

Fletcher Creek Improvement District ("FCID")
Board Meeting 9 July 2019 AGENDA
Webb-Jersey Residence, 4950 Fletcher Creek Frontage Road

Present: Kevin Jersey
Diane Schreiber
Steve Julien
Aliske Webb
Michael Walker (via teleconference)
Guest: Ken Mathers

1. **Call To Order** – The Meeting was called to order at 7:01pm.

2. **Approval of Minutes**

i. 4 June 2019 Board Minutes –

Motion that the Minutes of the June 4, 2019, Board Meeting be approved as distributed. The Board voted: 5 in favour
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3. **Financial Statements** – Not available at this time

Accounts Payable –

The Board received Invoices from Mel B Digital (website maintenance); Pennywise (Boil Water notice and web hosting); Brad Hartland and Alan Davidson (water system flush); Canada Post (annual mail box); Kaslo Seniors' Hall (AGM); Brad Hartland (honorarium for volunteer maintenance)

Motion that the above noted Accounts Payable be paid. The Board voted: 5 in favour

4. **Maintenance Report**

i. Emergency Contact Information on website –

The website has been changed to include Tucker the Plumber for emergency contact.

ii. System Flush –

The system flush was conducted on June 22. Brad Hartland and Alan Davidson coordinated the process and Board members (Kevin, Steve) and Tucker attended to familiarize themselves with the process. It was noted that a number of safety issues (Worksafe) were identified and new procedures will be documented and initiated in the future. An updated Procedure Manual will be created by Steve in consultation with Tucker.

iii. Rollins Property –

It was discovered during the system flush that the records did not include the Rollins' property to be informed of the system flush date and time so they had not been notified of the water shut down. At that time, the Rollins' filtration system in his pump house failed; Tucker responded to the situation and reported that the water shut down did not cause the failure. The Board will ensure that Rollins is informed of any future system shut downs.

iv. Review of backup pump –

The Board noted that although the previous system flush guidelines had specified that the backup pump be turned on and tested regularly, it had not been done for some time. Diane confirmed that the pump was installed years ago on the Gibbings' property but has not been used for years. The Gibbings' property is listed for sale and the Board was concerned that since the pump belongs to FCID arrangements will have to be made; 1) to continue to have access to the pump if there are future owners of the property, or 2) to remove the pump from the Gibbings' property. Diane and Aliske will open a dialogue with the Gibbings re future access to the backup pump.

v. Non-Emergency Maintenance Personnel –

The Board confirmed that Tucker the Plumber is the contact for both emergency situations and for regular non-emergency work required for FCID. Once again it was noted that because Tucker is resident at Fletcher Falls normally no travel time charges are involved, and, because his family is a member of

FCID he has a vested interest in ensuring that the water system is running optimally. Tucker is a highly trained and fully accredited Red Seal plumber.

5. Water Treatment Project

i. Information Meeting June 19, 2019 –

The Board reported that the owner information meeting was well attended and many good questions were asked. Very few questions were asked regarding the design or functionality of the proposed system. Most questions related to the costs of the system and the result it would have on individual water rates.

ii. Owner Survey Results –

The Board reported that there are currently 74 owners on title at FCID, some of whom live on site, some in BC and others out of province. Whether or not they would be “eligible” to vote (B.C. Elections Act) on a funding Resolution or not, all owners were provided with a survey and the opportunity to input their feelings and opinions for the proposed system. 43 owners responded which represented 58% of the total. Some owners did not respond to every question. Others added comments or asked subsequent questions.

A Summary of responses was:

Question 1: Do you support potable water to FCID? Yes -6 No-36

Question 2: Do you support the use of chlorine? Yes-5 No-36

Question 3: Do you understand the expense involved? Yes-31 No-6

Question 4: Can you/would you attend a local SGM? Yes-25 No-6

Question 5: Would you vote in favour of borrowing the funds? Yes-0 No-38

iii. Decision to Proceed –

After reviewing the owner surveys and comments the Board felt that the project had overwhelming disapproval of the owners and would not be proceeded with. It was significant that a crucial factor appeared to be opposition to the use of chlorine in a centralized treatment system – which was required by IHA in order to remove the Boil Water Notice at FCID. IHA had already previously turned down a proposal to have individual Point-of-Entry systems at each residence for the same reason (that the chlorine usage could not be monitored/controlled by FCID and therefore the Boil Water Notice could not be removed).

