



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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

Minutes

January 15, 2018 – 12:30

McLaren's Residence, 4761 Highway 31

Trustees present: Laurie Hartland, Lance McLaren, Tina McLaren

Trustees present electronically: Kevin Jersey

Trustees absent: Steve Julien

Secretary Treasurer: Dan Knight

1) Meeting called to order at 12:42 PM (Laurie Hartland, Chair)

2) Approval of agenda

Dan stated that Scarlett's Water Access should be moved up to Maintenance Report

MOTION 2019-01-15-01

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

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

3) Approval of Regular Board Meeting Minutes (December 13, 2018)

MOTION 2019-01-15-02

Moved by Kevin Jersey, seconded by Tina McLaren, that the Minutes of the December 13, 2018 Board Meeting be approved.

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

4) Approval of Financial Report:

a) Balance and Income Statements to December 31, 2018:

- \$185,365 in Cash.
- \$262,972 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$51,393

MOTION 2019-01-15-03

Moved by Kevin Jersey, seconded by Lance McLaren, to approve the Financial Report as of December 31, 2018, as presented.

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

5) Approval of Accounts Payable:

Dan presented the list of Accounts Payable for January 15, 2018, totalling \$4,173.76

Payable to	Description	Amount
Brad Hartland	2018 Nov & Dec Maintenance Services	200.00
9dot Engineering	Water Treatment System Design	1,959.30
Dan Knight	2018 4 th ¼ S/T Payroll	1,403.06
Rec General of Canada	2018 4 th ¼ Payroll Remittance	115.54
Passmore Laboratory	2018 Oct – Dec Water Testing	200.00
Dan Knight	Expense Reimbursement: Office paper and printer ink	223.41
Pennywise	2019 Website Hosting Jan – Mar	72.45
Total		4,173.76

MOTION 2019-01-15-04

Moved by Kevin Jersey, seconded by Tina McLaren, to approve the Accounts Payable as of January 15, 2019, as presented.

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

6) Maintenance Report

a) Water Testing:

Test results for January have been posted on the website

b) Water Intake: Low Water:

Lance reported that he had a meeting with Don Scarlett shortly after our last board meeting and there is a very viable solution that would enable us to utilize some of the water he accesses for his micro-hydro system. This solution should alleviate any potential water shortage due to low water levels in the creek and intake pond.

There was discussion about various alternatives for increasing access to the creek water. Some of the options discussed were:

- Adding another intake line that accesses the creek above the Scarlett's intake, which would require an easement across their property;
- Adding another intake line that accesses the creek below the Scarlett's outflow, which would require both property easement and power for the pump to lift the water over a significant elevation gain
- Utilizing the existing property easement, but adding an additional intake line. It was doubtful whether a second line in close proximity to the existing line would increase the availability sufficient to warrant the expense and effort.

There was also discussion about the potential location of the new treatment facility and whether it would be closer to the highway and power and if that was the location, then a second intake line could be installed at that elevation as an "on-demand" system to augment any restricted intake at the current location.

c) Scarlett's Water Access Agreement:

Dan stated that nothing has been done on this yet, as he was waiting for the results of Lance's preliminary meeting. The proposed solution Lance worked out with Mr. Scarlett will be incorporated into our draft access agreement.

d) Water Licenses Review:

Dan stated that a review of the water licenses on Fletcher Creek shows that there have been 12 water licenses issued to 9 different parties, for water from Fletcher Creek, with the license for FCID issued in 1976. Of the remaining 11 licenses, 6 were issued before ours and in theory would be priorities, however, given that ours is the only one for a public waterworks, we may hold the priority.

7) Water Treatment Project

a) Phase 2 Design:

Kevin stated that the flowmeter data showed that we are significantly below our licensed limits, both on an annual and maximum daily flow basis.

He also reported that the next phase of the project will include both a purification plant and water intake recommendations and it is expected that a report will be presented to the board in advance of the April AGM.

Laurie stated that her concern is not so much the volume of water we are licensed to extract from the creek, but rather the current and potential requirements of the current and potential new residential development, given the number of properties we have as paying members of the system.

Lance stated it's also the minimum volume of the creek flow, rather than our license, that drives what is our potential intake and therefore what our potential outflow would be.

OLD BUSINESS

8) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

Dan circulated a copy of the email correspondence from the RDCK. In summary it appears:

1. We missed the deadline for Jan 2019, as these grants have already been allocated. The next available intake would be July 2019.
2. It's unlikely our application would be accepted because priority is given to RDCK water systems, that is systems operated by RDCK.
3. Any application is supposed to be for projects not yet begun, as ours will be under construction by July 2019, it is not promising.

Laurie stated that we should continue the process even though we won't be considered for the January 2019 applications.

b) Newsletter

No Report.

Laurie stated that we are now at the stage where we need to prepare the annual Trustee's report.

c) 2019 Budget

Dan circulated the revised 2019 Budget pointing out that the maintenance budget increased slightly and he added funds for Professional Services. The overall total still calls for a zero rate increase but the projected surplus is reduced. He pointed out that any capital expenditure would need to be treated separately and would most likely require borrowing and approval by the property owners. A 5 year capital budget will be prepared and presented to the board at the next meeting. Lastly, if the budget is approved at this meeting, then the 2019 Taxation Bylaw will be presented at the February meeting.

MOTION 2019-01-15-05

Moved by Kevin Jersey, seconded by Lance McLaren, that the 2019 FCID Operating Budget be approved with a zero percent tax rate increase on all groups.

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

d) Water Regulation Bylaw Consolidation:

Dan reported that he has begun a review of the bylaws related to our water system operations, but does not have any specific recommendations at this time.

A review of the Bylaws was made by Pete White in 1993, as well as a second review undertaken by Stu Gibbings in 1999, with a number of the revisions he proposed have been incorporated into our bylaws.

NEW BUSINESS

9) Correspondence

No Correspondence

10) Next Board Meeting:

a) The next Board Meeting was scheduled for Tuesday, February 26, 2019 at 5:30 PM at McLarens.

11) Adjournment at 2:10 pm.



Laurie Hartland, Chair
Fletcher Creek Improvement District



Dan Knight, Secretary Treasurer
Fletcher Creek Improvement District