

BOURKE CREEK IMPROVEMENT DISTRICT 2025
ANNUAL GENERAL MEETING
Wednesday, May 28th at 7:00 pm
Hosted by Carmen Davis

MINUTES OF THE MEETING

Adam Mandseth, BCID Chairperson, brought the meeting to order at 7:05 pm. There were 16 subscribers in attendance. 14 households were represented.

We acknowledged new members that have recently moved to our Improvement District. Welcome James and Erin, Geoff and Chelsea, daughter Phoebe.

1. Approval of Agenda as read by Adam Mandseth.
 - Motion to adopt agenda, moved by: Dan Lafleur
 - Seconded by: Ron Laybourne
2. Reading of 2024 AGM Minutes - Summarized by Carmen Davis
 - Approval of minutes as read
 - Moved by: Wayne Haukkas
 - Seconded by: Nick Bowlin
3. Chairperson's Report - Adam Mandseth
 - Adam thanked everyone for attending. He thanked Carmen for hosting tonight's meeting. He also thanked the board of trustees for their help and support. He acknowledged Wayne Haukkas for all the time he has put into maintaining our water treatment system and congratulated him on his retirement.
 - Adam reported that overall, 2024 was a good year with no failed test results. Samples are sent in regularly and dropped off at Nelson Health Campus. These are sent away and results are provided via email.
 - Water advisory will remain in place until everything is working at the plant.
 - Water consumptions: A watering schedule will be sent out in June. Everyone is asked to stick to the watering schedule to ensure that we do not run out of water during the summer months. This pertains mostly to lawn watering. Hand watering of gardens and plants is okay. Carmen Davis and Nancy Haukkas will review and update the watering schedule so that it is more evenly distributed over 7 days.
 - During the winter and spring months, average gallons per day is between 3500 and 8000. But during the summer it increases to 40 000 gallons.
 - We have had major expenses this past year as new parts are needing to be purchased and replaced as well as labour and electrician fees. Adam noted that we are now working with Jesse Reel of Reel Water Solutions in Bonnington. Trustees and Wayne are very happy with Jesse and the work and advice that he is providing us with.

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4. Water Treatment Plant Update, Maintenance and Information
 - Rick Haukaas, who has been working alongside maintenance, taking care of ordering supplies and bringing in water samples, shared information about our water plant to those that have just moved to our district.
 - Source of our water comes from a little hole in the mountain above us
 - Runs 4 km down the mountain and although the water is pure at the start, it encounters debris, etc along its path to a catch basin at our plant before it goes through 2 sets of 3 filters, then UV lights, and then regulated by a chlorine pump that puts a minimal amount of chlorine into our system so that it can't even be detected.
 - Unfortunately we have had a few kinks to iron out with the replacement of our chlorine pump and regulating it. Note that if the water is murky (high turbidity) the UV light can't do its job.
5. Financial Report - Tyler Rice
 - Financial Review Statement and Balance Sheet - A very comprehensive Compilation Engagement Report was distributed and explained by Tyler, including a balance sheet, income statement, retained earnings and notes pertaining to financial information.
 - Appoint Financial Reviewer for 2025 Banking: It was moved by Ron Laybourne, seconded by Dan LaFluer that we appoint Rice and Company to continue to provide us with a Compilation Report.
 - Tolls and Taxes for 2026
 - i. *There was a general consensus among members present at the meeting that an increase to tolls and taxes should be considered in response to ongoing **inflationary pressures**. While no immediate changes have been made, the Board recognizes the financial reality of **rising costs for parts, equipment, and system maintenance**.*
 - ii. *The Trustees want to assure users that **there will be no change to tolls and taxes in 2026**. However, based on the current outlook, **an increase is expected to take effect in 2027**.*
 - iii. *The Board will take the next year to explore what is a reasonable and sustainable adjustment*
 - iv. *Therefore, Carmen Davis made a motion that Tolls and Taxes remain the same for 2026. Seconded by Mike Heddon.*
6. Old Business
 - Treatment Plant Insurance - Renewed with Acera Insurance
 - i. Commercial Property Insurance
 - ii. General Liability
 - Emergency Response Plan - information to be updated
 - New Emergency Call Out Protocol:

