



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: [www.fletchercreekwater.com](http://www.fletchercreekwater.com)  
Email: [fletchercreekwater@gmail.com](mailto:fletchercreekwater@gmail.com)

## Annual General Meeting January 28, 2023, 3:00 p.m. St. Andrew's United Church Kaslo

### AGENDA

1. Call to order
2. Trustee's Report
3. Presentation of the 2022 Annual Financial Statement
4. Presentation of Current Year's Budget proposal
  - Decision: Member's may amend or approve the proposed budget
5. Decision about Trustees' Honorarium
  - a) Current level:
    - Chair receives a \$250/year honorarium- increase to \$500
    - Trustees receive a \$250/year honorarium
  - b) Decision by vote - Motion to approve the increase in Chair honorarium and hold Trustee honorariums
6. Election of Trustees
  - Scrutineers – TBA by those nominated or Donna Butt as a default.
  - a) Current status: J. Command term expires 2023; H. Kelly and A. Davidson terms expires in 2024; N. Kelly and P. Sonnenberg terms expire 2025
  - b) Call for nominations and election for Trustee position 2023 to 2026.
7. Tax Bylaw Revision – collection of overdue accounts
8. Recruitment of volunteers for emergency response, routine maintenance and special projects.
9. Summary of non-FCID water licensees water usage above FCID's water system
10. Adjournment

#### Notes:

- 1) Minutes of the 2022 AGM were reviewed and adopted by the Board as per Bylaw #66 at the September 13, 2022 Board meeting.
- 2) No motions were submitted by the members for consideration of the Trustees and members present.



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## Annual General Meeting Minutes

June 7, 2022 7:00 p.m.

St. Andrew's United Church Hall - Kaslo

**Welcome:** Call to order at 7:09 p.m.

**Attendance:** John Command, Alan Davidson, Robert Cunliffe, Donna Gellner (guest), Douglas Kalman (guest), Heather Kelly, Neil Kelly, Barbara Neelands, Peter Sonnenberg, Eileen Teng, Margaret Wanke, George Wilson, and Donna Butt (Secretary/Treasurer).

Donna Butt appointed Heather Kelly as clerk to assist in registering eligible voters.

Alan Davidson presented information about creek bed stability and what brings on a water advisory. He explained the difference between coliforms and fecal coliforms. The last time that fecal coliforms were found in the water was in 2019. Interior Health suspended water sampling and analyses in 2019 so any incidents after the last one have no chance of detection. The natural hazard to the water system is quite low but there is always a chance of a large weather event which could cause problems at the water source.

### Neil Kelly presented the Trustee's Report

Neil thanked the volunteers.

George requested that his resignation from The Finance Committee be noted and recorded.

Neil explained that our Interior Health permit requires the following:

- Public notification of our Boil Water Notice – this is ongoing.
- Identify funding mechanism for treatment – treatment options are being considered and will be presented to the membership at a special meeting which is tentatively scheduled for this fall.
- Collect data to identify the preferred option to reduce risk – this is currently being done. Turbidity is being monitored and will be sent in to IHA along with the 2019 flow data.
- Move out of the high risk of a Boil Water Notice – the community will be presented with options and facts at a Special Meeting tentatively scheduled for this fall. The members will have the opportunity to make a decision about treatment going forward.
- Install the treatment - communications are ongoing with IHA and data is being gathered.

Peter Sonnenberg noted that the pipes in the system are in very good condition. The RDCK will not consider taking over a water district unless it is not feasible for the water district to continue on its own.

The three resolutions and Bylaw 73 that were approved by the membership at the Special Meeting held in September 2021 were explained.

System maintenance was reviewed, including the projects completed and upcoming projects. One project of note is the planned installation of a walkway from the water intake to the edge of the creek. Peter Sonnenberg signed FCID up with "Call Before You Dig".

It was announced that FCID is looking for a volunteer maintenance person. Anyone interested in volunteering should contact Peter Sonnenberg for a job description.

