



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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

Minutes

October 25, 2018 – 4:00
McLaren's Residence, 4761 Highway 31

Trustees present: Laurie Hartland, Lance McLaren, Tina McLaren, Steven Julien

Trustees present electronically: Kevin Jersey

Secretary Treasurer: Dan Knight

Guests:

1) Meeting called to order at 4:06 PM (Laurie Hartland, Chair)

2) Approval of agenda

MOTION 2018-10-25-01

Moved by Lance McLaren, second by Tina McLaren, that the Agenda be approved.

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

3) Approval of Regular Board Meeting Minutes (September 06, 2018)

MOTION 2018-10-25-02

Moved by Lance McLaren, seconded by Kevin Jersey, that the Minutes of the September 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, Absent: 0).

4) Approval of Financial Report (Dan Knight)

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

- \$194,261 in Cash.
- \$276,993 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$61,958

MOTION 2018-10-25-03

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

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

b) Balance and Income Statements to October 25, 2018:

- Dan noted that these financials do NOT include any charges that may be incurred in the next 6 days.
- \$194,261 in Cash.
- \$276,993 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$61,958

MOTION 2018-10-25-04

Moved by Kevin Jersey, seconded by Steve Julien, to approve the Financial Report as of October 25, 2018, as presented.

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

5) Approval of Accounts Payable (Dan Knight)

Dan presented the list of Accounts Payable for October 25, 2018, totalling \$6,106.15

Payable to	Description	Amount
Dan Knight	2018 3 rd ¼ S/T payroll	2,374.33
Receiver General of Canada	2018 3 rd ¼ P/R Remittance	259.91
Aqua Diversities	Water Treatment Project: Phase 1: Data Gathering	1,195.15
Brad Hartland	Expense Reimbursement: Maintenance Supplies	419.26
Brad Hartland	Jan – Oct 2018 Maintenance Wages	1,500.00
Alan Davidson	Oct 2018 Maintenance Wages	200.00
Ron Jardine	Water Treatment Project: Phase 1: Backhoe Services	157.50
Total		6,106.15

MOTION 2018-10-25-05

Moved by Lance McLaren, seconded by Tina McLaren, to approve the Accounts Payable as of October 25, 2018, as presented.

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

6) Maintenance Report

- a) Report is attached

7) Water Treatment Project

- a) Phase 1 Data Gathering:

Data Gathering phase is complete and is on to the design phase.

The invoice for phase 1 is part of the Accounts Payable.

The Flowmeter has been removed.

- b) Phase 2 Design:

Nothing to report.

OLD BUSINESS

8) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

Dan reported that this has been sent to Nicole but no response yet.

Also, Nothing further has been done pending the results of the election.

The next deadline is Jan, 2019.

b) Fall Newsletter

Nothing to report

c) Water Testing

Dan stated that water sample test results will be circulated to the board and uploaded to the website when they have been received.

There was discussion regarding the location where the samples are taken.

NEW BUSINESS

9) Emergency / Service Calls:

a) Kevin Jersey stated that it would be good prudence and respectful of residents, if we have as our standard practice to give adequate notice to property owners if there was going to be any maintenance work done on, or near their property.

Dan stated that a recent installation of some concrete barriers on the road easement in front of the Kehoe property, was a last minute decision. It was originally scheduled for a week later, but before he could send an email notice, the work was done early due to the availability of the equipment needed. It was simply a scheduling miscommunication.

Laurie stated that our practice is to give advance notice where possible.

b) Kevin questioned how residents are to get in contact with the maintenance personnel in case of emergencies, stating that he attempted to contact both the numbers on our website and there were no answers. If that had been an emergency requiring the water to be shut-off and there is no answer, it leaves the residents in a difficult situation.

Kevin stated that it's possible to contract an emergency calling service: a single number for residents to call and that service will contact the necessary personnel

Laurie stated that emergencies are rare and so are times when both Brad and Lance are unavailable.

There was discussion about what level of communication is reasonable, given the size and nature of the community and the part-time status of the maintenance personnel.

10) Correspondence

- a) RDCK: Annual reports required for grants received in 2010 & 2013.
- b) New Owners: Dan reported that the Bjurstrom property has sold; the names of the new owners are not known at this time.

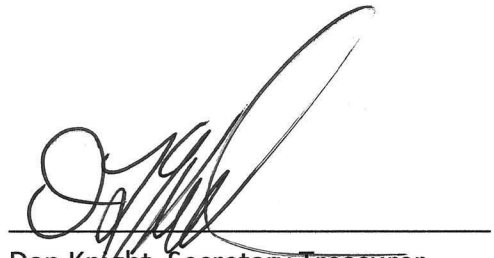
11) Next Board Meeting:

- a) The next Board Meeting was scheduled for, December 13, 2018 at 1:30 PM at McLarens.

12) Adjournment at 5:00 pm.



Laurie Hartland, Chair
Fletcher Creek Improvement District



Dan Knight, Secretary Treasurer
Fletcher Creek Improvement District