

Fletcher Creek Improvement District ("FCID")
Board Meeting 12 AUGUST 2019 Minutes
Webb-Jersey Residence, 4950 Fletcher Creek Frontage Road

Present: Kevin Jersey
Diane Schreiber
Steve Julien
Aliske Webb
Michael Walker

1. **CALL TO ORDER:** The Meeting was called to order at 4:10 pm.

2. **APPROVAL OF MINUTES – 9 July 2019**

Motion to approve the July 9, 2019, Minutes as distributed. The Board voted: 5 in favour

3. **FINANCIAL STATEMENTS**

- i. July 2019 Financials – The Board received the July financials in draft form. The Receivables need to be reconciled before the Financials are approved.
The Board reported that GST rebates were not filed for 2018. FCID is required to file semi-annually. The Secretary/Treasurer will file the missing documents.

Motion to give Suzan Hewat access to the GST account. The Board voted: 5 in favour

- ii. Accounts Payable – The Board reviewed current Accounts Payable:

1. McCarthy Enterprises – \$771.75	Meter Pit excavation
2. PennyWise - \$12.81	Boil Water Notice
3. Ministry Lands, Nat Res - \$200	Annual Water Revenue Payment
4. Kaslo Seniors Society - \$35.00	Hall Rental for Meter Information
5. CRA - \$102.42	Assessment penalty
6. CRA - \$13.63	Dan Knight Income Tax Withheld
7. CPP - \$91.18	Dan Knight employer portion
8. EI - \$38.41	Dan Knight employer portion

Motion to pay all the above noted Receivables. The Board voted: 5 in favour

- iii. Accounts Receivable – The Board noted that the Herreshoffs have not paid their tax assessment.

Motion to assess the penalty payment of \$678.00 for non-payment to Herreshoff. The penalty letter to be sent by double registered mail. The Board voted: 5 in favour

(Subsequent to this meeting, the Board received all outstanding receivables.)

- iv. September 2019 GICs Maturity –

The Board noted that FCID holds reserve funds in three GICs – one maturing for \$38,834.91 on September 2 and one for \$63,162.66 maturing September 8. A third one for \$31,478.0 will mature next year

Motion that the funds be re-invested in one-year GICs (cashable after 90 days without penalty). The Board voted: 5 in favour.

- v. Bank Signing Authority –

Motion to add Diane Schreiber as a Bank Signing Authority. The Board voted: 5 in favour

4. **MAINTENANCE REPORT**

- i. Procedures Manual –

Steve will finalize the draft updated Procedures Manual for the September meeting and finalization.

ii. Emergency Pump Review –

Diane and Aliske met with Stu and Pat Gibbings. It was noted that the pump had not been started or serviced since it was used in 2013 when there was a problem with the water supply. Stu and Pat confirmed that although their home is for sale, they are notifying prospective buyers that the pump belongs to FCID but sits on their private property and arrangements had been made for access and remuneration for power usage. It is anticipated that the same arrangements will continue with new owners.

Motion that Craig Tucker be engaged to inspect, test and arrange for servicing the emergency pump. The Board voted: 5 in favour.

5. WATER METER PROJECT

i. West Side Highway Excavations –

The exploratory pits were dug at an expense of \$771.75. Once the pit depths and pipe sizes were determined, the Board was able to obtain detailed quotes from suppliers for a more accurate cost to install the first 15 meters at FCID. The proposed Phase 1 expense was provided to the owners by email and at the Information Meeting held on August 1, 2019. It was noted that the subsequent Phase 2 and 3 expense would again depend on the actual pit depths and pipe sizes but the total expense for the project would be approximately three times the expense of Phase 1.

ii. Information Meeting –

The Board held an information meeting on August 1, 2019. Many owners attended and expressed a variety of opinions and concerns. Everyone was given an opportunity to express their thoughts and the Board made their best efforts to explain the project.

iii. Owner Survey Results –

There are currently 73 owners on title who were invited to input. The Board received 41 surveys (56%). The results were as follows:

	YES	NO	Blank, no answer indicated
Question 1	21	13	8
Question 2	18	13	10
Question 3	27	9	5
Question 4	13	28	

iv. Decision to proceed or terminate the meter project –

The Board discussed the results of the information meeting and owner surveys in depth and considered its options. In light of the owner response, the Board made the following decision.

