



FLETCHER CREEK IMPROVEMENT DISTRICT

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TRUSTEE MEETING MINUTES

SEPTEMBER 10, 2024 7:00 P.M.

ST. ANDREW'S UNITED CHURCH HALL, KASLO

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| 1 | Call to Order - 7:01 p.m. John Command, Graham Gilbert, Neil Kelly, Dale Neelands (guest), Barbara Neelands, Warren Pashkowich, Paul Stannard, Jorg Schreiber, Donna Butt (C.O.) |
| 2 | Open Forum - NONE |
| 3 | Approval of Agenda – Motion to approve the agenda as presented. P. Stannard/N. Kelly. Carried. |
| 4 | Finance Committee Update – G. Gilbert introduced the topic of capital budget. W. Pashkowich explained the difference between capital expenditures and the daily operating budget. ACTION: D. Butt to contact the members of The Finance Committee to set up a meeting date. |
| 5 | Approval of Meeting Minutes, August, 2024 – Motion to approve the minutes as presented. J. Command/N. Kelly. Carried. |
| 6 | Acceptance of Financial Statements – June, July, & August 2024. Accepted as presented. N. Kelly/J. Command. Carried. |
| 7 | <p>Administration</p> <p>a) Tax Payment Update</p> <p>i) Kehoe – N. Kelly contacted Craig Tucker to advise that Kehoe was late paying the taxes which brings about a late penalty of 20%. Kelly asked for the payment and an invoice for his work in repairing the curb stop key conduit at Neelands second connection.</p> <p>ii) Rutherford – Ms Rutherford's taxes were reassessed for the 2024 season due to redevelopment yielding 2024 tax of \$976.67. Rutherford paid last year's amount \$565. There was some discussion of whether the late penalty be charged on the entire amount or the unpaid amount. The taxation bylaw states that the late penalty is for the unpaid portion of the taxes. The taxation bylaw should be rewritten before next year's tax season. ACTION: N. Kelly to research what it would cost to recover taxes that go unpaid by March of the following year. ACTION: N. Kelly to write Cindy Kehoe and Laurie Rutherford a letter requesting the payment of their late penalty (20%) on the late or still unpaid portion of their taxes due upon receipt of the letter.</p> <p>b) Term Deposit Update – The Finance Committee will meet before making a decision about the reinvestment of November's term deposit. (Term #15)</p> <p>c) Signing authority transfer update – ACTION: D. Butt to take the August meeting minutes to the credit union to begin the process of signing authority transfer.</p> <p>d) Directors' & Officers' Insurance and Commercial General Liability Insurance quotes – W. Pashkowich explained that the purpose of the policies is to protect the assets of the FCID and the Trustees against any insurable losses. It also indirectly protects the property owners from having to trust that all property owners would contribute funds to</p> |

