



FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: www.fletchercreekwater.com
Email: fletchercreekwater@gmail.com

Minutes Annual General Meeting Wednesday May 01, 2019 – 7:00 pm Seniors Hall, Kaslo

Members (voters): Robert Cunliffe, Stewart Gibbings, Graham Gilbert, Brad Hartland, Marielle Julien, Cindy Kehoe, Heather Kelly, Neil Kelly, Joe Kern, Keith Mathers, Ron McKilligan, Jacqueline Mealing, Barb Neelands, Michael Walker, Aliske Webb, Richard Wlosek

Members (non-voters): George Wilson

Guests: Craig Tucker, Don Scarlett, Dave Sheppard

Trustees: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Steve Julien

Secretary Treasurer: Dan Knight

1. **Call to order** at 7:03 pm. (Laurie Hartland, Chair)

2. **Introduction of Attendees:**

Laurie began the meeting by asking everyone attending to introduce themselves.

3. **Approval of the Agenda:**

MOTION 2019-AGM-01

Moved by Kevin Jersey, second by Neil Kelly, that the Agenda be approved. **CARRIED UNANIMOUSLY**

4. **Report on the condition of the Improvement District's works** (Laurie Hartland):

Laurie presented the Trustee Report for 2018, highlighting the following key points:

a. Bylaw Review:

After some challenges to both our Connection Moratorium and how we conduct our meetings, the board reviewed and passed the following bylaws:

- i. Connection Moratorium Bylaw: to formalize what had been in place by both Board and AGM motions since 1993.
- ii. Meeting Procedures Bylaw: which outlines specifics about how we run our meetings and the role and responsibilities of our board trustees.

b. Water Treatment Project:

The board contracted 9dot Engineering from Nelson to conduct Flow Data Gathering and to create a Design and Cost Estimate for a Centralized Water Treatment Facility, which the board received only two weeks ago. Kevin Jersey will review this project later in the meeting.

Laurie emphasized that the project cannot proceed without approval of the property owners and that the board is committed to holding a public information meeting during the summer where

you will be able to see the design details and ask questions of the engineers. Following that meeting there will be a mail-out to ALL property owners, of the design and cost information along with a mail-in ballot for qualified owners.

c. Access Easements:

Over the next year we will be working with some specific property owners and neighbors to get titled access easements to ensure we have access to our intake facility and our water source.

d. Water Source and Mainline Studies:

We've recently approved the Request for Proposal and Quote for two additional studies to get a clearer understanding of the condition of our system and volume capacity of our water source. Lance will review the purpose of those studies next.

e. Water Restriction Reminder:

As we do every summer, there will be water restrictions in place.

f. New Members:

This past year we've welcomed some new members:

- i. Danila & Vadim Spitsyn & Olga Moschenko, who purchased the Barrass' property on the Frontage Road.
- ii. Neil & Heather Kelly, who purchased the Bjurstrom property on Twin Bays Road.

5. Maintenance Report (Lance McLaren)

Lance reported that over the past year we've conducted the following repairs and additions:

- a. The Curbstop for the Herreshoff property was fixed
- b. A new curbstop was installed for the Julien property on Twin Bays Rd.
- c. Venting was installed in the Intake Building to prevent overheating
- d. The Air pressure valve was replaced
- e. Concrete barriers were installed to protect the zone shut-off valves by the Kehoe property

Lance reported that we also began monthly water testing and the results are posted on the website.

Lance reviewed the two studies that we've recently committed to undertaking:

1. Water Source Study:

The objective is to determine the varying flow rates of the creek over a one year period.

This data will enable the board to determine whether there is adequate volume during the lowest flow of the year to justify lifting the connection moratorium

2. Mainline Study:

The objective is to determine the current condition of our mainline and to determine the estimated replacement timeline.

This data will be used to determine what our long-term capital costs will be, as mainline replacement is quite expensive.

There was general discussion regarding the following:

- a. A forestry study of the creek conducted about 5 years ago
- b. A Special General Meeting in 2013 where Centralized Treatment was approved.
- c. A request by Richard Wlosek to be on a waiting list for new connections.

6. Water Treatment Facility (Kevin Jersey):

Kevin began by stating that previously the board was considering a POE system the focus was changed when it became apparent that in order to get Interior Health to lift the Boil Water Notice all the properties would have to agree to the installation of the POE system and agree to proper maintenance of the in house system. Interior Health expressed concerns with the maintenance issues and the proposal was abandoned.

