



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

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## Minutes

June 13, 2018 – 6:30

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: Aliske Webb

1) Meeting called to order at 6:35 PM (Laurie Hartland, Chair)

2) Approval of agenda

MOTION 2018-06-13-01:

Moved by Lance McLaren, second by Kevin Jersey that the Agenda be approved as amended.

MOTION PASSED UNANIMOUSLY. (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Opposed: 0, Abstained: 0 Observed: Steve Julien).

3) Phone-in Meeting attendance:

Kevin raised a procedural question regarding the legitimacy of phone-in meeting attendance, as there is nothing in the Procedures Bylaw enabling this.

MOTION 2018-06-13-02:

Moved by Laurie Hartland, second by Lance McLaren that we allow remote attendance by trustees via phone or web conference for board meetings.

MOTION PASSED UNANIMOUSLY. (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Opposed: 0, Abstained: 0 Observed: Steve Julien).

4) Approval of Regular Board Meeting Minutes (May 09, 2018)

MOTION 2018-06-13-03

Moved by Tina McLaren, seconded by Lance McLaren, that the Minutes of the May 09, 2018 Board Meeting be approved.

MOTION PASSED UNANIMOUSLY, (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Steve Julien Opposed: 0, Abstained: 0).

5) Approval of Financial Report (Dan Knight)

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

- \$174,665 in Cash.
- \$284,063 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$42,883

MOTION 2018-06-13-04

Moved by Lance McLaren, seconded by Laurie Hartland, to approve the Financial Report as of May 31, 2018, as presented.

MOTION PASSED UNANIMOUSLY (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None).

6) Maintenance Report

a) TELUS Telephone Pole / Herreshoff Faulty Curbstop (4982 Highway 31):

Lance reported that the curbstop at the Herreshoff property has been repaired. It was simply a stuck shut-off that became functional with a fair bit of elbow grease and oil.

b) Shut-Off Barricades:

No report.

c) Emergency Response Plan:

No report

d) System Flush:

Lance reported that a system flush is scheduled for this Saturday, June 16<sup>th</sup>.

e) Julien Property:

Lance reported that the curbstop to the Julien property has been installed. There was a problem encountered by a large buried boulder that required some cutting away and using insulated pipe and adding rigid foam insulation before being buried.

Kevin raised his concern that our bylaws should be revised so there is a consistency between different bylaws that pertain to the same subject.

f) Maintenance Committee:

No Report

g) New Maintenance Person:

No Report.

h) Maintenance report was verbally received.

7) Accounts Payable for June 13, 2018:

Dan presented the list of Accounts Payable for June 13, 2018, totalling \$2,738.93

MOTION 2018-06-13-05

Moved by Kevin Jersey, seconded by Lance McLaren, to approve the Accounts Payable list as presented for payment.

MOTION PASSED UNANIMOUSLY (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey Opposed: None, Abstained: None).

**OLD BUSINESS**

## 8) Action items from previous Trustee minutes

## a) Local Government Infrastructure Planning Grant program Guide:

Dan reported that he has begun the application and is hoping to have the draft ready for circulation to the board next week.

Laurie offered to assist Dan in reviewing and preparing the application.

## b) Flowmeter:

Lance reported that:

- HomePlus from Kamloops have confirmed that a 4 – 20 milliamp output flowmeter would be sufficient for their data purposes.
- Martech from Castlegar, stated that they would be able to provide assistance installing and operating the flowmeter.
- Renee from Interior Health stated that a construction permit would be required and that they would need two years of data, which means that we would have to be purchasing a flowmeter.
- Although advice from other sources has indicated that a permit should not be required because there is no puncturing of the line or contact with the water

There was discussion as to the need for a flowmeter prior to designing the system.

Laurie reported that conversations with Interior Health have indicated that they would like at least one year of flow data.

## 9) Water Line Disinfection Procedures (Cleaning In Place Procedures):

Steve reported that he will be contacting Brad Hartland to confirm the steps taken to flush the system.

## 10) Water Treatment Plan

Kevin stated that:

- based on his discussions with past associates familiar with IHA requirements regarding "Potable Water", nothing less than the proper filtering system and chlorination will be required.
- Further, that based on the previous meetings minutes it appears that the minimum cost for a centralized system will be over \$400,000.
- He believes handling applications for this type of system by ourselves extends the possible approval times.
- that IHA is used to working with professional water managers who represent improvement districts such as FCID, and as they are professionals, many of the problems associated with an application are identified well before the actual application is submitted.

- Estimates he's received indicate that should we have a professional water manager do an analysis of the FCID system and prepare a proposal, it will cost between \$12,000 and \$20,000.
- He believes that the cost of a study cost would be unacceptable to most members if a financing resolution was presented to the membership and defeated.
- It is his opinion that, in the event the membership rejects a borrowing resolution, the Board would be absolved of any liability associated with not proving "potable water". The "Boil Water Notice" would stay in place and would relieve the board from any obligation to pursue a centralized system. The individual members could then choose to install a POE system at their own expense or not.
- Therefore, he believes, that it is a waste of time to proceed further with plans if the members will not approve a borrowing resolution at a Special General Meeting.