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| | <p>cover any costs in the event of a catastrophic event. The Finance Committee obtained quotes for D&O and General Liability insurance. The difference between these two types of insurance policies. D&O insurance protects the directors and officers against litigation or situations such as misappropriation of funds and would go towards any judgments and legal fees defending the Trustees. The D&O policy has an exclusion for, among other things, ground water contamination. Therefore, this policy would not protect the Trustees against defending any claims brought against the Trustees for negligence, etc. with respect to any contamination of the water distributed by FCID This insurance with a coverage of one million dollars per claim has been quoted at a cost of \$725/year. General liability insurance covers injury to the public and/or damage to their possessions due to the water system. This policy would cover claims brought against the FCID and the Trustees for ground water contamination and losses arising from a catastrophic event. This insurance covers The Fletcher Creek Improvement District as an organization. A two million dollar coverage policy is available for the cost of \$3,900/year. The cost of both types of insurance would be \$4,625. Motion: to buy D&O insurance immediately. N. Kelly/P. Stannard. Carried. ACTION: W. Pashkowich to purchase D&O insurance. The discussion ensued about purchasing General Liability insurance. This topic has been tabled for a general liability meeting on Sept. 17 at 7:00 p.m. ACTION: D. Butt to book the U.C. Hall for the meeting.</p> <p>e) Release of Claims – ACTION: D. Butt to contact A. Davidson to ask him to sign his Release of Claims form which was misplaced. ACTION: N. Kelly to contact Karen Newmoon, Charity Krupinski, Thomas Gross, and Shannon Wert, to request their signed Release of Claims forms. ACTION: N. Kelly to make a hard copy for P. Stannard to pick up.</p> |
| 8 | <p>Water System</p> <p>a) Maintenance System Report – P. Stannard has requested that the tank lid be replaced and included as an expense in the 2025 budget. He reported that the water flow is quite low. ACTION: J. Command to check his calendar to find a time to test the pump. ACTION: P. Stannard to dispose of the pump in the shed. ACTION: N. Kelly to notify the owner of the land (where the large emergency pump is located) that a test will be carried out. ACTION: D. Butt to send the emergency pump operation procedure to J. Command.</p> <p>b) Stand-pipe at Edd's Campground – N. Kelly circulated a photo of the modification of the pipe on Edds' property. J. Schreiber explained that the pipe is not secure and the hose clamps could blow off, draining a large quantity of water from the system. As well, it is difficult to disinfect the system with this modification. This modification has been made without permission and it isn't legal or winterized. Edds has claimed that his irrigation water comes from a well but when the valve from the system was turned off, the water stopped. ACTION: N. Kelly and J. Schreiber will carry out an investigation of the unauthorized use at this connection. Bylaw 66 specifies that a fine can be issued for altering the water system.</p> <p><u>Update:</u> Jorg Shreiber and Neil Kelly met with Nancy and Brian Edds to determine what was connected to the standpipe inside Edds campground. Mr. Edds took the time to explain what the connections was for. It is his second water supply that originally served his cabin. The cabin is abandoned but Mr. Edds keeps the connection to irrigate his property. the standpipe connection is not connected to the campground as was demonstrated by shutting off the standpipe with the water supply to the campground not interrupted. The campground water is not coming from the FCID 4" lateral.</p> <p>c) Ground Disturbance at Hawes' Property – some notable ground disturbance has been present for a few months on the public right-of-way near Hawes' property. A decision tree was circulated among the trustees to guide the action to be taken. ACTION: N. Kelly to contact Mr. Hawes to give him the chance to explain the situation. B. Needlands will also</p> |

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| | <p>be on the phone call. <u>Update:</u> One afternoon in mid September Mr. Hawes appeared at Neil Kelly's door. He had heard the gossip in the neighbourhood about suspicion of him connecting to the FCID mainline without permission. Mr. Hawes offered to settle the confusion and misunderstanding at our convenience. Neil Kelly called Jorg Schrieber as a second witness and the three met on the frontage road in front of Mr. Hawes property. Mr. Hawes dug up the ground between the FCID mainline and Mr. Hawes' property conclusively demonstrating that there was no tie in. The excavator dug up undisturbed soil, breaking roots off nearby trees conclusively demonstrating that the ground had not been disturbed over the past several years. Mr. Hawes was very cooperative and we appreciate his effort to resolve the confusion and mystery.</p> |
| 9 | <p>New Business</p> <p>a) Application for Service Form – N. Kelly circulated the Application for Service form among the trustees. Currently, new owners are not applying to receive water.</p> <p>Motion: to accept the Application for Service form as presented with the deletion of item 4. The final version shall be part of all future Welcome Packages. N. Kelly/J. Command. Carried.</p> |
| 10 | <p>Correspondence</p> <p>a) Email from Murray Rodych & Natali Schindler – N. Kelly read an email from M. Rodych and N. Schindler offering their assistance with future projects</p> <p>b) Email of thanks from Karen Newmoon - read</p> |
| 11 | <p>Next Meeting – Tuesday, December 10 at 7:00 p.m. - St. Andrew's United Church Hall.</p> |
| 12 | <p>Adjournment – 8:42 p.m.</p> |

Donna Butt, Corporate Office

Chair