A monthly newsletter is posted on the FCID website, emailed to members, with hard copies delivered to those without email. There is no newsletter planned for July or August.

A summary of the spring survey resulted in two clear messages from members– do not increase taxes and leave things as they are.

#### **Presentation of the Annual Financial Statements**

Donna Butt presented the 2021 Annual Financial Statements. There was a question about the GST liability on the Balance Statement. It was explained that FCID collects GST biannually and this represents the liability item. There was a question about the number of curb stops in the district.

#### **Presentation of The Current Year's Budget**

Donna Butt presented the details of The 2022 Budget. Neil Kelly and Peter Sonnenberg presented the categories of Maintenance Contract Labour, Maintenance Supplies & Equipment, and Maintenance Person Recruitment. Neil Kelly explained that Interior Health may require more water testing, necessitating a contingency amount in the water testing item. Motion: to accept the 2022 Budget as presented. N. Kelly/ P. Sonnenberg. Carried.

#### **Decision about Trustees' Honorarium**

Motion to change the current annual rate to of \$500 to \$250 for The Chairperson and to hold the Trustees' honorariums at the current annual rate of \$250 for each Trustee. R. Cunliffe / P. Sonnenberg. One opposed. Carried.

#### **Election of Trustees**

Current status: P. Sonnenberg's and N. Kelly's terms expiring in 2022; vacancies for one term expiring in 2023 and for one term expiring in 2024. Heather Kelly's term ends in 2024.

Nominations were called for Neil Kelly's term expiring in 2022. Neil Kelly was nominated and accepted the nomination. Neil Kelly was appointed for the term expiring in 2025 by acclamation.

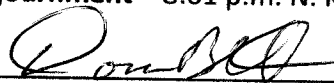
Nominations were called for Peter Sonnenberg's term expiring in 2022. Peter Sonnenberg was nominated and accepted the nomination. Peter Sonnenberg was appointed for the term expiring in 2025 by acclamation.

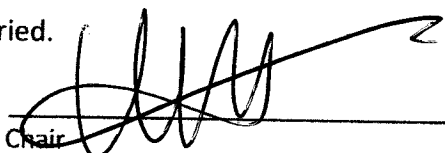
Nominations were called for the vacant term expiring in 2023. John Command was nominated and accepted the nomination. John Command was appointed for the term expiring in 2023 by acclamation.

Nominations were called for the vacant term expiring in 2024. Alan Davidson was nominated and accepted the nomination. Alan Davidson was appointed by for the term expiring in 2024 by acclamation.

A date for a special meeting will be set at the board meeting to be held in September. The next System shock and rinse will take place after spring runoff.

