

Fletcher Creek Improvement District ("FCID")
Board Meeting 4 June 2019 Minutes
Webb-Jersey Residence, 4950 Fletcher Creek Frontage Road

Trustees Present: Steve Julien
Kevin Jersey, Chair
Michael Walker
Aliske Webb
Diane Schreiber (as Trustee elect until Oath of Office can be administered)

Guests: Richard Wlosek
Joe Kern
George Wilson
Alan Davidson

1. **Call To Order** – The meeting was called to order at 7:08 PM following the SGM. The Board distributed an Agenda.
Amendment to the Agenda – to move 7.v. to follow the Approval of Minutes.

Motion It was moved and seconded to amend the Agenda to follow the Approval of Minutes. The Board voted: 4 in favour

2. **Approval of Minutes**
i. 14 May 2019 Board Minutes –

Motion It was moved and seconded that the May 14, 2019, Board meeting Minutes be approved as distributed. The Board voted: 4 in favour.

7.v. Richard Wlosek addressed the Board regarding the possible future water connection coming available. He provided a 2010 letter from a previous Board indicating that "no other owner had come forward to give up their connection in order for you to have a water connection..." The Board was not aware of the information until now. Now that the McLaren's have petitioned to remove their property from the FCID, he would be the next eligible property to be allocated a water connection. Unless any other documentation comes forward, the Board confirmed that would be the case. It was noted that the McLaren's petition may take a year for the Ministry to process and grant permission to change the FCID boundary and for anything to proceed further.

Motion It was moved and seconded that the Board receive Richard Wlosek's correspondence from 2010 that confirmed his property was next in line for the McLaren's water connection. The Board voted: 4 in favour

Richard Wlosek left the meeting.

3. **Financial Statements** - no report at this time

4. **Maintenance Report**
i. Emergency Contact Information on website -

Motion It was moved and seconded that Tucker the Plumber be engaged for emergency call outs. A stand-by fee of \$25 per month will be paid on a quarterly basis with call outs billed at \$60.00 per hour to be deducted from the stand-by fee. The Board voted: 4 in favour.

The FCID website will be updated to show the emergency contact as Tucker the Plumber and the phone number 250 353-7743

- ii. Intake Site – The Board reported that as a gesture of good will and neighbourliness, all the garbage and plastic bottles which had been left on Tristan Barrett's property where the water intake is located. Joe Kern was asked to facilitate a meeting between Tristan and the Board to discuss the relationship between the parties.

- iii. System Flush – The Board tentatively scheduled Saturday, the 22 of June 2019. Notices will be forwarded to all owners in due course.

Motion It was moved and seconded that the semi-annual system flush be scheduled for Saturday, June 22, 2019. The Board voted: 4 in favour

5. Water Treatment Project

- i. The Board reported that the 9 Dot Study was forwarded to The Ministry for project approval. Contrary to previous information received, the Ministry responded by indicating that no one at the Ministry was going to review the report and/or grant prior approval.
- ii. Voting Threshold for Capital Projects and Funding – The Ministry also confirmed that the voting threshold for approval of the funding at an SGM is 50%+1 of eligible owners in attendance at SGM to vote on the funding. Eligible owners are individuals who 18 years of age, are on title at the time of the vote, and, who are resident in British Columbia.
- iii. Survey – The Board reviewed a draft of a survey to be sent to all owners regarding their interest in proceeding with the water treatment project. The survey will be finalized and forwarded to all owners by email, along with a covering Summary of the project. The purpose of the survey is NOT a vote – it is for the Board to ascertain the level of interest of the owners to move forward with the project. Surveys to be returned to the Board by July 1, 2019.

An Information Meeting has also been scheduled for Wednesday, June 19, 2019, at 7:00 pm at the Kaslo Senior Centre for owners to attend and ask questions about the project before sending in their surveys.

Motion It was moved and second that an owner Survey and Summary be forwarded to all owners on title. The Board voted: 4 in favour

6. Water Metering Project

- i. Water Meters – The Board reviewed quotes received from Corix, Tucker the Plumber and McKinnon Logging regarding a suggested project to install meters to the FCID water system. The purpose of installing meters is to make the annual water tax assessment fair and equitable for everyone based on a flat rate per property and actual usage. A base rate and additional rates for extra usage will need to be properly assessed if the metering project moves forward.
- ii. Leak Detection – The Board reviewed a system and method of determining where water pipes may have a leak. The equipment can locate a leak to within 2 feet which would make repairs more efficient and economical.

