



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

July 18, 2017 – 6:30 pm

Sheppard's Residence 4736 Twin Bays Rd (Dayspring Lodge)

Trustees present: Laurie Hartland, Lance McLaren, Tina McLaren, David Sheppard

Secretary Treasurer: Tammy Horick

Guests: Gerald Garnett, Mary Garnett, Dan Knight, Aimee Watson (RDCK Director for Area D)

- 1) Meeting called to order at 6:36 pm (Lance McLaren, Chair)
- 2) Approval of agenda
 - a) MOTION to approve agenda as amended to:
 - add delegation RDCK Director Aimee Watson immediately after approval of the agenda, and
 - add the Mirror Lake Water Users Community (MLWUC) AGM under Correspondence.Moved by Lance McLaren, second by Tina McLaren. All in favour. Passed.
- 3) Delegation (Aimee Watson)
 - a) Local Government Infrastructure Planning Grant program
 - 1 to 5 year process, maximum \$10,000, must make a Board resolution to apply.
 - For planning, like capital asset management (not capital projects).
 - Next intake is around December. Only 2 applicants accepted per intake and this year is already spoken for, so FCID can't get into the queue until next year.**ACTION: Tammy to forward the program guide to the Board.**
 - b) Twin Bays Rd. foreshore
 - This is not a water issue, but an update is being provided to FCID for information only.
 - A waterfront property that is potentially encroaching on the beachfront at the foot of Twin Bays Rd. was discussed. The property had an accretion approved in 1994 to extend the lot down to the waterfront instead of the natural water boundary. The Ministry of Transportation has right-of-way extending from Twin Bays Rd. down to the water, although the area is not officially a community beach. The property owner has built a groyne that may be encroaching into this right-of-way.
 - A Water Sustainability Act Section 11 permit is in place to bring KiN broadband from across the lake to the beach.
- 4) Approval of Minutes (June)
 - a) MOTION to approve June meeting minutes as amended to correct the meeting's call to order time. Moved by Tina McLaren, second by Laurie Hartland. All in favour. Passed.

5) Approval of Financial Report (Tammy Horick)

a) Balance and Income Statements to June 30, 2017:

- \$181,489.10 in Cash, which assumes receipt of accounts receivable of \$12,328.95.
- \$266,070.70 in Total Liabilities and Equity, including capital assets and accounts receivable.
- Unrestricted cash available: \$38,922.28
- Expenses of \$1,467.36 since April 30 were for honorariums (first half of 2017) and software subscriptions (Sage, Microsoft, McAfee).
- MOTION to accept June financials. Moved by David Sheppard, second by Tina McLaren. All in favour. Passed.

b) Sage upgrade

- EMAIL MOTION to buy a Sage 50 upgrade for no more than \$400 as FCID's current version is obsolete and unsupported as of March 31, 2017. Moved by Laurie Hartland on June 10, 2017, second by Tina McLaren. All in favour. Passed on June 11, 2017.
- The final cost including taxes was \$372.75. The purchase included an immediate upgrade to Sage 50 2017, a one year subscription to Sage University for technical support, and a one year maintenance contract to June 11, 2018 that includes the installation of Sage 50 2018.

6) Maintenance Report (Brad Hartland via Laurie)

a) A volunteer waiver was discussed.

b) MOTION that maintenance workers will be volunteers and paid a \$23 per hour honorarium to a maximum of \$500 per year unless approved by the Board. Moved by Tina McLaren, second by David Sheppard. Discussion on the motion raised concerns that volunteers would no longer be covered by WorkSafeBC. It was agreed to postpone the motion to the next meeting.

ACTION: Tammy will ask WorkSafeBC if volunteers receiving an honorarium can be covered.

a) A flush of the tanks and lines was done last week after a couple of members noted a brief discoloration of their water. The flush was effected by draining one storage tank at a time to remove excess sediment that may have occurred due to the high water levels in Fletcher Creek. There was no interruption in water service so members were not informed and should not have noticed the maintenance. Due to the quick transition from high water levels to extremely dry weather, the window for disinfecting the tanks and lines was very short and consequently not done this spring. A full system flush with bleach will be done in late September.

b) Sean Graham will repair the leaking standpipe on Hwy 31 in August. There's \$1,683.57 left on the original motion made on August 27, 2016 to complete this repair. Parts are in the intake building and have already been paid for. Ron McKilligan has offered to help with this, as he initiated it.

ACTION: Lance to ensure standpipe repair is done this summer.

c) **ACTION: Lance will continue to follow up with Telus regarding the telephone pole near Herreshoff's curb stop.**

ACTION: Tammy to suggest to the member that they examine their water line's depth as it appears the residential line froze last winter.

