



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

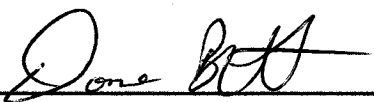
Website: [www.fletchercreekwater.com](http://www.fletchercreekwater.com)  
Email: [fletchercreekwater@gmail.com](mailto:fletchercreekwater@gmail.com)

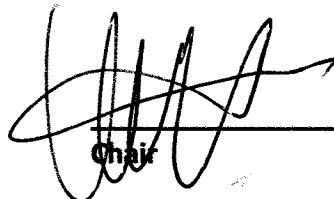
## MINUTES

June 13, 2023 7:00 P.M.  
United Church Hall, Kaslo

1	<b>Call to Order</b> – 7:01 p.m. In attendance: John Command, Heather Kelly, Neil Kelly, Donna Butt (S/T)
2	<b>Approval of Agenda Motion</b> to approve the agenda with the addition of 5k). H. Kelly/J. Command. Carried.
3	<b>Open Forum</b> - none
4	<b>Approval of March 14, 2023 Trustee Minutes</b> - MOTION to approve the minutes as presented. H. Kelly/N. Kelly. Carried.
5	<p><b>Administration (D. Butt)</b></p> <p><b>a) March, April, and May 2023 Income/Expense Reports</b> – accepted as presented. A statement with three months (the time period between Trustee meetings) of financial information would benefit The Board of Trustees and The Financial Committee. The Finance Committee will be asked to advise on the preferred time period.</p> <p><b>b) Personal Auto Use Resolution</b> – signed by the Trustees present.</p> <p><b>c) Evergreen Taxation Bylaw 77</b>– signed by the Trustees present.</p> <p><b>d) Set date for a Finance Committee Meeting</b> – a fall date will be set by email.</p> <p><b>e) Term Deposit Update</b> – Motion: The treasurer will invest \$25,000 of tax money into a Kootenay Saver Term Deposit at the Credit Union after the tax due date of July 2, 2023. N. Kelly/J. Command. Carried. ACTION: D. Butt to send a term deposit schedule to the trustees and finance committee members.</p> <p><b>f) Emergency Response and Contingency Plan Update</b> – ACTION: D. Butt to take out all references to Peter Sonnenberg on the ERP. Paul Stannard will be added after he has signed up for the maintenance person position. Shaun Graham will be added as a second plumber contact. ACTION: D. Butt to find Shaun Graham's contact information. ACTION: D. Butt to make a condensed phone contact list for back of Boil Water Notice on bulletin board and circulate it among the trustees before publishing. ACTION: D. Butt to update the ERP so that the “Do not use” and “Do not Consume” bulletins state to contact a trustee.</p> <p><b>g) Treatment Committee</b> - maintained to enable the optimization of operations and maintenance</p> <p><b>h) Presentation of new science and fact-based Shock and Rinse Procedure</b>- It has come to light that some sections of water pipe have not been adequately chlorinated on a routine basis. As well, the standing sediment has not always been flushed out. A procedure would assure that the best job is being carried out during the Shock and Rinse procedure. ACTION: The Treatment Committee will put together a procedure for The Shock &amp; Rinse and tank cleaning. ACTION: Treatment committee to write a procedure for repairs.</p>

	<p>i) <b>Tax Notice Payment Update</b> – \$12,428.89 water taxes collected to date which represents about 37% of total water taxes owing for 2023.</p> <p>j) <b>Scheduling of Trustee away time for summer months</b> – there is no large time gap without trustees around this summer.</p> <p>k) <b>Signing authority at Credit Union</b> – ACTION: D. Butt to remove Peter Sonnenberg as a Fletcher Creek Improvement District account signer and add Heather Kelly to the account with on-line account access.</p>
6	<p><b>Water System</b></p> <p>a) <b>Maintenance Report, condition of system</b> – the system is in good working order.</p> <p>b) <b>Activities undertaken as routine maintenance</b> – the water tanks were cleaned and gravel was shovelled. Intake screens were cleaned in early June.</p> <p>c) <b>Activities undertaken to respond to unplanned circumstances and interruptions</b> – an incident of low water pressure occurred in mid-May with organic debris clogging the intake screen. It was removed and the pressure was resolved.</p> <p>d) <b>Schedule for Special Projects</b> – The manufacturing of a top for the in-stream casson and foam insulation for the trough to be scheduled for September. ACTION: J. Command to undertake locating the curb stops when they are not covered in vegetation. Motion: to add a walkway from the stream intake to the riverbank. H. Kelly/J. Command. Carried. ACTION: H. Kelly to research a safety harness that can be tied to a large, nearby tree.</p> <p>e) <b>Contact for VOK in case of emergency</b> – ACTION: D. Butt to find contact information for Jason at The Village of Kaslo.</p> <p>f) <b>Maintenance Person Job Description</b> – Motion to proceed with hiring Paul Stannard, member of FCID, at a rate of \$50/hour, anticipating about 50 hours/year. N. Kelly/H. Kelly. Carried. ACTION: J. Command to present the maintenance person job description to P. Stannard. If Mr. Stannard agrees, he will sign the contract and be the new maintenance person.</p>
7	<p><b>New Business</b></p> <p>a) <b>Should FCID Members have a virtual AGM option?</b> The 2024 AGM will be offered virtually.</p>
8	<p><b>Correspondence</b></p> <p>a) <b>Email from A. Davidson re: Annual Water Report</b> - read</p> <p>b) <b>Phone call – D. Butt and J. P. Chen</b> – read. ACTION: DB to compile a list of residents who have /haven't signed their release of claims forms.</p> <p>c) <b>Email from A. Bundschuh, Constituent Assistant for Nelson-Creston</b> - read</p>
9	<p><b>Next Meeting:</b> Friday, September 15, 2023 at 4:00 p.m.</p>
10	<p><b>Adjournment</b> – 8:05 p.m.</p>

  
 Donna Butt, Secretary/Treasurer

  
 Chair