**Adjournment** – 8:01 p.m. N. Kelly/ J. Command. Carried.

  
Donna Butt, Secretary Treasurer

  
Chair

**Fletcher Creek Improvement District**  
**Comparative Balance Sheet**  
**2022 Actual vs 2021 Actual**

	<u>As at 31/12/2021</u>	<u>As at 31/12/2022</u>	<u>Difference</u>
<b>ASSET</b>			
Current Assets			
'Petty Cash	29.51	6.04	-23.47
'KSCU Chequing Current	1,219.40	1,663.63	444.23
'Summit Savings Account	45,146.56	63,454.70	18,308.14
'Cap Reserve KSCU #10	41,478.91	0.00	-41,478.91
'Capital Reserve Bylaw 60 KSCU #11	32,729.29	33,318.42	589.13
'Cap Reserve Non-redeemable Term #14	65,239.78	65,781.11	541.33
'Cap Reserve 3-yr R Climber Term #15	40,562.71	40,879.10	316.39
'Term 16 Kootenay Saver	0.00	42,673.50	42,673.50
'KSCU Class A Shares	25.00	25.00	0.00
'Total Cash	<u>226,431.16</u>	<u>247,801.50</u>	21,370.34
'Accounts Receivable	15.06	20.10	5.04
'Total Receivable	15.06	20.10	5.04
'Total Current Assets	<u>226,446.22</u>	<u>247,821.60</u>	21,375.38
'Capital Assets			
'Pumping System	11,532.46	11,532.46	0.00
'Accum. Amort. -Pumping System	-11,532.46	-11,532.46	0.00
'Net - Pumping System	0.00	0.00	0.00
'Waterworks System	117,710.43	117,710.43	0.00
'Accum. Amort. -Waterworks System	-54,424.78	-57,787.94	-3,363.16
'Net - Waterworks System	63,285.65	59,922.49	-3,363.16
'Building	4,962.94	4,962.94	0.00
'Accum. Amort. -Building	-1,103.13	-1,227.20	-124.07
'Net - Building	3,859.81	3,735.74	-124.07
'Total Capital Assets	<u>67,145.46</u>	<u>63,658.23</u>	-3,487.23
'TOTAL ASSET	<u>293,591.68</u>	<u>311,479.83</u>	17,888.15
<b>LIABILITY</b>			
Current Liabilities			
'GST/HST Paid by FCID on Purchases	-424.19	-386.98	37.21
'GST/HST Owing (Refund)	-424.19	-386.98	37.21
'Total Current Liabilities	-424.19	-386.98	37.21
'TOTAL LIABILITY	<u>-424.19</u>	<u>-386.98</u>	37.21
<b>EQUITY</b>			
Retained Earnings			
'Retained Earnings - Previous Year	279,180.68	294,015.87	14,835.19
'Current Earnings	14,835.19	17,850.94	3,015.75
'Total Retained Earnings	<u>294,015.87</u>	<u>311,866.81</u>	17,850.94
'TOTAL EQUITY	<u>294,015.87</u>	<u>311,866.81</u>	17,850.94
'LIABILITIES AND EQUITY	<u>293,591.68</u>	<u>311,479.83</u>	17,888.15

**Fletcher Creek Improvement District**  
**Comparative Income Statement**  
**Actual 2022 vs 2021**

	Actual at December 31, 2021	Notes	Actual at December 31, 2022	Notes	Difference
<b>'REVENUE</b>					
'Revenue from Bylaws					
'Tax Payments	33,327.53		33,513.96		186.43
'Tax Penalties	113.00		232.04	two late penalties	119.04
'Net Revenue from Bylaws	33,440.53		33,746.00		305.47
'Other Revenue					
'Interest Income	2,343.38		2,952.86		609.48
'Total Other Revenue	2,343.38		2,952.86		609.48
<b>'TOTAL REVENUE</b>	<b>35,783.91</b>		<b>36,698.86</b>		914.95
<b>'EXPENSE</b>					
'Water System Expenses					
'Maintenance Contract Labour	1,346.86		0.00		-1,346.86
'Maintenance Supplies and Equipment	970.95		2,985.72		2,014.77
'Total Maintenance	2,317.81		2,985.72		667.91
'FlowMeter	130.79		0.00		-130.79
'Treatment System Water Testing	2,497.83		4.46		-2,493.37
'Treatment System Preparation	2,628.62		0.00		-2,628.62
'Total Water System Expenses	4,946.43		2,990.18		-1,956.25
'Payroll Expenses					
'Trustee Honoraria	1,302.08		1,250.00		-52.08
'Other Honoraria	500.00		687.00		187.00
'Total Honoraria	1,802.08		1,250.00		-552.08
'WCB Expense	25.00		25.77	WCB	0.77
'Total Payroll Expense	1,827.08		1,962.77		135.69
'General & Administrative Expenses					
'Advertising & Promotions	477.98		517.35		39.37
'Amortization Expense	3,487.23		3,487.23		0.00
'Subscriptions	214.00	Zoom Subscription	0.00		-214.00
'Office Supplies	257.57		147.13		-110.44
'Permits and Licenses	350.00		350.00		0.00
'Postage and Box Rental	388.43		283.26		-105.17
'Professional Services	9,000.00		9,000.00		0.00
'Rent	0.00		110.00	U.C. Hall	110.00
'Total General & Admin. Expenses	14,175.21		13,894.97		-280.24
<b>'TOTAL EXPENSE</b>	<b>20,948.72</b>		<b>18,847.92</b>		-2,100.80
<b>'NET INCOME</b>	<b>14,835.19</b>		<b>17,850.94</b>		3,015.75

