



FLETCHER CREEK IMPROVEMENT DISTRICT

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

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Minutes

July 25, 2018 – 10:00

McLaren's Residence, 4761 Highway 31

Trustees present: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Steven Julien

Secretary Treasurer: Dan Knight

Guests: Aliske Webb

1) Meeting called to order at 11:31 AM (Laurie Hartland, Chair)

2) Approval of agenda

Dan stated that the discussions originally scheduled for an In-Camera meeting were held prior to the commencement of the Regular Board meeting, therefore the Agenda was amended to remove item 4 – In-Camera Meeting: Board Discussion.

Kevin stated that the agenda item 3 (Motion 2018-06-13-06) should be moved to Old Business.

MOTION 2018-07-25-01:

Moved by Tina McLaren, second by Steve Julien that the Agenda be approved as amended.

MOTION PASSED UNANIMOUSLY. (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Steve Julien (Opposed: 0, Abstained: 0).

3) Approval of Regular Board Meeting Minutes (June 13, 2018)

MOTION 2018-07-25-02

Moved by Lance McLaren, seconded by Kevin Jersey, that the Minutes of the June 13, 2018 Board Meeting be approved.

MOTION PASSED UNANIMOUSLY, (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey, Steve Julien (Opposed: 0, Abstained: 0).

4) Approval of Financial Report (Dan Knight)

a) Balance and Income Statements to June 30, 2018:

1. \$211,475 in Cash.
2. \$292,570 in Total Liabilities and Equity, including capital assets and accounts receivable.
3. Unrestricted cash available: \$51,389

MOTION 2018-07-25-03

Moved by Lance McLaren, seconded by Steve Julien, to approve the Financial Report as of June 30, 2018, as presented.

MOTION PASSED UNANIMOUSLY (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey (Opposed: 0, Abstained: 0).

5) Approval of Accounts Payable (Dan Knight)

Dan presented the list of Accounts Payable for July 25, 2018, totalling \$3,737.49

MOTION 2018-07-25-04

Moved by Tina McLaren, seconded by Lance McLaren, to approve the Accounts Payable list as presented for payment.

MOTION PASSED UNANIMOUSLY (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey (Opposed: 0, Abstained: 0).

6) Temporary Adjournment

MOTION 2018-07-25-05

Moved by Lance McLaren, seconded by Tina McLaren, to temporarily adjourn the meeting until Thurs, July 26, 2018 @ 7:00 PM at the McLaren's residence.

MOTION PASSED UNANIMOUSLY (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Steve Julien, Kevin Jersey (Opposed: 0, Abstained: 0).

7) Reconvening of Meeting

The reconvened meeting was called to order at 7:07 PM (Laurie Hartland, Chair)

1. Steve Julien was not present for the reconvened meeting.

8) Maintenance Report

a) System Flush:

Lance reported that a system flush was completed on June 25th.

Laurie reported that a different product was used for the flush.

Tina reported that this was the first flush where she was able to taste some residual after the system flush.

b) Intake Building Venting:

Laurie reported that the intake building is needing some type of venting, that will prevent over-heating, but will also prevent access of rodents, etc.

c) Board Directions Priorities

Lance stated that he believes we should determine what the Board priorities are, and he thinks that we have two objectives:

1. Firstly, the lifting of the Boil Water Notice:
 - a. with the first priority being getting a flowmeter installed and data gathering
 - b. secondly, would be completing the design phase
 - c. thirdly, getting the system constructed
2. Reviewing our Bylaws for Compliance.

There was discussion regarding the proposed timeline of the bylaw review, with the first meeting to review proposed revisions to Bylaw 58 Meeting, scheduled for August 9th. It is anticipated that the review would take place through out the remainder of 2018.

MOTION 2018-07-25-06

Moved by Lance McLaren, seconded by Tina McLaren, that

1. the board define their two objectives as:
 - a. firstly to get the Boil Water Notice lifted;
 - b. secondly to review and revise our Bylaws.
2. Further that these objectives will be addressed concurrently.
3. Further that:
 - a. under the first objective the initial priorities would be:
 - i. first data gathering via a flowmeter,
 - ii. secondly design of a system,
 - iii. thirdly construction of a centralized disinfection plant.
 - b. under the second objective (Bylaw Revision), the initial priorities would be:
 - i. firstly, Bylaw 58 – Meeting Procedures Bylaw,
 - ii. secondly, Bylaw 36: Water Distribution Regulation (2000) Bylaw.

