

## **MINUTES**

### **Trustee Meeting**

**Monday, November 20, 2017, 10:32 am**

Reimer residence.

Present: Trustee B.Miles, Administrator J.Reimer

On conference: Trustee Chair D.Gregory, Operator C.Robertson

#### **1. Approval of the Agenda**

Motion to approve the agenda as amended with items deleted, added, and changed sequence.

..... Moved B.Miles, 2nd D.Gregory. Carried.

#### **2. Approval of the Minutes**

October 17 Trustee Meeting and In Camera Meeting ..... Moved B.Miles, 2nd D.Gregory. Carried.

#### **3. Operator's Report**..... Operator Robertson

##### **3a. Status of SCADA system research**

Operator Robertson had forwarded the SCADEX system quote to trustees before the meeting. She reviewed the basics of the types of meters: tank level meters transmit levels at all times; pump run & flow signals which SSID already has; well levels by data loggers measuring wells at all times, so requiring another drilled hole so as not to measure only the static level (not the pumping levels).

Chair Gregory said that SSID would not be drilling another hole. Trustee Miles said that he found a manual water monitor that SSID can use instead. There was also discussion of how to use the logger and keep it handy.

Operator Robertson explained that there will be a cost for the transducer for the tank levels that would have to tie into the cable that is there now, or could be added onto equipment in later years.

..... Trustee Miles to consider the SCADEX system costs as presented.

##### **3b. Status of Task List**.....Operator to complete as indicated.

###### **(i) Damaged boards under curbstops**

Operator Robertson said she had sourced resin composite boards, but none available in the required size, so will purchase pressure-treated lumber instead, and employ Maintenance Person B.Voth to help her so that the job can be done in 2 days.

###### **(ii) Gate valves**

The Operator said she would purchase parts, and coordinate the excavating schedule with Eric Ferreira and Bill Taylor.

###### **(iii) Tank inspection, and Chlorination Flush**

The Operator will contact MTS, the company who does remote-device tank inspections, in the spring. Chlorination Flush to happen same time.

**(iv) Inventory record**

The Operator has recorded all inventory, has taken photos of all, and will get 4 prices to complete the list, for the Administrator.

**(v) Emergency Response Plan**

The Operator reported that she and the Administrator had met, and will amalgamate 3 ERPs into one, and that the Operations Manual revisions should follow the ERP.

**(v) Meters Testing**

The Operator said testing would begin on Patricia Crescent in the spring.

[Operator Robertson left the meeting at 10:52]

**4. Administrator’s Report — Finance**

**4a. Bank balances**

The Administrator reviewed the bank balances as at Nov 16.

Trustee Miles moved THAT

the Administrator make one transfer of \$20,000 in November, and another \$15,000 in the new year, from the Power Saver account to the chequing account.

..... Moved B.Miles, 2nd D.Gregory. Carried.

**4b. Third quarter figures and year-end projections**

The Administrator reviewed year-end projections, and identified the differences between budgeted line items and projected line items. She said that subcontract fees were the most significant difference between 2016 actuals and 2017 projections.

Trustee Miles noted that the Net Incomes of the 2017 budget and the projections were very close, and account for the \$10,000 that will be transferred from the Capital Reserve at year end to cover the cost of the Wellhead Protection Plan that had not been anticipated when the 2017 Budget was written.

Trustee Miles said he was compiling the costs associated with the Drinking Water Officer’s directives for additional water testing, a wellhead protection plan, and a bylaw. Chair Gregory said that the information should be presented at the 2018 AGM.

.....Trustee Miles to present costs associated with DWO directives at AGM.

The trustees discussed the ongoing costs of finding a solution to the alternating switch problem. They also discussed the potential SCADEX system costs, and whether it was necessary to have instant readings on the tank levels.

**4c. Computer Rental**

The Administrator proposed that she be compensated monthly for use of her computer. The trustees agreed in principle. Trustee Miles said that he would look at the figures, for discussion at the next Trustee meeting. .... Trustee Miles to prepare figures for the next trustee meeting.

**4d. Budget 2018**

Trustee Miles said that he had been building an interactive budget worksheet that he would email in about a week. .... Trustee Miles to email the budget worksheet when ready.

**4e. Correction to 2016 Financials**

The Administrator reported that accountant Dwayne Dunn had said the 2016 Financials should be adjusted to show an additional \$5000 in Accounts Payable that had not cleared the bank as at year end. Chair Gregory said to proceed.

.....Administrator to advise accountant to proceed with adjustment.

**5. Old Business**

**5a. Signage quote approval**

**Motion**

THAT the Administrator proceed with the signage..... Moved B.Miles, 2nd D.Gregory. Carried.

.....Administrator to proceed with production.

**5b. Backup Generator Enclosure**

Trustee Miles discussed the status of the plan drawings, the trees that should be removed to protect the asset, the downsized footprint, options for entrance, exhausting system, and mobility of the generator in and out of the building. He said the project is close to going to tender.

**5c. Storage Shed Renovation**

Trustee Miles reported that the 2 benches have been built, and that he'll also install some shelving. He said he will revise the area previously used for wharf supplies, to now be the inventory area, with shelving.

**5d. Letter re 5-Trustees**

Trustee Miles said that after rethinking the matter, he advised that we postpone this idea. Chair Gregory agreed that SSID has enough on its plate right now.

**5e. Honda 2000i Generator**

Trustee Miles said that the Honda 2000i was a lightweight portable generator that would power the new generator enclosure and would be a 2018 purchase.

**6. New Business**

**6a. Meeting with the Drinking Water Officer November 2**

The Administrator summarized her meeting with the DWO, Dan Glover: Dan said he cannot enforce retrofits of biofilters on existing septic systems. He said that he is requiring biofilters to be installed on all new systems in the catchment area, not just on the lots identified as a risk to the wellheads. He has already told lots-31 and -124 directly that their new systems must each have a biofilter, and told the Administrator that lot-40 would need one as well, if lot-40's new septic system is installed in the catchment area part of the lot. He also said he would find out from the Hydrogeologist if there might be recommendations for lots 126-128 other than a purchase for parkland. Dan suggested that our bylaw could prohibit rental accomodation in the catchment area, so as to minimize nitrates loading.

Chair Gregory said that it would not be possible to prohibit rental accomodation. He also said there is nothing new at this time to communicate to the property owners.

#### **6b. Meeting with Ecoterra Nov 17**

The Administrator summarized her meeting with Dave Scherger, owner of Ecoterra. Dave had pointed out that there are already BC regulations that would address the nitrates issue on Savary. He said that the Sewerage System Regulation indicates that a Maintenance Plan must be included with the system install, and submitted by the ROWP for review and administrative filing to the Drinking Water Officer, and thereafter supervised by the Property Owner who by law must hire an Authorized Person to follow the Plan, i.e. the Owner is not permitted to work on the septic system. Dave explained that systems that are maintained are healthy; unmaintained system will eventually become unhealthy, and nitrates are one indicator.

The Trustees discussed the possibility of citing the BC Sewerage System Regulation in our new bylaw, rather than writing all new regulations. The Administrator said she would email the Drinking Water Officer about this approach.

.....Administrator to email the Drinking Water Officer about existing regulations.

#### **6c. Unpaid 2017 tax**

The Administrator asked for direction in regard to taxes that had not been paid on one lot, due to the registered owner having died, and no new owner on title. Chair Gregory advised that she mail another statement.

.....Administrator to mail another statement of the unpaid tax

#### **7. Next meeting**

Monday December 18, via conference call.

#### **8. Adjournment**

Motion to adjourn ..... Moved D.Gregory.

Adjourned 12:05 pm