In the event of a water emergency, example: no water or low pressure. Please call the following people in this order:

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1. Adam Mandseth	Available most afternoons and evenings
2. Rick Haukkas	Available only on Sunday, Monday and Tuesdays as well as evenings
3. Wayne Haukkas	Only if the above can not be reached in a timely manner

- Call for volunteers
 - i. Website updates: We are always looking for interested members to help keep our website updated.
 - ii. On site clean up volunteers: A date of **Sunday, June 22nd at 9:00 am** has been set for volunteers to go and help with weed wacking, cutting branches, removing small debris from the water site area, etc.
 - iii. Larger clean up project to be discussed. Cam Plamonden from AAA Tree Removal will go and assess the situation and what expenses may be incurred with hiring machinery etc. He will report back to the Trustees.
- 7. Election of Trustees
 - Nomination for 3 Year Trustee - Michael Heddon's position is up for election. Carmen asked Michael if he would be willing to remain on for another 3 years. He agreed, motion was made by Carmen Davis, seconded by Ron Laybourne.
 - Secretary/Treasurer Position: Carmen will continue in this position but would love to have some help with specific rolls involved.

*A motion to appoint Geoff Lundstrom to be our new Maintenance personnel was brought forward. This motion is **conditional**, requiring Geoff to visit the plant, meet with the present Maintenance Personnel to see if he is comfortable in moving forward in this position. This motion was moved by Adam Mandseth and seconded by Rick Haukaas*

If Geoff declines this positon.....

The effective operation and oversight of the Bourke Creek Improvement District requires the ongoing engagement and commitment of the Board of Trustees;

***AND WHEREAS**, it may become necessary for one of the current board members, **Rick Haukkas** or **Adam Mandseth**, to resign from the Board in order to facilitate the ongoing maintenance and administration of the cooperative;*

***AND WHEREAS**, the Board recognizes the importance of ensuring continuity and leadership through pre-approved succession;*

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NOW THEREFORE BE IT RESOLVED THAT:

1. **Vickie LaFluer and Erin Young** are conditionally approved to serve as members of the Board of Trustees of the Bourke Creek Improvement District.
2. This conditional approval shall come into effect **only in the event** that either Ricky and/or Adam formally resign from the Board.
3. Upon such resignation, either Vickie LaFluer and/or Erin Young may be appointed by majority board consent to fill the resulting vacancy without the need for further resolution, provided the appointment is consistent with the cooperative's bylaws and governance requirements.
4. The Board directs the Secretary to maintain a record of this resolution and to implement the necessary administrative steps to formalize the appointment promptly upon the triggering event.
5. Vickie's appointment was moved by Dan LaFluer and seconded by Tyler Rice.
6. Erin's appointment was moved by James Pringle and seconded by Vickie LaFluer

PASSED AND APPROVED by the Board of Directors this ____ day of _____, 2025.

_____, _____, _____.

Adam Mandseth Rick Haukkas Michael Heddon

8. New Business - None
9. Feedback / Comments / Questions / Concerns
 - o Geoff Lundstrom suggested that the Secretary should post Job Descriptions on our website, or at least mail out this information to all users in our group. That way they can think about whether they might be interested in volunteering.
 - o Carmen Davis said that she would do that and send it out along with some important information that has arisen from this meeting.
 - i. Volunteer Work Party details
 - ii. Update on changes to our Tolls and Taxes starting in 2027
 - iii. Emergency call out procedure
 - iv. Summer Water Schedule and conserving our water

Adam Mandseth presented Wayne Haukkas with a card, his honorarium payment for 2024 and a small token of our appreciation in recognition of his retirement.

At 8:30 pm, Wayne Haukkas moved that the meeting be adjourned and seconded by Rick Haukkas.

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