It was again noted that the point of the proposed water treatment system exercise had always been to provide information to the owners who would then be given an opportunity to indicate whether the proposal should go forward or not. Rather than it solely being a Board decision/responsibility, the owners have indicated they do not want to proceed. In the event of an insurance liability, it was felt that the Board’s responsibility was somewhat mitigated by the owners’ indication not to proceed.

Motion that the FCID will NOT proceed with a centralized system. The Board voted: 5 in favour

Motion that Kevin will forward a letter to 9Dot informing them of the decision and thanking them for their service. The Board voted: 5 in favour

The Board encouraged every individual owner to install their own Point-of-Entry system to their residence(s) if they are concerned about potable water. The expense is nominal to ensure that family and guests have safe drinking water. There are a number of local contractors who can complete the work. The Board will compile a short list of possible sources to obtain a quote from.

6. Water Metering Project

i. Water Meters –

The Board discussed the installation of water meters as a means to: 1) initiate more equitable tax rates, 2) conserve water, 3) improve leak detection and defer capacity upgrades.

Everyone (and many owners) agreed that the project should move forward as soon as possible. The work involves digging a hole near the curbstop on the house side of the water pipe. A (fiberglass) “pit”

lining is inserted into the hole with the meter inside, which is plumbed into the water line. The meter is tested and the hole is refilled. An average 4 foot “pit” costs \$525.00. The “pit” length/cost depends on the depth of the hole so the Board needs to know what length “pit” and how many to order. There is a variable length “pit” available for \$1,300 each but the Board felt that the cost was too exorbitant and unnecessary by simply digging the holes in advance and determining the exact lengths needed.

The Board felt it imperative that the work be divided into three phases so that: 1) a “test” section can be completed before freeze up this Fall, 2) any possible “wrinkles” will be discovered and worked out before the whole system is installed, 3) any possible cost savings can be realized for the subsequent phases, 4) some actual water usage data can start to be collected in order to develop a realistic usage charge rate. The Board decided that the first phase will run along the West side of Highway 3 from the Schreiber property (#4973) to the McKilligan property (#4705). That will be 15 meters in all and would NOT include any non-member properties outside FCID. It was anticipated that the first phase would give data on a variety of water usage types including a commercial property, an acreage property, residential properties and semi-vacant properties. (The Board anticipates that the McLaren property request to be removed from FCID will be approved by the Ministry and therefore will not need a meter.) The Board will notify the appropriate owners of the work on their properties; owners will not need to be onsite at the time.

Ian McKinnon will be engaged to dig the holes where indicated. Once the depths are determined, the Board will place an order for the “pits” and accompanying meters and meter reader. An initial quote was received from Corix, a major supplier and installer of meters in BC, but additional quotes will be obtained from other suppliers for the various components.

Although there is a GPS-technology Cloud-based “Beacon” meter reading system available (through Corix) which would allow real-time electronic access to data, it was a great deal more expensive than a simpler hand-held meter reader. The hand-held version would require a Board member to actually walk around FCID and record the meter readings at each property, which would then be used to calculate whether or not a charge for excess water usage was required. The Board felt the hand-held version was more cost appropriate. The readings could be done on an annual, semi-annual, or quarterly basis depending on a Board decision for invoicing frequency.

Motion that installation of water meters be commenced as soon as possible; that the work be carried out in three sections; that the first section run along the West side of Highway 3 from the Schreiber property to the McKilligan property; that Ian McKinnon be engaged to dig the holes; that the Board order the appropriate number and size of “pits”. The Board voted: 5 in favour

The Board may need to meet briefly to review quotes and decide on the component supplier before placing an order. At that time, a Bylaw will be passed to enable the Board to access Reserve Funds for the meter project.

ii. Leak Detection –

The Board had a preliminary discussion about a leak detection system which could be purchased or leased in order to provide information about incipient water leaks in pipes before they become major leaks and cause substantial damage/expense.

One system, supplied out of Ontario (Leakfinders ST), involves a computer based program. A probe is clamped to one (metal) curbstop, and to a second (metal) curbstop. A meter calculates the water flow between the two and can read out where the leak is within two feet. The system costs approximately \$30,000 and includes full operator training. Apparently, no one in the Kootenays has such a leak detection system. (The closest one is in Kelowna which is a ground radar system.) As a result, if FCID purchased/leased such a system, it could repair leaks before they become major expenses. And, there could be an opportunity to sell the service to other water improvement districts for a nominal fee (which would offset the purchase/lease expense). The Ministry has already confirmed that FCID is allowed to lease “property” (i.e. equipment/assets) to other districts and earn Revenues accordingly.