#### MOTION 2018-06-13-06

Moved by Kevin Jersey, seconded by Steve Julien, that a Special General Meeting be called to ask the membership to approve borrowing up to \$500,000 to proceed with a centralized system.

MOTION TABLED UNTIL NEXT MEETING.

There was significant discussion regarding whether bringing a resolution for approval of financing to the membership was premature, given the lack of information regarding the design and costs of a system.

Due to the apparent division within the board as to the comfort level in bringing this resolution to a vote at this time, the Chair tabled this motion until the next meeting pending further information and to be voted upon prior to any motion about a flowmeter.

#### 11) 10 Year Capital Budget:

No Report.

#### 12) Procedures Bylaw Review:

Dan reported that a template for suggested revisions has been circulated to the board and a few have been received back. He will be compiling any revisions for initial presentation at the July meeting.

Committee meeting of the whole to review the procedures bylaw, is to be scheduled at a date to be determined

### **NEW BUSINESS**

#### 13) By-law Contraventions:

Kevin stated that According to Bylaw 36, Section 20 (a) prohibits watering of stock. He also agreed to Chair a Water Use Audit committee to investigate potential bylaw violations.

Laurie stated that Kehoe's property has been watering their new grass at times of the day prohibited by Bylaw 36.

**14) Bylaw 7 Connection Charges:**

Lance reported that there was discussion regarding who pays for the Curbstop at the Julien property because Bylaw 7 states that the property owner is to pay for it.

Laurie stated that under Bylaw 2 Capital Expenditure, the previous owners of the Julien property paid the requisite fee to ensure that a curbstop would be installed when needed.

Steve stated that he has within his files a receipt for the \$3500.00 previously paid to ensure the curbstop would be installed.

**15) Water Testing:**

Laurie stated that the Drinking Water Protection Regulation Act requires weekly water testing; However, in the past IHA had paid for the weekly tests. IHA in April 2015 determined not to cover the cost of the tests nor to require small ID to get weekly tests.

**MOTION 2018-06-13-07**

Moved by Kevin Jersey, seconded by Steve Julien, that IHA be approached to pay for the water sample testing given that FCID is moving toward a fully treated system, and in the event that IHA doesn't that FCID cover the costs of the tests which are required by the Drinking Water Protection Regulation Act.

MOTION PASSED (In Favour: Laurie Hartland, Tina McLaren, Steve Julien, Kevin Jersey Opposed: Lance McLaren, Abstained: None).

**16) Water Taxation:**

Kevin stated that:

- most municipalities, after installing a centralized disinfection system, require that all properties have a water meter installed and that the users are charged both a flat rate, plus a surcharge based on their actual monthly consumption.
- He would like to see the board move toward a flat fee plus a consumption surcharge based on their water metered usage.

Laurie stated that she thinks this is a bit premature to be making a decision on water meters. That perhaps once we understand what the full system will be, the topic could be considered at that time.

Tina stated that she is uncomfortable at this time to bring in water meters.

**17) Pennywise Ad:**

Dan reported that the current frequency of the BWN is every week, and because it is consecutive weeks, we are under the buy 2 get 3 plan. However, if we went to once a month the cost per week would increase by 50%, however the cost per month would reduce by more than half. The question is the required frequency, if any from Interior Health.

He will check with Interior Health and adjust the frequency to maximize the dollar value.

Kevin stated that he would like to see the phrase about the moratorium removed from the Pennywise ad. He believes that a blanket moratorium, without good reasoning behind it opens FCID for legal challenge.

- There was discussion regarding the validity of the moratorium and the rationale behind it.
- Dan stated that the moratorium was passed by motion at the Apr 24, 2013 board meeting.

#### 18) Correspondence

##### a) Sale of Property: Barrass Property:

Dan reported that we've received confirmation that the Barrass property has been sold and the new owners are:

- Olga Moschenko
- Vadim & Danila Spitsyn

##### b) Question RE: Fletcher Fries:

Dan circulated copies of an email from a member regarding the recent decision to allow an interconnection to Fletcher Fries, as well as a general questioning of whether the board's priority is to maintain its moratorium on new connections or to allow commercial ventures unrestricted access to water.

Dan stated the member was informed that the decision was made due to the interconnection for Fletcher Fries being a replacement of 3 pre-existing interconnections and was designed in such a way as to reduce overall water consumption on the property.

##### c) Backflow Prevention Recommendation:

Correspondence from Craig Tucker was received where he outlined his recommendation, as a plumber, including installation of backflow prevention valves.

Dan stated that he assumes these are good suggestions, but recommends getting confirmation before making a plan to implement the suggestions.

#### 19) Next Board Meeting:

- a) The next Board Meeting was scheduled for Monday, July 25, 2018 at 10:00 AM at McLaren's.

#### 20) Adjournment at 9:43 pm.

  
Laurie Hartland, Chair  
Fletcher Creek Improvement District

  
Dan Knight, Secretary Treasurer  
Fletcher Creek Improvement District