



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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MINUTES

Tuesday December 12, 2023 7:00 P.M.
Heritage Hall - St. Andrew's United Church, Kaslo

1	Call to Order – 7:01 p.m. In Attendance: John Command, Alan Davidson, Heather Kelly, Neil Kelly, Donna Butt (S-T), Karen Bergen (guest)
2	Open Forum - none
3	Approval of Agenda – H. Kelly/A. Davidson. Carried
4	Approval of Minutes of September 15, 2023 – MOTION to approve the minutes of September 15, 2023 with a small edit to item 6f. N. Kelly/J. Command. Carried.
5	<p>Administration</p> <p>a) September, October, and November 2023 Income/Expense Reports – a question about the amount considered appropriate to save each year for replacement of the system, taking into account inflation. The 2023 Budget expenses amount exceeds the 2023 Actual expenses because only one small Special Project was completed. Motion to accept as presented. H. Kelly/A. Davidson. Carried.</p> <p>b) Set date for Annual General Meeting – Saturday, January 27, 2024 at 3:00 p.m.</p> <p>c) IHA Letter – an operating permit update letter was sent to Interior Health in October, 2022. There was a break in communication when IHA asked us about the authenticity of the letter, resulting in no action being taken. The original letter will be resent by email. ACTION: D. Butt to resend the letter to IHA by email.</p> <p>d) Secretary/Treasurer 2024 Contract Renewal – Motion to renew the Secretary/Treasurer 2024 Contract Renewal . The Secretary/Treasurer will receive a 5% wage increase to be paid quarterly instead of monthly. H. Kelly/ A. Davidson. Carried.</p> <p>e) Term Deposit Update – Term #16 matured on Nov. 28, 2023 (\$42,673.50). A new term deposit for the amount of \$30,000 has been invested at Scotia Bank in Nelson with an interest rate of 5.6%. The paperwork is almost complete for the transfer.</p> <p>f) Signing Authority Update – Alan Davidson has been added as a signer to the FCID account.</p> <p>g) Possible members tax group changes and how to address them – equal treatment for all water users. There is a greenhouse on one resident's connection at no extra charge. Another member has expressed interest in adding a greenhouse. The question of whether to approach this member was voiced. ACTION: N. Kelly to approach Craig Tucker to inform him that the greenhouse water supply will not affect his water bill but will terminate on August 9th of each year. The Broken Pot owners will also be informed about the greenhouse water cut-off date. This date reflects the abundance of water in the creek during the summer, and the diminished supply in the fall. Further investigation reveals our water permit does not provide irrigation or commercial use. All on hold until further notice.</p> <p>h) Bylaw 77 - amendment of Bylaw 53 (group 5 & 9 revisions) - Group 5 will be changed</p>

	<p>from 4 - 6 connections to 4 - 7 connections. Group 9 will change from three single family dwellings to four single family dwellings. Laurie Rutherford is operating a rental and has been a group 1 water user but will be changed to a group 3 water user. The members assigned a new group will not owe money retroactively. Motion: The proposed changes to Bylaw 77 be accepted as presented. N. Kelly/ H. Kelly. Carried.</p> <p>i) Present draft 2024 Budget – Option 1 and Option 2 were presented to The Trustees. Option 1 reflects the completion of special projects while Option 2 shows that no special projects were completed. The proposed budget to be presented at the 2024 AGM will be decided as of December 31, 2023 since the status of special projects will then be known. Motion: The methodology for the development of the budget be accepted as presented. N. Kelly/ J. Command. Carried.</p> <p>j) Claims Release/Directors' and Officers' Insurance – ACTION: D. Butt to send A. Davidson a Release of Claims form. The Chairperson of The Finance Committee suggested that FCID get a quote for Directors' and Officers' Insurance. Last year, FCID was quoted \$50/member for Comprehensive General Liability Insurance with a \$25,000 deductible. We are waiting for a new quote from Cooperators Insurance. FCID's Release of Claims forms protect FCID from charges of negligence. ACTION: N. Kelly to go door-to-door and/or solicit acceptance of all outstanding Release of Claims forms from the membership. Motion: N. Kelly will go door-to-door and/or call to solicit acceptance of the Release of Claims for one hundred percent of the connections. Failing the success of this, water will cease to be delivered as of June 31, 2024. N. Kelly/ A. Davidson. Carried. (A change of course was taken at The AGM).</p>
6	<p>Water System</p> <p>a) Maintenance System Report – J. Command is the Board liaison for maintenance person Paul Stannard. The situation with Don Scarlett's water project was explained to the Board, including FCID's priority for water when levels are low. ACTION: N. Kelly and J. Command will be insulating the trough to prevent the accumulation of ice. This is one of the special projects. Work credits for work on the system could be rewarded as a tax deduction the following year, pending membership approval at AGM. A sign-up sheet will be available at The AGM.</p> <p>b) October 28 Shock & Rinse Report – went as planned. No sediment was present.</p> <p>c) Safety Harness Update – Heather checked Amazon, Home Hardware, and a couple of other websites. The economical choice is to buy the harness from Amazon. Motion: H. Kelly to purchase a safety harness from Amazon for \$40 and rope from Home Hardware for \$13. N. Kelly/ A. Davidson. Carried. This will be added to the 2024 budget.</p> <p>d) Maintenance Access – The edited Release of Claims form allows Trustees access to public property for maintenance with a 2-week notice when possible. All members except one are on public land. The one member who is a special case will be approached, if necessary. If access is refused, water will be turned off. Therefore, the Release of Claims form does not need to be changed. ACTION: N. Kelly to approach Brian Edds to let him know the decision.</p> <p>e) Maintenance Liaison – Paul Stannard is doing a good job. John Command is the maintenance liaison.</p>
7	<p>New Business</p> <p>a) Tax Review –</p> <p>i) Itemize revenue for routine operation and administration - one resident had a house sitter for several months last year. It has been decided that this doesn't change the water usage so the tax group for that member will remain the same.</p> <p>ii) Add a "Special Projects Tax" category in the budget, itemizing revenue required for</p>

	<p>each special project – as explained in the November Newsletter. This will be presented at The AGM (a tax credit of \$50 for every productive hour). Motion: The Special Project Tax will be presented at The 2024 AGM. N. Kelly/ H. Kelly. Carried.</p> <p>iii) Itemize revenue required for Capital Reserve Fund – addressed in the November Newsletter</p> <p>iv) Non-refundable tax credits for volunteers (so that revenue to FCID is neutral) – see above item ii.</p> <p>b) Finance Committee Meeting Update</p> <p>i) NSF Cheque Policy going forward – The Finance Committee has recommended a charge of \$100 for each NSF Cheque going forward with the option for the Trustees to make a special allowance.</p> <p>ii) Change of accounting system – The accounting software will be switched from SAGE to Excel at the start of 2024.</p> <p>c) Release of Claims: no sign = no water – see above item 5 j. (A change of course was taken at The AGM).</p> <p>d) 2024 Trustee Elections</p> <p>i) how many up for election? - Karen Bergen has expressed interest in becoming a Trustee. A. Davidson will continue.</p>
8	<p>Correspondence</p> <p>a) Email from A Newton – response to inquiry about tax bylaw revision – The Tax Revision doesn't need to be approved by the government but the change must be sent in for filing.</p> <p>b) Email from J.P. Chen – sharing his water quality concern in newsletter – Letter read. No action to be taken.</p>
9	Next Meeting: immediately following the 2024 AGM (January 27, 2024)
10	Adjournment – 8:13 p.m.



Donna Butt, Secretary/Treasurer



Chair