



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

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## Minutes

March 19, 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

Guests: Don Scarlett

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

2) Approval of agenda

Dan requested the addition of two additional last minute items dealing with Meeting Procedures bylaw and Water Treatment Funding Options.

MOTION 2019-03-19-01

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, Steve Julien  
Opposed: 1, Kevin Jersey, Abstained: 0, Absent: 0).

3) Approval of Regular Board Meeting Minutes (February 26, 2019)

MOTION 2019-03-19-02

Moved by Tina McLaren, seconded by Lance McLaren, that the Minutes of the February 26, 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 February 28, 2019:

- \$183,584 in Cash.
- \$261,191 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$49,613

MOTION 2019-03-19-03

Moved by Lance McLaren, seconded by Tina McLaren, to approve the Financial Report as of February 28, 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 March 13, 2019, totaling \$550.40

Payable to	Description	Amount
Rec General of Canada	Feb 2019 Payroll Remittance	46.44
Dan Knight	Feb 2019 S/T Payroll	503.96
<b>Total</b>		<b>550.40</b>

Lance stated that he is very concerned and disagrees with the requirement of the payroll.

Dan stated that he is opposed to any of the payroll backup being included in the minutes, and he believes that there isn't a need for the timesheet to be brought to the Board for review as it is reviewed and approved by the Chair.

Kevin stated he believes that the Board has a fiduciary responsibility to review the payroll and should.

**MOTION 2019-03-19-04**

Moved by Tina McLaren, seconded by Lance McLaren, that the question of what is appropriate for payroll backup made public be referred to the Ministry for their feedback.

MOTION PASSED. (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren. Opposed: 2 Kevin Jersey, Steve Julien, Abstained: 0, Absent:0).

**MOTION 2019-03-19-05**

Moved by Steve Julien, seconded by Tina McLaren, to approve the Accounts Payable as of March 19, 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) Water Testing:**

Test results for Mar have been circulated to the board and posted on the website.

**b) Fortis Estimate:**

Lance stated that despite repeated calls to Fortis' 1-800 number over the past 4 weeks, there has not been any response

**c) Source and Mainline Feasibility Study:**

Lance stated that during a meeting with another Improvement District, which they requested to get information regarding Point Of Entry systems, that the estimate cost of installing or replacing a mainline was raised. That due to the extremely high cost mentioned, he subsequently met both with the engineering firm that conducted the feasibility study for the other Improvement District; the firm confirmed the rate that was stated. He then called 9dot Engineering to get their rough estimates for replacing the mainline and they stated a rate of about \$600 per meter, which would equate to over \$2 million dollars for our mainline. Given that our mainline is almost 40 years old and consists of materials that are below current standards, he recommends we conduct a feasibility study into both our source volumes and the current condition of our mainline, in order to begin long-term planning and funding for its replacement

Kevin stated that he didn't think the study is needed and is concerned that rumors of an extraordinary large cost will scare the property owners.

Laurie stated that the board did a review about 5 or 10 years ago examining the estimated life expectancy of various materials used in our system, but that it wasn't an extensive study of our system. She would like to see that documentation first.

- 7) Water Treatment Project
  - a) No Report

### **OLD BUSINESS**

- 8) Action items from previous Trustee minutes
  - a) Scarlett's Water Access Agreement:

Lance reported that he met with Don Scarlett and based on that conversation he invited Don to attend the meeting to meet the board members.

### **Temporary Adjournment:**

The meeting was temporarily adjourned by the Chair at 6:35 pm.

Kevin Jersey, who was attending via phone call remained on the line during the temporary adjournment.

The meeting was reconvened by the Chair at 6:45 pm

- b) Capital Budget Review:

Dan presented a report outlining the current reserve funds and options for funding any Capital Project.

### **MOTION 2019-03-19-06**

Moved by Lance McLaren, seconded by Tina McLaren, to table the report until feedback can be received from Municipal Affairs.

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

- c) Water Regulation Bylaw Review:

Dan reported that emails from Municipal Affairs advised not to consolidate the various Water Bylaws,

### **NEW BUSINESS**

- 9) Emergency Response Plan Revisions:

Dan stated that an email was received from Interior Health outlining some revisions that are needed to our Emergency Response Plan. Given that the Board has until July 1<sup>st</sup> to submit the revised Plan, Dan recommends that any revisions be tabled for the next Board to address after the AGM.

## 10) Bylaw 68 – Meeting Procedures:

Dan stated that Bylaw 68 is a proposed revision to Bylaw 66 Meeting Procedures that includes some administrative corrections, but also a number of additions that clarify or enhance sections dealing with:

- Signing Authorities
- Removal of the Chair by both the board
- Role of the Chair & Trustees
- Electronic attendance
- Presiding Officers

## MOTION 2019-03-19-07

Moved by Kevin Jersey, seconded by Tina McLaren, that Bylaw 68 – Meeting Procedures 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).

## 11) 2019 AGM:

## a) Date &amp; Location:

Laurie stated that the Kaslo Senior's Hall has been booked for the AGM on Wednesday, May 1<sup>st</sup> at 7:00 PM.

## b) Trustees Report:

Laurie stated that given there's been no drafts submitted from the Trustees, that she and Dan will draft a report to be circulated to the Board by Mar 25<sup>th</sup>. With any revisions needing to be submitted to everyone in a timely fashion so the final draft can be circulated to the property owners in early April.

## 12) Correspondence

No Correspondence

## 13) Next Board Meeting:

- a) The next Board Meeting was scheduled for Tuesday, April 16<sup>th</sup>, 2019 at 5:30 PM at McLarens.

## 14) Adjournment at 7:20 pm.

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Laurie Hartland, Chair  
Fletcher Creek Improvement District

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Dan Knight, Secretary Treasurer  
Fletcher Creek Improvement District