM, but this was absent from the minutes.

MOTION 2018-05-09-05

Moved by Kevin Jersey, seconded by Steve Julien, to approve the minutes of the 2018 AGM, held April 25, 2018, as amended

MOTION PASSED (In Favour: Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None, Chair Laurie Hartland did not vote).

8) Maintenance Report

a) TELUS Telephone Pole / Herreshoff Faulty Curbstop GET ADDRESS:

There was discussion regarding the responsibility of the District to ensure that the entire water system is functional in providing water to the members.

Lance stated that the problem is that the current curbstop is stuck in the open position, but that it's too close to the TELUS Telephone pole to enable a repair. The thinking is that we should look at moving the curbstop to a location further from the Telus pole.

MOTION 2018-05-09-06

Moved by Kevin Jersey, seconded by Steve Julien, that the repair be made to the curbstop as soon as possible, with the costs not exceeding \$8,000.00, to be paid from the Operating Budget.

MOTION PASSED (In Favour: Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None, Chair Laurie Hartland did not vote).

b) Scott Property Trailers:

It was reported that the trailer appears to be vacated. This item was closed.

c) Shut-Off Barricades:

No report.

d) Emergency Response Plan:

No report

e) System Flush:

No report.

f) Julien Property:

Steve reported that he is in ongoing discussions with Brad Hartland regarding the location of the standpipe and equipment has been tentatively booked for installation of the standpipe.

g) New Maintenance Person:

A person has been approached for being the third maintenance person.

h) Maintenance report was received.

OLD BUSINESS

9) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

No report.

b) Flowmeter:

Lance reported on a phone call with Integra Water of Nelson, that rents flowmeters. We are currently on their booking lists. They would need a week's notice. He asked them about using solar power, and while they do not have that as an option at this time, they believe they could find a solar powered flowmeter if we could not get access to power.

There was discussion on the need to not delay this project, especially given that the funds have been budgeted for this year. However, there was also a feeling that we first need to discuss with the Schriebers about the availability of power and access to the waterline.

c) New Phoner:

The Board received a email correspondence from Pat Gibbings stating that she would be willing to remain as a phoner and would be willing to waive the honorarium, if she only had to phone people who were not contacted by email.

It was noted that outside of emergencies, the phoners only call the people who are NOT on the email notification list.

There was discussion about the providing of personal contact information to the Phoners as it pertains to Privacy legislation.

MOTION 2018-05-09-07

Moved by Tina McLaren, second by Lance McLaren, to accept Aliske Webb as a phoner and to authorize both Pat Gibbings and Aliske Webb to receive member contact information necessary to conduct the phone notification.

MOTION PASSED (In Favour: Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey
Opposed: None, Abstained: None, Chair Laurie Hartland did not vote).

d) FCID Progress Review:

Item Closed.

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

a) No report.

11) 10 Year Capital Budget:

a) A 10 Year Capital Budget has been circulated to all trustees and will be reviewed at the next meeting.

NEW BUSINESS

12) By-law Contraventions:

- a) No Report.

13) Correspondence

a) Kehoe/Fletcher Fries: Revised Water Connection

- Craig Tucker, on behalf of Cynthia Kehoe, presented an application, in accordance with Bylaw 36, to the board for permission to revise existing use plumbing for use for their new business venture, Fletcher Fries. The application is based on:
 - Removal of four pre-existing ½" water connections used for a variety of on-site uses.
 - Installation of a single 3/8" 100 psi Poly B 160, 100 ft potable supply line, to service a seasonal (May – Nov) fast food outlet.
 - Installation of a Point of Entry Potable UV Filtration System with Dual Back Flow Preventer, including a fail safe shut down water supply during power outages.

The guests left the meeting at 2:03 PM.

The meeting adjourned to an in-camera session at 2:04 PM, on the request by Kevin due to the sensitive nature of the issue relative to business issues. All guests left the meeting, during the in-camera session.

The meeting returned from the in-camera session at 2:20 PM

MOTION 2018-05-09-08

Moved by Lance McLaren, second by Kevin Jersey, to approve the application as presented, based on the understanding that this is not a new connection but rather the replacement of four pre-existing connections into a single one that is being re-purposed and this new purpose does not compromise water volume or pressure. Additionally any further changes will be subject to a new application.

MOTION PASSED (In Favour: Lance McLaren, Tina McLaren, Kevin Jersey Opposed: None, Abstained: Steve Julien, Chair Laurie Hartland did not vote).

14) Procedures

- a) Kevin stated that he's done a quick review the Bylaw 58 – Meeting Procedures Bylaw and thinks there are numerous places where we need to have greater clarity. He will conduct a deeper review and circulate a report on possible revisions to the bylaw prior to our next meeting for consideration at the next board meeting.

15) Next Board Meeting:

- a) The next Board Meeting was scheduled for Monday, June 13, 2018 at .

16) Adjournment at 2:31 pm.

A handwritten signature in cursive script, reading "Laurie Hartland", written over a horizontal line.

Laurie Hartland, Chair
Fletcher Creek Improvement District

A handwritten signature in cursive script, reading "Dan Knight", written over a horizontal line.

Dan Knight, Secretary Treasurer
Fletcher Creek Improvement District