- d) Digging nearing the waterline on 4951 Hwy 31 was to put in a hose and power for a food truck. The water will be used for cleaning but not food service because it's not potable. It was suggested that members be reminded in the Summer Newsletter that backflow prevention on water lines may be necessary and that it's best to consult with FCID before digging.
- e) Maintenance report accepted.

OLD BUSINESS

7) Action items from last Trustee minutes

- a) Tammy was able to easily generate the 2016 Cash Flow Statement from Sage, and emailed it to the member who requested it at the AGM. She recommended that this report be included in future AGM packages as it turned out to be trivial to produce and clearly highlights FCID's cash position, although that amount varies only slightly from the Cash Assets declared in the Statement of Financial Position.
- b) Tammy found the geotechnical report performed by Ted Nunn in March 2015, and forwarded a scanned copy to the member who requested it at the AGM. Disappointingly, the report was for a location beside the intake building and not for the proposed centralized treatment building location on the panhandle.
- c) Tammy is waiting for a response from the Local Government Department as to whether a member can temporarily fill the vacant trustee position until the 2018 AGM since there were no nominations at the last AGM, or if a Special Meeting must be held to elect them. She noted that the Improvement District Manual and FCID's Letters Patent are quite clear that trustees must be elected, so it's unlikely that there's any wiggle room there.
- d) See Maintenance Report 6b) regarding standpipe repair.
- e) See Maintenance Report 6c) regarding Herreshoff's curb stop.
- f) See Maintenance Report 6d) regarding digging on 4951 Hwy 31.
- g) New Maintenance volunteer Alan Davidson isn't available at this time to attend meetings and has insufficient knowledge to have his phone number put on the website, but is amenable to participating more fully in the future and will let the Board know when he has more time.
- h) Ted Nunn said that water provision at Heddlestone Village north of Nelson is in the relatively early stages. They're currently installing tanks, and haven't considered water treatment yet.
- i) **ACTION: Tammy to post updated ERP to website.**
- j) The bulletin board has been badly damaged, possibly due to a recent windstorm. It has been removed and Graham Gilbert is repairing it. The small credit at Kaslo Building Supplies (\$70.91) will likely be enough to cover materials.
- k) An estimate from Home Plus for POE units with and without viral treatment was requested on June 8, 2017.
- l) An estimate from Home Plus for a centralized treatment system was requested on June 8, 2017.
- m) The survey maps for the Schrieber property where a centralized treatment building could be located were scanned and forwarded to Laurie on June 5, 2017.

- n) Laurie examined the property with Jorg Schrieber and thought it might be slightly higher in elevation than the panhandle and feasible as an alternative location for the centralized treatment building. However, not all the survey pins could be found to identify the various easements on that section.

ACTION: Tammy to check Schrieber's land title to confirm what portion is owned by the member relative to the easements.

- o) See Flowmeter 8b) regarding Home Plus comments.
- p) A Secretary Treasurer ad was not posted on the Kaslo Facebook page as the position was filled on July 6.
- q) A display ad for Secretary Treasurer was run in the Pennywise on June 20.
- r) Tammy left a voice mail with Alan Zackodnik on June 11 regarding posting information about his property for sale on the FCID bulletin board, but no reply.

8) Water treatment plan

a) Centralized water treatment (Home Plus)

- Grant Robertson at Home Plus provided the following estimates for 58 connections:
 - Centralized with storage tanks: \$155,100
 - Centralized with high dose UV and residual chlorination: \$181,500
 - POE without viral treatment: \$168,200
 - POE with high dose UV: \$385,700
 - POE with chlorination and contact tank: \$278,400
- Annual maintenance, excluding labour:
 - Centralized with tanks: \$3,000
 - Centralized with high dose UV and residual chlorination: \$7,900
 - POE without viral treatment: \$23,200 (\$400 / unit)
 - POE with high dose UV: \$32,480 (\$560 / unit)
- The centralized with tanks estimate includes a shipping container (treatment building), \$25,000 for pumps, and \$19,000 for storage tanks.
- The estimates do not include discount pricing that may be available for high dose UV and bulk purchase of POE units.
- The estimates do not include site preparation (e.g. foundation engineering and construction, power line, access road).
- Flowmeter readings are needed to determine peak consumption, typically during the summer months, so the treatment system design and estimate can be adjusted accordingly.

b) Flowmeter

- Grant Robertson at Home Plus suggested a Doppler ultrasonic flowmeter because it can be wrapped around the pipe rather than cutting into it. Calibration is very important, requiring the pipe material, pipe diameter, and pipe wall thickness. Summer month readings are most important. He is expecting to receive a flowmeter quote shortly and will pass it on to give FCID an idea of a typical cost.

