

NORTH CANYON IMPROVEMENT DISTRICT

Minutes

Regular Meeting of Trustees

November 12, 2009

A regular meeting of the Board of Trustee of North Canyon Improvement District was held November 12, 2009 at 7:00 p.m. at the home of Trustee Aryan.

Tony Aryan presided. Trustees present: Randy Moore, Michael Bachynski and Michael Byrne, Morris Widish. Administrator present: Ila Carrington. Operator Present: Dale Beebe. Landowner present: Renee Kyle.

APPROVAL OF MINUTES:

Trustee Bachynski moved the minutes of the special meeting of September 23, 2009 be approved. **Seconded by Trustee Moore.**

MOTION PASSED

Trustee Moore moved the minutes of the regular meeting of October 15, 2009 be approved. **Seconded by Trustee Bachynski.**

MOTION PASSED

ADDITIONS TO AGENDA

There were no additions to the Agenda.

OLD BUSINESS:

Disinfection update: Trustee Byrne has taken over the task of reviewing the contract with PI Pure Water. The approximate bottom line is now estimated at \$48,750.00 according to the latest task list; however, some figures are estimates. The amount excludes the building, SCADA, taxes and permit. BI Pure Water has emailed a letter outlining the total costs that Trustee Bryne wishes to revise before the \$10,000.00 progress payment is to be paid:

The Trustees need to decide on the following:

- Upgrading the auto dialer and SCADA (approximately). The existing computer is very old. Trustee Bachynski has arranged for Dyer Technologies to look at the present system to determine its viability
- A chlorine gas in-room detector, approximately \$2,000.00 to supply and install
- A back up generator to power the chlorinator, approximately \$2,500.00 not installed
- A standby spare metering pump, approximately \$1,860.00 not installed
- A construction timetable and completion date. Costs will be approximately 4% more if not started by November 30, 2009
- Building upgrading

- Storage area for chlorine puck pails

Trustee Byrne feels with the additional equipment, taxes, permits, installation and electrical the system will cost between \$65,000.00 and \$70,000.00 approximately.

The timeline needs to be established. Trustee Aryan would like to see the project started immediately. Trustee Bachynski stated the District has not yet tendered for the electrical work and should wait until the spring. Trustee Widish suggested having the utilities put in now, but do the chlorination in the spring. The Trustees agreed the paperwork, licenses, workers, etc. should all be in order so the project will be ready to go when the weather permits in the spring. A letter of commitment indicating a clear plan should be sufficient for IHA and the District will keep in touch with Dan Byron. 65% of the total cost must be paid 30 days after delivery, and a 15% holdback will be made once the system is operational and the District has been trained.

Trustee Aryan motioned that Trustee Byrne redraft the letter to BI Pure Water and obtain a finalized cost. **Trustee Bachynski seconded.**

MOTION PASSED

Water Management Task Force (WMTF): Renee Kyle presented on behalf of the Water Management Task Force recommendation. The task force had determined items of concern are fair allocation of water, sufficient water, costs and waste/abuse. The task force recommended three ways to deal with these concerns:

- New restrictions which must be monitored and policed
- Metering to track use or abuse of water
- A dedicated irrigation line to supply more water to the District, beginning with Phase 1.

Trustee Aryan stated that as of January 2010, every property purchased within the District is required to have a meter installed. This is contained in an amendment to water distribution By-law 43.

Trustee Byrne asked how the Board can give feedback to the WMTF; the report can be posted on the District's new web site.

The Board thanked the WMTF. **Trustee Aryan motioned** the Board will study the recommendations and will advise the WMTF accordingly. **Seconded by Trustee Byrne.**

MOTION PASSED

Trustee Bachynski motioned the WMTF recommendations be posted on the website. **Trustee Widish seconded.**

MOTION PASSED

Back-up operator: Trustee Widish has spoken with Ray MacDonald and suggested he speak with Trustee Aryan. There have been no other candidates to-date. Trustee Widish will contact the high school principal to look into job training through the school.

Website: The website is up, complete with a BLOG. A chat line is in the process of development and should be up and running by the end of November. Trustee Byrne is still interested in setting up a website separate and apart from the RDCK.

Dale Beebe WCB Claim: Dale's claim has been cancelled as he was late in completing the process. He is going to appeal and will keep the Board informed.

Water Sampling Protocol: Trustee Widish has completed a draft but has not been successful in contacting Dan Byron of IHA.

