



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
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Minutes

February 26, 2018 – 5:30

McLaren's Residence, 4761 Highway 31

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

Trustees present electronically: Kevin Jersey

Secretary Treasurer: Dan Knight

1) Meeting called to order at 5:31 PM (Laurie Hartland, Chair)

2) Approval of agenda

Steve mentioned that he wanted to add a report about the Emergency Phone Process.

MOTION 2019-02-26-01

Moved by Lance McLaren, second by Steve Julien, that the Agenda be approved as amended.

MOTION PASSED. (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 (January 15, 2019)

MOTION 2019-02-26-02

Moved by Lance McLaren, seconded by Kevin Jersey, that the Minutes of the January 15, 2018 Board Meeting be approved.

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

4) Approval of Financial Report:

a) Balance and Income Statements to January 31, 2019:

- \$184,870 in Cash.
- \$262,478 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$50,900

MOTION 2019-02-26-03

Moved by Tina McLaren, seconded by Steve Julien, to approve the Financial Report as of January 31, 2019, 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 presented the list of Accounts Payable for February 26, 2019, totaling \$1,288.68

Payable to	Description	Amount
Rec General of Canada	Jan 2019 Payroll Remittance	78.67
Dan Knight	Jan 2019 S/T Payroll	732.76
Pennywise	BWN & Website Hosting to June 2019	210.00
Interior Health	2019 Water License	150.00
WorkSafe BC	2019 WCB premium	117.25
Total		1,288.68

MOTION 2019-02-26-04

Moved by Lance McLaren, seconded by Tina McLaren, to authorize using electronic payments to Receiver General of Canada for payroll remittances.

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

MOTION 2019-02-26-05

Moved by Tina McLaren, seconded by Steve Julien, to approve the Accounts Payable as of February 26, 2019, 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) Laurie reported that she has not be able to contact Tristan Barrett to get permission for Fortis to give us a quote. She stated that Schriebers have given verbal okay.

Kevin suggested we sent the property owner a double registered letter requesting permission for Fortis to give us a quote.

Laurie suggested that we attempt another time to contact the property owner within the next week, and if still unsuccessful send a registered letter.

Kevin asked that we get a letter from Schreiber's giving us permission to get a quote from Fortis.

- b) Water Testing:

Test results for January have been posted on the website

7) Water Treatment Project

- a) No Report

OLD BUSINESS

8) Action items from previous Trustee minutes

- a) Scarlett's Water Access Agreement:

No Report.

b) Capital Budget Review:

Dan reviewed the Capital Budget documents circulated to the board, stating that these are for information at this time. The Board needs to review the documents and make recommendation for any revisions to the template, so when the final project estimate is received, that number can be inserted into the template and the long-term implication can be presented to the owners.

c) Water Regulation Bylaw Review:

Dan reviewed the Water Bylaws circulated to the board for information requesting that they review them and make any recommendation for revisions.

d) Emergency Service Calls:

Steve asked whether we can have in place a hierarchy of FCID board members to be the primary and secondary contact for emergency calls.

Kevin stated that that process doesn't solve the issue of what happens in the event that the primary, secondary contacts are not available to answer their phones. Plus it requires the owner to make multiple calls to go thru the list.

Lance stated his concern is the cost of a 3rd party calling service, for the potential need.

Laurie stated that previously Kevin's suggestion was that an alternative solution is to have more of the Board trained to know where the shut-off valves and keys are located to be able to handle emergencies.

Lance stated that part of the problem is that we only have one and half maintenance people and they are only part-time. We need to have a larger core of people trained to handle emergencies.

MOTION 2019-02-26-06

Moved by Steve Julien, seconded by Kevin Jersey, that all the Board members be trained and given access to the location for valve keys and equipment required for emergency water shut-off.

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

NEW BUSINESS

9) Bylaw 67 – 2019 Taxation Bylaw:

Dan reviewed Bylaw 67 – 2019 Taxation Bylaw, stating that this is a routine process once the 2019 Budget was approved. The bylaw levies specific tax amounts to each group of property as assessed under Bylaw 53 – Tax Notice Assessment Bylaw. Additionally, Bylaw 67 – 2019 Taxation Bylaw authorizes the levying of penalties and interest on any taxes unpaid by July 3, 2019.

MOTION 2019-02-26-07

Moved by Lance McLaren, seconded by Kevin Jersey, that Bylaw 67 – 2019 Taxation Bylaw be read a first time.

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

MOTION 2019-02-26-08

Moved by Tina McLaren, seconded by Lance McLaren, that Bylaw 67 – 2019 Taxation Bylaw be read a second time.

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

MOTION 2019-02-26-09

Moved by Lance McLaren, seconded by Tina McLaren, that Bylaw 67 – 2019 Taxation Bylaw be read a third and final time.

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

10) 2019 AGM:

a) Date & Location:

Kevin raised the point that adding the Water Treatment Project to the Agenda of the AGM will add too much time to the AGM. He suggested that a Special General Meeting scheduled for a date after the AGM would be a better plan for presenting the Water Treatment Project.

b) Trustees Report:

Copies of the 2018 Trustee report were circulated to the Board for information.

Laurie requested that the Board provide draft recommendation for review at the March meeting.

11) Correspondence

No Correspondence

12) Next Board Meeting:

a) The next Board Meeting was scheduled for Tuesday, March 19th, 2019 at 5:30 PM at McLarens.

13) Adjournment at 7:37 pm.



Laurie Hartland, Chair

Fletcher Creek Improvement District



Dan Knight, Secretary Treasurer

Fletcher Creek Improvement District