



LETCHER CREEK IMPROVEMENT DISTRICT

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Kaslo, BC V0G 1M0 Email: chair@fletchercreekwater.com

BOARD MEETING MINUTES

March 24, 2020; 4926 Fletcher Creek Frontage Rd

1	Call to Order at 7:00 p.m. S Scott, D Butt, M Wanke, R. Cunliffe present.
2	Approval of Agenda MOTION to approve. M. Wanke/R. Cunliffe. Carried.
3	Approval of Minutes of Jan. 13, 2020. MOTION to accept minutes: S. Scott/ R. Cunliffe. Carried.
4	<p>Financial Reports</p> <p>a) MOTION to accept Year End Financial Reports for Dec., 2019: M Wanke / S Scott. Carried.</p> <p>b) MOTION to accept Financial Reports for Jan., 2020: M Wanke/ R Cunliffe. Carried</p> <p>c) MOTION to accept Financial Reports for Feb., 2020: M Wanke / R Cunliffe. Carried ACTION: D Butt to look into when/whether a financial audit has been done in the past and where an audit could be done for FCID.</p> <p>d) MOTION to accept the Budget for 2020: M Wanke/ S Scott. Carried. ACTION: S Scott will look into what has been done previously for an honorarium for maintenance.</p> <p>e) Resolution to approve the transfer of \$10,000 from the Capital Expenditure Charge Fund (Bylaw #2) for the purpose of installing three new connections: M Wanke/ R Cunliffe. Carried. MOTION to approve the Second Reading of the resolution to transfer of \$10,000 from the Capital Expenditure Charge Fund (Bylaw #2) for the purpose of installing three new connections: R Cunliffe / S Scott. Carried. ACTION: M Wanke and D Butt to approach Municipal Affairs and Housing to request written approval for the transfer of the \$10,000, as stipulated in Bylaw 2.</p> <p>f) Term Deposit – Trustees approved the purchase of a three-year rate climber term deposit for the amount that came due on March 8, 2020 including the interest from that term deposit. ACTION: D Butt to contact Kootenay Savings Credit union to authorize the purchase of the rate climber term deposit.</p>
5	<p>New Business</p> <p>a) MOTION to approve the First Reading of the 2020 Taxation Bylaw #69: S Scott/R Cunliffe. Carried. MOTION to approve the Second Reading of the 2020 Taxation Bylaw #69. R Cunliffe / S Scott. Carried.</p> <p>b) AGM Postponement – in recognition of the mandated restrictions to limit public meetings, the April AGM will be postponed until the Covid19 virus pandemic subsides. ACTION: S Scott will send out a notice about postponing the AGM via email to residents of the FCID. D. Butt to cancel the April 27 booking for the Seniors’ Hall. A notice about the AGM postponement will be posted on the community bulletin board. The Chair’s letter and 2019</p>

	<p>Financials will be posted on the website by the end of April.</p> <p>Because of the AGM postponement, it will not be possible to elect a new Trustee at this time. R Cunliffe has agreed to extend his term until the AGM. MOTION: to approve that R Cunliffe will continue as a Board Trustee until the AGM is held. S Scott / M Wanke. Carried.</p> <p>Honoraria payments are generally determined at the AGM. Trustees indicated they would not be seeking an increase in the 2020 honoraria payment levels, and because honoraria cannot be approved by the membership, no payments will be made until after the AGM is held.</p> <p>c) Board Meetings – MOTION to approve that Trustees business will be conducted through electronic mail and phone meetings until it is safe to meet in person. R Cunliffe/ S Scott. Carried.</p>
6	<p>Water System and Maintenance</p> <p>a) New Water Connections. S Scott reported that Fortis has advised that the FCID needs to be registered with them for any developments potentially impacting their lines. As well, we will need Ministry of Transportation and Infrastructure approval to regarding the right of way next to Twin Bays Road. ACTION: S Scott will take the lead on these items as well as on the installation of the water connections.</p> <p>b) System flush is planned for April 18, to be completed by S Scott and R Cunliffe. ACTION: S Scott will include notice of this item in the email to the membership (see Item 5b). This will serve as the first email notice. D Butt will send out a reminder email and telephone those without email addresses on April 15. A notice will be posted on the bulletin board.</p> <p>c) Maintenance Position. J. Kern has expressed interest in serving as the person responsible for general maintenance. C Tucker and other contractors will be hired on a fee-for-service basis for projects beyond general maintenance, such as the installation of the new connections. ACTION: S Scott to determine the honorarium or other financial arrangement for securing J Kern for the general maintenance position.</p>
7	<p>Business Arising</p> <p>a) Procedures Manual. R Cunliffe has drafted the steps for conducting the system flush. The exact level of disinfectant needs to be determined. ACTION: S Scott to work with K Mathers and S Julien to establish the optimal chlorine level.</p>
8	<p>Correspondence</p> <p>An email was received from R. Ansel, dated Jan. 27, 2020, confirming that IHA is agreeable with a “staged approach of treatment barriers to providing safe drinking water to users”. The FCID will proceed with their staged approach plan based on this confirmation.</p>
9	<p>Next Meeting: to be called by the Chair, as needed. In-person meetings are on hold for now.</p>
10	<p>Adjournment at 8:35 p.m. by M Wanke.</p>



Donna Butt, Secretary/Treasurer

Approved by the Board of Trustees
April 1, 2020