Tangible Capital Assets: This must be done for the 2009 fiscal year. Trustee Bachynski has contacted a firm (AquaVic Water Solutions Inc.) that is knowledgeable in determining the valuation of assets of water districts for a fee of \$2,500.00 to \$5,000.00. Accountants don't have enough expertise. A trustee must be appointed to assist. The Trustees questioned if there is financial assistance available; however, the District may have to put the money out and then apply for a grant. **Trustee Aryan motioned** AquaVic Water Solutions Inc. be hired at a maximum of \$5,000.00 to prepare reports and that a Trustee be able to work with the company to prepare the necessary documents. Trustee Moore volunteered to work with the company. **Trustee Widish seconded.**

MOTION PASSED

Delinquent Accounts: Administrator, Ila Carrington, has prepared letters to be sent to three delinquent landowners stating all monies are due by December 31, 2009, at which time water will be turned off to those properties at a charge of \$50.00, a charge of \$50.00 will be levied to turn the water back on after payment is made, and failure to pay will incur additional interest charges as stipulated by the Ministry of Community Development.

FINANCIAL STATEMENT REPORT:

The financial statement was not available, but will be emailed to the Trustees expeditiously.

OPERATOR'S REPORT:

Operator Dale Beebe reported repairs have been done to the output flow control. The flow meter is not working well. Repairs were also needed at the Dahliwal property.

BUDGET:

A list is needed of all capital projects planned. Trustee Byrne has made a preliminary list that he will forward to the other Trustees.

Apparently, The Regional District of Central Kootenay is pushing for one water system. Something in writing to this effect is needed. It is understood that in the event the North Canyon Improvement District is dissolved, the assets are to be held in trust for the sole benefit of the landowners within the District. Trustee Aryan will ask the Area B representative, John Kettle, to attend a board meeting.

NEW BUSINESS:

Administrator, Ila Carrington, presented bills to be paid:

Bills to Pay:

BI Pure Water Progress Payment	10,000.00
Caro Analytical	294.00
Ray MacDonald	60.00
Pyramid Building Supplies	200.97
Fortis - 46th Street	38.22
Fortis - Samuelson Road	523.79
Dale Beebe (October wages and reimbursements)	1,061.34
Town of Creston	5.38
Total Bills to Pay	12,183.70

Bills paid between October 15 and November 12

Telus	84.45
Telus Mobility	39.05
Receiver General (Payroll deductions)	545.67
Ila Carrington (October wages)	324.40
Total:	993.57

Trustee Aryan was appointed to review the bills to be paid prior to the meeting and has approved all the bills. The progress payment to BI Pure Water will be withheld until Trustee Byrne receives the required information. **Trustee Moore motioned** the balance of the bills be paid. **Trustee Byrne seconded.**

MOTION PASSED

Rates for 2010: The taxation and tolls rates are due to be set for 2010. Rates were not increased in 2009. The District will be incurring increased expenses in 2010 with disinfection. Trustee Byrne asked if there is a by-law for setting of rates. Trustee Bachynski stated that capital expenses might have to be proved which has to come from the capital budget plan. Trustee Aryan stated that because the capital expenses plan is not yet in place, taxes and tolls should be increased for inflation and costs. Trustee Bachynski suggested a 10% increase. Trustee Byrne agreed with this amount. Trustee Moore suggested a 5-7% increase. Trustee Byrne reconsidered and suggested a 7% increase. Trustee Widish stated that a 10% increase was too much. **Trustee Moore motioned** the rates for 2010 be increased 7% from 2009 rates. **Trustee Widish seconded.**

MOTION PASSED

SCADA: **Trustee Bachynski motioned** the Board approve the hiring of a local contractor to upgrade the existing system, subject to costing and an assessment being done. **Trustee Byrne seconded.** Upgrading SCADA may decrease the amount to BI Pure Water. Trustee Bachynski will forward any recommendations to all the Trustees.

MOTION PASSED

Lot 93, Mehrer Road: Tabled

CORRESPONDENCE:

An email was received from Vikki Timler for a water service to a cottage; however, the request was not clear. Ms. Timler should resubmit her application with more information. Trustee Bachynski suggested it be determined if the cottage is legal. Trustee Aryan requested that any contact with the Regional District on this matter be done outside of the District.

A letter was received from Fortis BC outlining new rates. Trustee Moore determined the new rates should be less than the current rates.

A letter was received from WorkSafe advising the new rate will be \$1.07/\$100.00.

The next meeting will be held December 3, 2009 at the North Canyon Improvement District's office.

Tony Aryan – Chairman of the Water Board

Ila Carrington – Administrator