Motion that the water meter project be cancelled for the time being and the exploratory holes along the west side of highway 31 be refilled. The Board voted: 5 in favour.

The Board discussed future plans and determined that it very much wanted to continue to include the owners' opinions and ideas into the Board activities. The previous two projects proposed by the Board have met serious opposition from the *owners who participated* in the discussions. As a result, the Board will now ask the owners to suggest (in writing via a survey) what projects they want to see completed. When there is agreement by the owners and consensus of how the Reserve monies are to be spent, the Board will be able to coordinate the required procedures and documentation (per legislation and bylaws).

Additionally, in preparation for the yearend Budget discussions, the Board will also include questions regarding the 2020 Budget for owner input on how much they would like to pay for the annual tax assessment, and, more importantly, how much they would like to put in the Reserve funds. It was noted that the budget is comprised of two basic elements: 1) the expenses to operate the distribution system which are fairly consistent year to year (barring any unforeseen emergencies), and 2) the portion of the budget allocated to the Reserve.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- i. Emergency Response Plan – Submitted and awaiting response/approval from IHA.
- ii. Tristen Barret Communication – The Board has attempted to communicate with Tristen but to no avail so far.
- iii. Leak Detection System – An arrangement will be made to visit a large Improvement District who currently use the system the Board is investigating.
- iv. “Boil Water” Road Signage –
The Board noted that the Mirror Lake “Boil Water Notice” signage has been removed from the highway. Michael will pursue obtaining official permission from the Ministry regarding highway signs.

Motion that Kevin will obtain a legal opinion regarding what constitutes sufficient Notice of the Boil Warning. The Board voted: 5 in favour.

- v. Website Review and Update – Kevin will pursue updating the website and direct Mel B Digital.
- vi. Review of Board Projects and Priorities – Tabled until Owner Surveys are returned.

7. CORRESPONDENCE

- i. The Board received an Application from Cory Baker for a curb stop. Because the pipe line will have to cross Twin Bays Road, permission will be needed from the Ministry.

Motion that Corey Baker’s Application be approved and arrangements made for construction and installation of a curb stop as soon as possible. The Board voted: 5 in favour.

- ii. Rejection of Bylaw 68 –
The Board received correspondence from the Ministry indicating that it would not accept the Bylaw as submitted; they indicated a number of items that would not be approved. The Board will review the Bylaw and re-submit it.
- iii. The Board received letters/emails from owners regarding the meter project: Phil Walsof, Barb Neelands, Pat Gibbings and Brian Edds.

8. NEW BUSINESS

- i. Turbidity Readings –
The Board noted that turbidity water testing should continue on a monthly basis and will have Rick Doucette complete the work.
- ii. Water Testing –
The Board determined that the water testing should continue on monthly basis.
- iii. Review of Bylaws 68 and 36 – Tabled for the September meeting.

9. NEXT MEETING

The next meeting will take place at 7:00 pm at 4950 Fletcher Creek Frontage Road on September 10, 2019 (subject to change if necessary).

10. Termination:

The Meeting terminated at 6:25 pm.

Boil Water Notice

(since 2003)

Please be diligent with your water as it is collected from a surface water source and is known to contain some pathogens.

FCID recommends that all water to be consumed be brought to a full rolling boil for at least one minute. Use boiled water for: drinking, brushing teeth, making baby formula and cleaning food. This is especially important for the elderly, young children, and immunocompromised individuals.

Please advise guests and renters.



Kevin Jersey
Chairman
Fletcher Creek Improvement District

Suzan Hewat
Secretary/Treasurer
Fletcher Creek Improvement District