



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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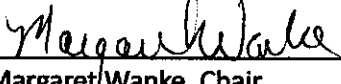
MINUTES

October 26, 2020 7:00 P.M.
4926 Fletcher Creek Frontage Rd

1	Call to Order at 7:01 pm. In Attendance: Robert Cunliffe, Neil Kelly, Joe Kern, Peter Sonnenberg, Margaret Wanke, Donna Butt (S-T).
2	Approval of Agenda – MOTION to approve the agenda with the addition of 5d: Finance Committee. N Kelly/ J Kern. Carried.
3	Approval of Minutes – MOTION to approve the minutes of September 28, 2020. R Cunliffe/ P Sonnenberg. Carried.
4	<p>Business Arising</p> <p>a) Emergency Planning</p> <p>Meeting with Dalshaugs regarding emergency pump – three trustees met with Brian Dalshaug to go over the operation of the emergency pump. The system will be tested next spring to prepare for an actual emergency event. At the same time, the electrical panel will be moved to make it more accessible. Action: D. Butt to bring forward in spring, 2021.</p> <p>b) Emergency Response Plan</p> <p>Feedback on the draft revised Emergency Response Plan was discussed. Relating to the backflow item, a question as to the necessity of having each homeowner install of anti-siphon/back-flow devices was raised. Decision to revisit this as we undertake a review of our bylaws, in particular Bylaw 36. Action: include in Bylaw 36 review in 2021.</p> <p>A question was raised as to whether there was a need to store spare parts for emergency situations. Agreed that it was not possible to predict emergencies and the types of spare parts needed. In the event of an emergency, FCID has ready access to plumbers, hardware stores and Village of Kaslo maintenance as possible sources for necessary parts. ACTION: M. Wanke to finalize Emergency Response Plan and submit to Interior Health.</p>
5	<p>Administration</p> <p>a) Approval of the Income/Expense Report</p> <p>MOTION to approve the September Income/Expense Report. N Kelly/ P Sonnenberg. Carried. All 2020 tax payments have been received.</p> <p>b) Investment of Term 8 funds into Reserve Fund.</p> <p>MOTION: to invest the \$40,368 from Capital Expenditure Charge Bylaw 2 into a three-year redeemable term deposit or otherwise best available investment alternative, to be henceforth included under the Capital Works, Renewal Reserve Fund. M Wanke/ R Cunliffe. Carried.</p>

	<p>c) Updates</p> <p>D Butt reported on her investigations into accessing a line of credit. The Credit Union requires about two weeks' notice to process an application, and the application fee would not be required until we apply. She also found that FCID does not have a bylaw to address short-term borrowing, as is required by government and stated in The Improvement District Manual. "Section 746(1) of the Local Government Act authorizes the board of trustees to make bylaws for borrowing, by way of loan, temporary or otherwise, from a financial institution, amounts the board believes are necessary to meet approved expenditures." ACTION: D Butt to prepare a bylaw to address short term borrowing for review at the next Board meeting.</p> <p>Signing authority: M Wanke will go into the Credit Union to add her signature which will complete the signing authority documents for adding P Sonnenberg as the third signatory.</p> <p>Correspondence with Municipal Affairs & Housing: The List of Trustees was sent to the government as is required after the AGM. Bylaw 70 (2020 Capital Expenditure Charge Reserve Fund Disbursement) was registered with the government.</p> <p>d) Finance Committee</p> <p>The Board agreed to establish a Finance Committee comprised of the Board Chair, Secretary Treasurer and up to three FCID members with an accounting or finance background. The role will be advisory, thus it will be possible to include members who are not BC residents. ACTION: M Wanke to draft Terms of Reference for the next meeting. ACTION: D Butt to review the land titles documents to search for people with accounting or finance backgrounds who could be invited to serve on this committee.</p>
6	<p>Water System</p> <p>a) Tours of Kaslo Water Plant & FCID System Both tours were completed and went well.</p> <p>b) Maintenance Report The leaking standpipe at the south end of the system is a concern. The cost to fix it is estimated to be \$1,500 - \$2,000. This item will be brought forward in the 2021 budget planning.</p> <p>c) Water Treatment – KWL Recommendations and Next Steps The engineering report recommended a full year of water source monitoring and further water demand investigation. ACTION: N Kelly to check into availability of a remote flow meter and turbidity meter. Time did not permit discussion of Pilot study, Site selection, Communications with membership. These topics will be tabled for the November meeting.</p> <p>d) RDCK Infrastructure Planning Grant ACTION: M Wanke to look into possible projects for the fall submission.</p>
7	<p>New Business. None</p>
8	<p>Correspondence. None</p>
9	<p>Next Meeting: November 23, 2020 at 4:00 p.m.</p>
10	<p>Adjournment at 8:55 p.m. R Cunliffe. Carried.</p>


Donna Butt, Secretary/Treasurer


Margaret Wanke, Chair