MOTION PASSED (In Favour: Laurie Hartland, Lance McLaren, Tina McLaren, Kevin Jersey (Opposed: 0, Abstained: 0, Absent: Steve Julien).

OLD BUSINESS

9) Action items from previous Trustee minutes

a) Local Government Infrastructure Planning Grant program Guide:

No Report.

There was discussion as to what the grant is intended for and why the application hasn't been submitted.

Dan stated that it needs to be for a specific project, which - be it the flowmeter or a project management contract - has not been determined by the board yet.

b) Flowmeter:

Dan stated that HomePlus from Kamloops had a meeting with some of the board members last week, and have provided a proposal for Phase 1 Flowmeter and Data Gathering.

HomePlus' proposal is to oversee the acquisition of a flowmeter and construction permit as well as data gathering at no cost to FCID, other than for the equipment and non-UV water testing. Homeplus' proposal is a no cost proposal, but it is contingent on FCID volunteers to acquire data readings and water samples for testing.

Also that proposals from 9dot Engineering & AquaDiversity Inc. have been circulated to the Board. The proposals are for both Phase 1 (Data gathering) and Phase 2 (Design), with total costs for both phases, being \$13,000.00 (plus GST).

Both proposals do not include the cost of travel, nor the cost of the actual flowmeter or installation, which would be an additional expense.

Summary of both proposals:

1. HomePlus:
 - a. Scope:
 - i. Phase 1:
 1. Collection of flow rate and usage data
 2. Discussions with Interior Health drinking water officer
 3. Provide water turbidity and UVT testing
 - ii. Phase 2:
 1. Preparation of Interior Health Construction Permit application
 2. Project Estimates
 3. Advice on selecting engineering firm to prepare system design and certified drawings.
 - b. Costs: No cost to FCID
2. Aqua Diversities / 9dot Engineering:
 - a. Scope:
 - i. Phase 1:
 1. Flow data collection and analysis
 2. Water sample collection and chemical analysis, including report comparing existing test results with drinking water guidelines
 3. Summary report on suggested treatment required to meet drinking water guidelines
 4. Establish proposed project schedule
 - ii. Phase 2:
 1. Engineered water treatment approved drawings with plant specifications
 2. Interior Health construction Application
 3. Operation Maintenance manual with Emergency Response Plan
 4. Preliminary System Design
 5. Class B Budget
 6. Preliminary engineered drawings.
 - b. Costs: \$13,000, plus GST

Dan recommended that the board first decide whether they want to contract an external project manager to oversee the various phases of the project, or whether they want to do it internally. Then if they want a project manager, the second decision is who they want to contract.

Kevin stated that Aqua Diversities / 9dot offers a “cradle to grave” proposal; that while their current proposal is just for Phase 1 & 2, and that a key advantage of this vendor is their experience and “in-house” team of expertise that would enable them to also be used for the construction and on-going operation of the system if the board chooses. Additionally, this provider has developed system monitoring software and inventories to minimize any system downtime.

He further stated that an advantage of using the same contractor for both the data gathering and the design is the assurance that the data gathered would be what the designer requires.

Lance stated that he had requested a quote for the flowmeter and installation from Martech, which was the company recommended by HomePlus, but had not received a quote by the time of the meeting.

Laurie stated that while she likes the idea of HomePlus’s “no cost” proposal, it doesn’t bode well that we can’t get a quote for a flowmeter from their “partner”.

Dan stated that the actual cost of the flowmeter should not be a deciding factor as both proposals would require the additional expense, what ever that cost may be; These proposals are really for the project management fees, with both requiring additional costs for equipment.

There were questions about what the additional travel costs and frequency would be under the 9dot/AquaDiversity proposals, and whether there could be utilization of local personel to gather data and samples that might save some of the additional costs.

There was discussion about which approach or proposal is the better one. Also what the comfort level of the board is to making a decision at this meeting.

Laurie stated that due to the importance of this decision that she would like to have the input from all board members, including Steve, who is currently absent. She asked for someone to contact Steve to see if he could join via the phone call

Steve joined the meeting via phone at 9:15 PM.