He then gave an overview of the work completed to date and the preliminary report, stating that:

- a. 9dot Engineering and AquaDiversities from Nelson were contracted to conduct a flow analysis and to prepare a preliminary design draft and estimate. The report was received by the board two weeks ago.
- b. The proposed location for the Water Treatment Facility is the current intake site, which requires an extra cost to run power to the site but is needed to ensure sufficient storage, chlorine contact time and use of gravity instead of booster pumps. The process of getting power to the site will take a year or longer with Fortis.
- c. The timeline for the project is well over a year and includes multiple steps of approval because of the need to borrow money to complete the project. These steps include:
 - a. Approval of the project by Municipal Affairs, which will also include their recommendations for obtaining approval from FCID property owners.
 - b. An information meeting to present the proposed project to the property owners, followed by a mail-in ballot approving or rejecting the borrowing.
 - c. Once the owners approve the borrowing, then a borrowing bylaw has to be passed by the board and approved by Municipal Affairs
 - d. Only then can contracts be signed committing the district to the project.

There was a general discussion regarding the following:

- d. The size of the proposed system and the volume requirements of the households
- e. The voting threshold that would be required for approval
 - a. Dan stated that Municipal Affairs would determine the voting threshold.

7. Annual financial reports presented (Dan Knight):

Copies of the 2018 unaudited financial statements were circulated with the mailed out AGM package, and were available at the meeting.

Dan reviewed the financial highlights as follows:

- a. FCID had a net income of \$10,657 in 2018, primarily due to a savings on the budgeted flowmeter by having 9dot conduct the study as part of the Water Treatment Facility design.
- b. Cash Reserves are \$185,365, roughly a 9% increase over the previous year
- c. Overall Equity increased 5% to \$262,972

- d. The 2019 Operating Budget was passed by the Board at its Jan 15, 2019 meeting. This budget resulted in a zero tax increase.

MOTION 2019-AGM-02

Moved by Aliske Webb, second by Lance McLaren, to accept the financial reports as presented in the AGM package. **CARRIED UNANIMOUSLY**

There was general discussion regarding the following:

- a. Emergency Access to the shut-off keys.
 - a. Dan stated that copies are being acquired and will be kept in the intake building, with all trustees having a copy of the key to access the intake building.
- b. Easement on the Tristan Barratt property for our intake building:
 - a. Joe Kern expressed concern on behalf of Tristan Barratt about the water flow in the creek and FCID's water consumption.
 - b. He stated that there's been hard feelings between the board and Mr Barrett and that the board should consider providing him some compensation for the use of the property for the intake building, especially with the Water Treatment Facility being proposed for that site as well.
 - c. Joe concluded by advising that Mr. Barrett regrets having given permission for the easement.
 - d. Kevin Jersey stated that he would see that the board discusses this matter at its next board meeting.

8. Board Honorarium: (Dan Knight):

Dan stated that a motion is needed to approve trustee honorarium, which has remained unchanged for the past number of years, at:

- a. The current \$500/year for the Chair has not been increased in the past 15 years
- b. The current \$250/year for Trustees was last increased 5 years ago.
- c. Dan also report that the 2019 budget did not include an increase in board honorarium.

MOTION 2019-AGM-03

Moved by Michael Walker, second by Cindy Kehoe, to retain the existing rates of honorarium for the board at \$500/year for the Chair and \$250/year for each Trustee. **CARRIED UNANIMOUSLY**

9. Election of Trustees (Dan Knight):

Dan, acting as Returning Officer, stated that the trustee terms for Tina & Lance McLaren expire at this AGM, and called for nominations from the floor for trustees to stand for the two, three-year term, vacant positions.

Richard Wlosek nominated Michael Walker.

Michael Walker stated that he only lives in the district for half the year. In response Kevin Jersey stated that he also lives away for 6 months, but that he attends the meetings via phone call.

Michael agreed that he was willing to serve as a trustee for the three-year term.

Dan called a second and third time for nominations.

Aliske Webb stated she would be willing to serve, but because she also lives away from the district for half the year, she would step down if any other property owner who lives here all year wishes to serve.

Cindy Kehoe nominated Aliske Webb.

There were no additional nominations.

Dan declared Michael Walker and Aliske Webb as elected by acclamation for the two three-year terms expiring at the 2022 AGM.

Barb Neelands stated that we should thank Tina & Lance McLaren for their service to the board over the past three years.

10. **Adjourned** at 8:28 pm.

*Please note: Minutes of the 2019 AGM were reviewed and adopted by the Board as per Bylaw #68, at the Board Meeting May 14, 2019.

Original signed by:

Laurie Hartland
AGM Chair
Fletcher Creek Improvement District

Dan Knight
Secretary Treasurer
Fletcher Creek Improvement District