**Fletcher Creek Improvement District**  
**Statement of Cash Flows**  
**Jan. 1 – Dec. 31, 2022**

'Cash Flows from (used in) Operating Activities	17,850.94
Amortization Expense	3,487.23
Accounts Receivable (GST owed to FCID)	37.21
'Net Cash provided by (used in) Operating Activities	<b>21,375.38</b>
 'Net Cash provided by (used in) Financing Activities	 0.00
'Increase (Decrease) in Cash and Cash Equivalents	<b>21,375.38</b>
'Cash and Cash Equivalents at Beginning of Period	<b>226,446.22</b>
 'Cash and Cash Equivalents at End of Period	 <b>247,821.60</b>

2023 Draft Budget with and 2022 Budget and 2022 Actual	2022 Budget	Actual Jan. 1 – Dec. 31, 2022	Notes	2023 Budget – DRAFT
'REVENUE				
'Tax Payments	33,342.59	33,513.96		33,529.10
'Tax Penalties	0.00	232.04	tax penalties for two late payments	0.00
'Connection Fees	0.00	0.00		0.00
'Net Revenue from Bylaws	33,342.59	33,746.00		33,529.10
'Interest Income	2,761.00	2,952.86		3,207.00
'Miscellaneous Revenue	0.00	0.00		0.00
'Total Other Revenue	2,761.00	2,952.86		3,207.00
'TOTAL REVENUE	36,103.59	36,698.86		36,736.10
'EXPENSE				
Water System Expenses				
'Maintenance Contract Labour	0.00	0.00		6,800.00
Treatment System Preparations		0.00		
Water Testing	0.00	4.46		
'Maintenance Supplies and Equipment	1,200.00	2,985.72		2,500.00
Service Connections		0.00		
Total Maintenance	1,200.00	2,990.18		9,300.00
Total Treatment System Preparation	0.00	0.00		0.00
'Total Water System Expenses	1,200.00	2,990.18		9,300.00
'Payroll Expenses				
'Trustee Honoraria	1,250.00	1,250.00		1,500.00
'Other Honoraria	750.00	687.00		750.00
'Total Honoraria	2,000.00	1,937.00		2,250.00
'WCB Expense	25.00	25.77		25.00
'Total Payroll Expense	2,025.00	1,962.77		2,275.00
'General & Administrative Expenses				
'Advertising & Promotions	500.00	517.35		500.00
'Amortization Expense	3,487.23	3,487.23		3,487.23
'Subscriptions	0.00	0.00		0.00
'Office Supplies	300.00	147.13		300.00
'Permits and Licenses	350.00	350.00		350.00
'Postage and Box Rental	400.00	283.26		400.00
'Professional Services	9,000.00	9,000.00		9,000.00
Rent	490.00	110.00		300.00
'Travel Expenses	0.00	0.00		100.00
'Total General & Admin. Expenses	14,527.23	13,894.97		14,437.23
'TOTAL EXPENSE	17,752.23	18,847.92		26,012.23
'NET INCOME	18,351.36	17,850.94		10,723.87

## **2022 FCID Trustee's Report**

Over the past several years the Annual General Meeting has been held midyear. As a result, the Improvement District operates for almost half the year without providing the member's an opportunity to review the financial statements for the Improvement District. It seems the review occurs too late to enable the membership a real opportunity to effect change should they desire to do so.

To provide a more timely review of the proposed budget and past year's financial statements, the 2023 AGM was scheduled for late January 2023.

### **System Operations**

In recent history the removal of accumulated sediment in the distribution system occurred in the early spring and fall. This meant the accumulation of sediment arising from spring runoff was left in the system until mid to late October. We decided to remove the accumulated sediment right after spring runoff thereby holding less in the pipe. While we don't expect the reduced sediment to be noticeable, it seems unarguably beneficial to reduce the accumulation of sediment in the distribution system. (In keeping with precedent shocking practice we will continue to shock twice annually even though the flush, shock and rinse following spring runoff is most effective.)