Steve commented that he & Kevin had been given a tour by 9dot Engineering of an existing system that they had designed and constructed. That based on that meeting his impression of 9dot Engineering and what they were proposing is positive, and he believes that their proposal will meet our needs and is worth the additional costs.

He was not able to comment on HomePlus as he has not met with them.

MOTION 2018-07-25-07

Moved by Kevin Jersey, seconded by Tina McLaren, that FCID accept the joint proposal of Aqua Diversities and 9dot Engineering, dated June 12, 2018, for a total of \$13,000, plus GST, for design services to complete data collection and water testing analysis, provision of a specified water treatment plant design, submission of Interior Health construction permits, preparation of budgetary estimates for construction and installation costs, preparation of system design brief and preliminary drawings. Any additional costs would require prior approval of the board.

MOTION PASSED (In Favour: Laurie Hartland, Tina McLaren, Kevin Jersey, Steve Julien (Opposed: Lance McLaren, Abstained: 0).

Steve left the meeting at 9:31 PM.

10) Water Line Disinfection Procedures (Cleaning In Place Procedures):

- a) No Report.

11) Water Treatment Plan

- a) No Report.

12) 10 Year Capital Budget:

- a) No Report.

13) Procedures Bylaw Review:

- a) No Report
- b) Dan stated that A Committee meeting of the whole to review the procedures bylaw, is scheduled for Aug 7, 2018 at McLaren's @ 4:00 PM and that he will have the initial draft of proposed revisions to the board by July 31, 2018

14) Special General Meeting for Borrowing Decision

Kevin withdraw his notice of motion

NEW BUSINESS

15) Water Testing:

- a) Dan stated that he's sent an email to IHA regarding their requirement for water testing and is awaiting a reply, as the contact person at IHA was on holidays.

16) Bylaw 65 – Connection Moratorium

Dan stated that a Report on the Connection Moratorium, along with Bylaw 65 – Connection Moratorium has been circulated to the Board.

There was discussion as to the validity of the existing moratorium and the need for a bylaw.

Dan stated that the bylaw was drafted at the direction of the chair and done so with the intent of providing a more formal declaration of the Board's intent, following Kevin's repeated questioning of the validity of the previous board's motions regarding the moratorium.

Kevin stated that his questioning of the validity of the previous motions is that they were based on the facts that the board did not know what volume of water the system has nor what it can accommodate. He suggested rescinding the moratorium and allowing the board to decide on a case-by-case basis whether an applied for connection merits approval, stating that this process would be a more even-handed process.

Dan stated that a blanket moratorium is the more even-handed process as it applies to all residents and not on a case-by-case basis, which exposes the board to accusation of preferential treatment in any specific case.

There was discussion about whether a bylaw is required.

Dan stated that a bylaw is not required as the board's motions ought to be sufficient, but that given the continued questioning of the motions, the bylaw was drafted to give more teeth to the moratorium.

He stated that the original moratorium was passed at the Annual General Meeting on Apr 9, 1995. And has been upheld by successive boards a number of times since then, when it's been challenged by other residents. This is not the first time someone has challenged the moratorium.

He further stated that should the board reject the drafted bylaw, then the board owes it to Kevin, who has questioned the validity of the moratorium, to put to a vote whether to rescind the moratorium.

Tina stated that due to the length of the meeting, she is unprepared to give this issue the consideration it needs, and she'd like to see it referred to the next meeting.

MOTION 2018-07-25-08

Moved by Tina McLaren, seconded by Lance McLaren, that reading of the Bylaw 65 be tabled until the next meeting.

MOTION PASSED (In Favour: Laurie Hartland, Tina McLaren, Lance McLaren, Kevin Jersey (Opposed: 0, Abstained: 0, Absent: Steve Julien).

MOTION 2018-07-25-09

Moved by Lance McLaren, seconded by Tina McLaren, that the remainder of the items on the Agenda be tabled until the next regular board meeting.

MOTION PASSED (In Favour: Laurie Hartland, Tina McLaren, Lance McLaren, (Opposed: 0, Abstained: 0, Recused: Kevin Jersey, Absent: Steve Julien).

17) Correspondence

18) Next Board Meeting:

The next Board Meeting was scheduled for, Monday August 27, 2018 at 6:30 PM at McLaren's.

19) Adjournment at 10:22 pm.

Laurie Hartland, Chair
Fletcher Creek Improvement District

Dan Knight, Secretary Treasurer
Fletcher Creek Improvement District