- If the flowmeter is in place by May, then the most critical measurements can be taken during the summer. Home Plus can then, over the winter, refine their design and estimates to accommodate peak usage.
- A full 12 months of readings are needed to find out how close FCID is to its water licence limit, which must be done before the connections moratorium can be lifted.
- The install is likely to be complicated, possibly requiring excavation so that the 6" water mainline is lifted to the surface. This must be arranged well in advance and possibly begun this fall if the flowmeter is to be in place by May 2018.
- Pat Gibbings looked into this in 2013, and a quote from Pure Solutions of \$15,480 was received on September 4, 2013. The flowmeter itself was around \$4,500.

ACTION: Tammy to forward flowmeter info to Laurie.

ACTION: Laurie to follow up on flowmeter purchase and install.

9) Secretary Treasurer position

- a) EMAIL MOTION to offer the position of Secretary Treasurer of FCID to Dan Knight effective August 1, 2017. Moved by Laurie Hartland on July 5, 2017, second by David Sheppard. All in favour. Passed on July 5, 2017. An offer was made to Dan Knight on July 6, and accepted the same day.
- b) Getting an FCID credit card to accommodate FCID purchases and avoid putting personal credit card numbers on accounts was discussed. A temporary credit card (like a gift card) may be an option. This can be revisited next spring when various subscriptions are renewed (SpeakOut, Microsoft Office, McAfee).

10) Small Water Users Association of BC membership

- a) A membership application supporting the advocacy done by the Small Water Users Association of BC was circulated. The cost would be \$35 + \$1 per connection, or \$93 for FCID.
- b) Tammy reported that the Centre of Operation Excellence for BC Small Water Systems, a new small water systems consortium, has recently formed under the auspices of Thompson Rivers University. It includes representatives from the Small Water Users Association of BC, Sustainable Infrastructure Society, First Nations, BC Ministry of Health, provincial Health Authorities, Home Plus and others.
- c) It was agreed not to join the Small Water Users Association of BC at this time.

NEW BUSINESS

11) Summer Newsletter and 2017 AGM Minutes mail out

- a) The Summer Newsletter should
 - welcome the new Secretary Treasurer;
 - ask for another trustee;
 - ask for another maintenance person;
 - remind members to check with FCID before digging so they don't hit a waterline; and
 - recommend installing sediment filters near the main water entry to their house.

ACTION: Tammy to compose the August 2017 Newsletter, and Dan to mail it out with AGM minutes in August.

12) Correspondence

a) Property transfers:

- 4762 Twin Bays Rd (formerly Riegler) to Gross/Teng.
- Vacant lot Hwy 31 (formerly Taylor/Reimert) to Krupinski.

ACTION: Tammy to distribute welcome packages to the new members.

b) A member asked if FCID would reimburse them for repairing their POE system on July 14. The request was refused because FCID will only fund water treatment approved by Interior Health and implemented system-wide.

c) Diane Skelly from Hagensborg Waterworks Improvement District provided the following update on June 23:

- POE was tried because members were adverse to chlorine and because there's a fish hatchery in their water source. They have about 224 connections, including 18 commercial.
- Vancouver Coastal Health (VCH) has not mandated chlorination, but that may change.
- VCH requires remote monitoring of POE units so phone or internet lines are required. Homeowners cannot maintain the units. Draft POE service agreements being circulated also require that copies of keys/passwords be provided to allow entry into homes with POE units installed inside.
- Spoke well of Grant Robertson at Home Plus, who has been working with them.

Also, Hagensborg contact Rosemary Smart has passed away. Rosemary was lobbying the BC government for Improvement District funding. FCID sent her a letter of support in 2015.

d) The North Kootenay Lake Water Monitoring Project (NKLWMP) Annual Report for 2016/17 was received from Andy Shadrack with thanks on June 18. The program is currently studying six creeks: Gar Creek, Kootenay Joe, Davis, McDonald, Carlyle, Ben Hur and Bjerkness (Mirror Lake's water source). Fletcher Creek area resident Don Scarlett is on the NKLWMP Management Committee. FCID sent NKLWMP a letter of support in 2016 as they applied for grant funding.

e) The American Water Works Association is offering free webinars on July 18 and July 20 as circulated July 13 in an IHA email. The webinars cover communicating effectively with members.

f) Mirror Lake Water Users Community held their AGM on July 17, which Tammy attended. They are pursuing POE without chlorination. They were impressed with a Slokan water system (Valhalla) that used POE units. They plan to install a flowmeter on Bjerkness Creek in Fall 2017.

13) Announcements

a) The next Board Meeting will be August 21 to 25, exact time and place to be determined.

14) Adjournment at 9:30 pm.

Co-Chair
Fletcher Creek Improvement District

Secretary Treasurer
Fletcher Creek Improvement District