In 2022 we committed \$3000 to emergency preparedness by way of inventory pipe and sleeves to effect repairs to the 4 and 6 inch mainline.

For 2023 the Board has proposed funding for maintenance activities:

- 1) Install, repair or refurbish curbstop markers so that they can be found even when there is snow on the ground.
- 2) Construct a new cover for the caisson in the creek. A steel structure was fabricated years ago but it is heavy and not manageable by a single person so a new cover will be built that the maintenance man can remove or replace by himself.
- 3) One curbstop was found inoperable and will be repaired or replaced in the spring.
- 4) In years gone by, a Styrofoam cover was placed over the trough in the intake building to prevent freezing in the winter. The Styrofoam cover is missing. During a cold spell in December of 2022, 2" of ice built up on the trough causing reduced intake capacity. A new Styrofoam cover for the trough will be built.

Overall, the system is in otherwise good condition, with only routine maintenance required like gravel shovelling, in-creek basin cleaning, tank cleaning, screen cleaning and chlorine shock.



The budget for 2022 was presented at the previous Annual General Meeting for approval of the membership. The budget was approved by the membership as it was presented. In round numbers:

- Gross revenue is projected to be \$36,000.
- Total expenditures are projected to be \$23,000.
- Leaving a surplus of \$13,000.

The budget for 2023 will be presented for the membership's approval as a standalone agenda item at the 2023 Annual General Meeting.

### **Treatment Committee Update**

We had planned to hold a special meeting in the fall of 2022 for the membership to consider its options for water treating, or not. The Board postponed the Special Meeting with reasoning provided as:

- 1) More time is needed to accurately specify the water well option. The Treatment Committee has been in touch with a water well drilling contractor to define cost and equipment needed to build this option. It is imperative that the cost estimate be of high enough quality to enable the membership to make an informed decision.
- 2) The FCID membership voted decisively to reflect on all users, not just eligible voters, concerns and preferences. To accommodate the seasonal water customers, the Special Meeting would be best held in the very late spring or summer but not the fall or winter.
- 3) Past surveys indicate less than 7% positive response to the implementation of central treating. Clearly, there is no rush. We have time to do make our decision on an informed basis.
- 4) The chairman of the Treatment Committee has been distracted with other matters of concern to the FCID.

### **Pilot Study Update**

Site I of the pilot study was completed in early September 2022. The filter cartridges are dry and weighed. The study was successful in determining sediment accumulation over a full year with no irrigation volumes. (Thank you to the sponsor of the Pilot Study site for allowing the FCID access to an approved Point of Entry treatment facility that has an unblemished record for testing suitable for human consumption.) This pilot study proves the service interval, operating costs, and disinfection performance on water from Fletcher Creek. It is most relevant and the results can't be reasonably disputed.

Site II of the pilot study will end in late January 2023. The filter cartridges will need some time to dry. No meaningful data regarding sediment loading for the second location can be reported yet. This site proves that Point of Entry capacity rating of 10 usgpm provided satisfactory

operating results throughout the year. (There was measurable pressure drop but not enough to negatively affect performance half way down Twin Bays Rd.)

The final report of the pilot study is expected sometime in the spring of 2023.

In 2019, Interior Health withdrew its support for routine water testing. The board at the time agreed with the rationale and discontinued routine water testing. The current board is unable to find a written order to suspend water testing. The Board has undertaken to follow up with Interior Health to get written instructions respecting:

- Routine water testing.
- Removal of condition 3 from the operating permit which requires flow measurement, turbidity monitoring and ultraviolet transmittance for water sampling and analysis; and
- Clarification on the frequency and timing of the chlorine shock and rinse. Based on the full year of turbidity data, and the Point of Entry Pilot Study, the Board believes a case can be made to reduce the sediment flush, chlorine shock and rinse to once a year following shortly after spring runoff.

