



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

December 13, 2018 – 1:30
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: Barb Neelands

1) Meeting called to order at 1:30 PM (Laurie Hartland, Chair)

2) Approval of agenda

MOTION 2018-12-13-01

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 (October 25, 2018)

Dan stated that the Oct 25 minutes had been corrected to remove the phrase "as amended" from Motion 2018-10-25-02

MOTION 2018-12-13-02

Moved by Tina McLaren, seconded by Steve Julien, that the Minutes of the October 25, 2018 Board Meeting be approved as amended.

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 November 30, 2018:

- \$189,827 in Cash.
- \$270,922 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$55,857

MOTION 2018-12-13-03

Moved by Tina McLaren, seconded by Lance McLaren, to approve the Financial Report as of November 30, 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 December 13, 2018, totalling \$787.50

Payable to	Description	Amount
Laurie Hartland	2018 Chair Honorarium 2 nd ½	250.00
Tina McLaren	2018 Trustee Honorarium 2 nd ½	125.00
Lance McLaren	2018 Trustee Honorarium 2 nd ½	125.00
Kevin Jersey	2018 Trustee Honorarium 2 nd ½	125.00
Steve Julien	2018 Trustee Honorarium 2 nd ½	125.00
Aliske Webb	2018 Phoner Honorarium 2 nd ½	37.50
Total		787.50

MOTION 2018-12-13-05

Moved by Steve Julien, seconded by Lance McLaren, to approve the Accounts Payable as of December 13, 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) Water Testing:

Test results have been posted on the website

b) Intake Water Volume:

Lance reported that there is a concern about the lower than usual water volume at the intake and the impact that Scarlett's hydro intake has on the volume of water available to FCID

Laurie mentioned that we should review the dates of the water licenses on Fletcher Creek as well as the agreement with Scarlett's

Steve mentioned that we should review the functionality of our back-up water intake from the lake.

Kevin stated that the current agreement with Scarletts appears to not be a formal one as it neither contains signatures nor is binding on the title; In the event that the Scarlett's property is sold the current agreement would cease to exist. He suggested we get a formalized agreement drafted that would be attached to the title.

7) Water Treatment Project

a) Phase 1 Data Gathering:

Completed, no report.

b) Phase 2 Design:

Design work has commenced and it's anticipated that a report would be present in early 2019.

OLD BUSINESS

8) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

Dan circulated a copy of the proposed application and letter to the Board.

The next deadline is Jan, 2019.

MOTION 2018-12-13-06

Moved by Kevin Jersey, seconded by Lance McLaren, to approve the application and letter, to be signed by the Chair, for submission to the RDCK.

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

b) Newsletter

Dan will work with Laurie to finalize the newsletter for circulation.

Kevin raised the question of whether the newsletter is needed, given that the minutes have more detail now and act as an accurate communication

Laurie stated that a newsletter is more of a synopsis of the decisions and plans of the board. It gives a more of a community report feel.

Tina stated that she likes the idea of a newsletter because many people don't look at the website.

c) Emergency / Service Calls:

Kevin Jersey reviewed a quote received from Connections in Kelowna regarding provision of an Emergency Call Centre support contract.

This will provide a 24 hr, 7 day back-up call centre, whereby if a local property owner cannot reach the maintenance personnel in the event of an emergency, then they can call the Call Centre.

The intent is that there would be a single phone number for property owners to call if they had an emergency. The call centre would then go thru a list of contacts to reach someone from either maintenance or the board to arrange handling of the issue.

Dan stated that the cost is \$784/year and the board has to determine if that cost is warranted?

MOTION Not numbered as motion did not receive a seconder.

Moved by Kevin Jersey, seconded by , to engage Connections as an Emergency Call Centre Support.

Laurie noted that with no seconder, the motion falls and is not debated.

Steve stated that he thinks this process has been good as it illuminated some actions that we should be taking; but he doesn't think the cost is warranted at this time.

NEW BUSINESS

9) 2019 Budget:

- a) Dan reviewed the DRAFT 2019 Budget circulated to the board.

He stated that his recommendation is for a zero percent increase in 2019, given the 10% increase in 2018. Plus any capital costs associated with the Treatment System will either be paid from our capital funds and or require a borrowing by-law, which would require owners vote. Therefore since an increase in rates would only be needed to facilitate the capital project, he recommends that the board leave that increase decision to the owners.

Dan also stated that given the Board's intention to pursue a more formalized agreement with Scarletts, that the budget should contain additional funds for legal fees, which can be accommodated within the zero percent increase.

Kevin stated that he doesn't like the idea of budgeting based on percent increase, but rather believes that if increase costs are needed, then add those to the budget and let any increase be determined by the costs.

Laurie stated that with the anticipated construction of a treatment system in 2019, there will likely be an increase in the maintenance hours; therefore the amount budgeted for maintenance should be increased.

There was discussion about how budget over-runs are paid. Dan stated that if costs exceeding the budget are incurred in any given year they would be paid from from the general operating account (the "Unrestricted Cash Available" within the Financial statements); the capital funds are all reserved to cover any major capital improvements and not held for operations.

It was requested that the description for the budget line "Accounting & Legal" be revised to "Professional Services".

10) Bylaw Revisions: Water Regulations Bylaw Consolidation:

Dan stated that there are numerous bylaws that deal with various aspects of our water system governance. He recommends we review these bylaws with the goal of consolidating them into a single bylaw.

Barb Neelands stated that she remembers Pete White doing something similar about 20 years ago and that Municipal Affairs did not approve it.

11) Correspondence

- a) CRA: Dan reported that we've received a letter from CRA advising that we would not be eligible for quarterly payroll remittances in 2019, and we have to remit monthly reports.
- b) WorkSafe BC: Dan reported that we received notice of our 2019 premium rate, which is 1.17%. This is a slight increase over last year, but it's a .91% discount off the base premium rate.
- c) New Owners: Dan reported that the new owners of the Bjurstrom property are Neil & Heather Kelly. A Welcome Package has been prepared for them.

12) Next Board Meeting:

- a) The next Board Meeting was scheduled for Tuesday, January 15, 2019 at 12:30 PM at McLarens.

13) Adjournment at 3:30 pm.



Laurie Hartland, Chair
Fletcher Creek Improvement District



Dan Knight, Secretary Treasurer
Fletcher Creek Improvement District