7. Business Arising from Previous Minutes

- i. RFP's regarding Mainline and Water Source Study – The Board reported that none of the companies who had been approached had come forward with a proposal or quote. The response seemed to be that the idea of digging up the pipes to look at them (at a high cost) could actually cause damage to the pipes and was unrealistic to accomplish anything helpful. In consultation with other Improvement Districts which also have pipes as old as FCID's (or even older), the consensus seemed to be that specific leak detection was more significant and useful for budget and maintenance purposes.
With regard to a Water Source Study, the Board reported that most of the companies who were contacted do not conduct that sort of work. The others indicated that a one year study of the creek flow would be inadequate to determine any useful data with regard to long term sustainability because the snowpack and weather change so much from year to year, and, are likely to change even more with future global weather changes being predicted.
- ii. Meeting with Tristan Barrett – As noted above.
- iii. Emergency Response Plan – Steve Julien and Diane Shreiber will look into completing the IHA request.

- iv. WorkSafe Update – The Board reported that the missing 2018 annual report was sent to WorkSafe and no penalty would ensue. It was noted that the Board does not intend to hire employees; other arrangements are being made to engage contractors; therefore in future there will be no employee fees to be budgeted or paid.
- v. Connection Waiting List – moved to after Approval of Minutes

NEW CONNECTIONS / INTERCONNECTIONS

As noted above, further to new information coming forward, the Board indicated that the McLaren property connection will not be available to other owners.

However, since there is no record, that the current Board is aware of, establishing when other owners had previously indicated they wanted another connection, in the interests of fairness to everyone, the Board will now establish a Connection Waiting List of owners who now apply. Unless any other previous documentation comes to light, there will need to be a lottery draw to establish a priority order of all the other owners who apply by October 1, 2019.

After October 1, 2019, any other requests will be added to the list in order of receipt of the application.

- vi. Land Titles Account – In order to access legal documentation on property Tiles, FCID will need to establish an account with Land Titles.

Motion It was moved and seconded that an account at Land Titles be established. The Board voted: 4 in favour

7. Correspondence

- i. The Board received tax assessment payments from the following: Ron McKilligan; Allan Zackodnik; John MacManus; A Webb/ K Jersey; Michael Walker; George Wilson.
- ii. The Board received a copy of email correspondence between Lance McLaren and Dan Knight; no response required.
- iii. The Board received responses to the RFP questions from Masee Engineering; Ward Engineering; SNT Engineering; 9Dot Engineering.

8. New Business

- i. Secretary Treasurer – The Board reviewed the Secretary/Treasurer corporate officer position.

Motion It was moved and seconded to appoint Suzan Hewat as FCID Secretary Treasurer. The Board voted: 4 in favour

- ii. Bookkeeping and Document Storage – The Board reviewed the bookkeeping requirements for FCID.

Motion It was moved and seconded to engage the services of Minichiello & Company to prepare monthly financial statements and retain FCID documents, under the supervision of Suzan Hewat Secretary Treasurer at a rate \$70/hour. The Board voted: 4 in favour

- iii. Website Management – The Board reviewed the website requirements for FCID.

Motion It was moved and seconded to engage the services of Mel B Digital to maintain and update the FCID website, at the direction of the Board of Trustees, at a cost of \$60 per hour with a minimum of \$30 per month. The Board voted: 4 in favour

- iv. Pennywise Notice – The Board reviewed the Pennywise Boil Water Notice.

Motion It was moved and seconded that the Boil Water Notice in the Pennywise be renewed. The Board voted: 4 in favour.

- v. Electronic File Structure – The Recording Secretary presented a new electronic file structure and filing naming protocol.

Motion It was moved and seconded that a new electronic file structure be approved. The Board voted: 4 in favour.

- vi. Document Retention – The Board reported that the Ministry indicated there were no requirements for the retention of documentation. Their recommendation was to maintain hard copy (paper) for 5 years. The Board intends to review all the paper files, scan them electronically for permanent retention and will then destroy any paper older than five year.

Motion It was moved and seconded that all documentation will be scanned for permanent retention and any paper older than five years be destroyed. The Board voted: 4 in favour.

- vii. Postal Box Signature – The Board noted that the signer for the postal box needed updating.

Motion It was moved and seconded that Kevin Jersey sign for the postal box. The Board voted: 4 in favour.


9. Next Meetings

Board meetings will take place on the second Tuesday of the month (subject to change if necessary) at 7:00 pm at 4950 Fletcher Creek Frontage Road. The next meeting will be July 9, 2019.

Owners were reminded that guests are welcome to attend Board meetings. Please let the Recording Secretary know in advance that you will be attending.

10. Termination: The meeting terminated at 9:15 pm.


Chairman
Fletcher Creek Improvement District


Secretary/Treasurer
Fletcher Creek Improvement District