We await their response.

## **NO WATER!**

On the last weekend of October 2022 the water system went dry. No water.

First thought was that the cause might be a line break. That seemed reasonable since “line break” was the cause of the previous water outage in the fall of 2021. Further investigation showed the intake itself was dry. There was no water in the creek.

Our initial reaction was to call on the operator of a power project to stop or reduce water diversion upstream. The operator of the power project, as always, shutdown the water flow to the turbine and was most apologetic. Further investigation revealed that there are 11 active water licenses on Fletcher Creek and 8 of them withdraw water upstream of our intake. Our investigation revealed a real need to understand the nature and terms of the upstream water licenses. Considerable effort has been committed to establish a voluntary cooperative relationship with the other water users. Trustee Alan Davidson leads the FCID effort to establish and manage our relationship with our fellow water licensees.

## **Challenges**

Trustees: In preparation for the 2021 Annual General Meeting, the chair identified a challenge that remains today:

*Recruitment to the FCID Board remains an ongoing issue, representing a challenge to the long-term sustainability of our current governance model. The situation is aggravated by provincial legislation that allows only permanent BC residents to serve as trustees. More than one-third (36%) of our membership fall into this category, and are ineligible/unable to serve. Another 10% are seasonal visitors with primary residences elsewhere in BC. Another 21% represent individuals who have previously served or are*

*currently serving as FCID trustees or in other capacities. Most who have contributed considerable time and effort in the past express reluctance to re-engage. This leaves only about 20 eligible residents to draw upon for a role on the Board.*

This board experiences the same challenge and notes that in the past, when it was not possible to place five trustees, the board was reduced to three members. As the day to day tasks fall on the board, the notion of concentrating those tasks on a smaller number of trustees may make it even more difficult to staff the board.

## **Volunteers:**

There are three routine tasks that would benefit from the addition of new volunteers:

- 1) Chlorine shock and rinse. We need four volunteers for approximately 9 am through 1pm in late July and late October.
- 2) Settling tank cleaning. We need one volunteer for approximately 1 hour for the summer months to clean sediment from the tanks.
- 3) Shoveling gravel. We need two to three volunteers once a week during June and July and two more times in August.

Special projects that would benefit from the addition of new volunteers include:

- 1) Operational check and marking of all curb stops. The project involves walking around the entire ID to locate and mark curb stops. It can be at the convenience of each volunteer with the ID divided up into parcels allowing each volunteer her/his proportionate number of locations to check and mark.
- 2) Construction of wooden cover for the intake caisson. One morning with two volunteers would get the job done with the job scheduled to be completed in August or early September.
- 3) Construction of a Styrofoam cover for the trough in the intake building. One morning with two volunteers would see this project complete with work to be done sometime in November. ( Or maybe in February depending on volunteer enthusiasm).

If you are interested in helping your neighbors complete the community projects, let Mr. Sonnenberg know so he can incorporate you into the valued list of volunteers, or put your name on the sign-up sheet at the AGM.

Thank you to all volunteers helping out throughout the year, and members for coming out to the meetings.

Thanks to volunteers in 2022:

Robert Cunliffe

Graham Gilbert

Peter Sonnenberg

John Command

Alan Davidson

Heather Kelly



**FLETCHER CREEK IMPROVEMENT DISTRICT**

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

Website: [www.fletchercreekwater.com](http://www.fletchercreekwater.com)  
Email: [fletchercreekwater@gmail.com](mailto:fletchercreekwater@gmail.com)

# **Boil Water Notice**

**(since 2003)**

**Fletcher Creek Improvement District  
Community Water Distribution System**

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

**It is critical that all water to be  
consumed is brought to a full rolling boil  
for at least one minute, then cooled and kept in  
food grade containers.**

**Use boiled water for:  
drinking, brushing teeth, making baby formula  
and cleaning food.**

**This is especially important for the elderly,  
young children, and immune-compromised  
individuals.**

**Ensure all guests and renters are aware of this  
notice.**