Further investigation will be undertaken.

7. Business Arising from Previous Minutes

i. Meeting with Tristan Barrett –

The Board will continue its efforts to set up a meeting.

ii. Emergency Response Plan –

Diane and Steve completed the updated Emergency Response Plan and will submit it to IHA (Renee Ancel) who will return an approved copy which will be filed and adopted by FCID.

iii. Connection Waiting List –

The Board reported that no one else had indicated that they had requested additional connections and believed they were on a waiting list.

8. Correspondence

i. The Board received tax assessment payments from the following: Anderwert; Baker; Julien; Kelly; Moschenko; Cunliffe; Peltier; Baumgardner; Metzlar; Hallett; Wlosek; Kern; Schreiber; Morrison; Cunliffe; Warkentin; Edds; Neelands; Hazelwood; Kozak; McLaren; Mathers; Hester; Kehoe; Aris; Command; Herreschoff; Walso; Hartland; Scott; Woodmass.

There are currently 6 people showing unpaid taxes. The Recording Secretary will contact the owners to remind them of arrears. It was noted that some owners had not received their Tax Notices or the Notices had been addressed incorrectly.

ii. The Board received a request from Richard Wlosek for information on the undeveloped properties of FCID.

Motion that Richard Wlosek be provided with the names and PID numbers of current undeveloped property owners. The Board voted: 5 in favour

iii. The Board received a question regarding whether there is a guaranteed pressure level provided to a property in FCID. The Board noted that there is no guarantee of a specific pressure level to any property.

8. New Business

i. Confirmation of email addresses –

Aliske reported that emails had been sent to all addresses on record requesting confirmation that the email is accurate. Most responded; some did not, so she will call the owner(s) to confirm their current email address for the records.

ii. Procedure and Cost for Boil Water Notice Road Signs –

The Board discussed the Boil Water notification. Everyone agreed that the advertisement in the Pennywise did not constitute sufficient public notification because the Pennywise is a flyer (not a newspaper) and is not received by everyone. It was agreed that road signs at the north end and south end of FCID were more likely be seen by the public (similar to those at Mirror Lake). Michael obtained a quote from SpeedPro Signs in Nelson for 2 aluminium 24"x30" black on yellow signs, unmounted. He confirmed that the Ministry would need to approve the sign and location prior to installation. Michael will follow up for approval and will obtain an installation quote from YRB.

Motion that SpeedPro Signs be engaged to provide 2 metal Boil Water Notices. The expense of \$358.40 will be allocated to the Advertising and Promotions budget item. The Board voted: 5 in favour

iii. Review of Board project list and priorities –

The Board spent some time reviewing their projects, priorities and intentions for this budget year. The following items were captured as a list of ongoing Board aspirations:

Water Usage Metering Project – 1) installation to be completed in three phases commencing immediately in order to begin capturing reliable usage data; 2) establishment of a fair and equitable tax assessment based on each property sharing equally for the annual budget, rather than being based on the number of connections and regardless of usage (for the time being); 3) once actual water usage data has been received and analyzed, initiate a usage-based charge for properties who use an excess of water over a set base amount (to be determined based on average usage and system capacity). The excess usage charges will become excess Revenue over the budget requirement which will contribute to surplus reserves.

Sustainability – 1) water conservation efforts, 2) ensure reliability of backup system, 3) formalize an agreement with Scarlett for emergency access

Infrastructure – 1) leak assessment capacity, 2) investigate possible larger tanks (storage), 3) improve intake and distribution system

Moratorium – remove moratorium as irrelevant once the tax assessment has changed and water capacity has been determined

Best practises – encourage owners to 1) conserve water, 2) install potable water safety systems

iv. Website review and update –

The Board will review dated material/information on the website and direct Mel B to update.

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 held August 13, 2019.

10. Termination: The meeting terminated at 9:08 pm.

Kevin Jersey
Chairman
Fletcher Creek Improvement District

Suzan Hewat
Secretary/Treasurer
Fletcher Creek Improvement District