



## MINUTES

### Annual General Meeting

Saturday, April 15, 2017, 1:08 pm

The Hacienda at 2778 Vancouver Blvd, Savary Island, BC

Present: Trustee Chair Dale Gregory, Trustee Bryan Miles, Trustee Delegate Bill Taylor, Trustee Delegate Courtney Robertson, Administrator Janine Reimer.

In attendance: 11 SSID property owners, list attached.

Documents for attendees: Agenda, Draft Minutes of 2016 AGM, 2017 Financial Statements, 2017 Budget.

Graphics posted: Distribution System, Integration of Wells, Valve Chamber, Water Connection.

#### 1. Opening Remarks

Chair Gregory welcomed all present and thanked them for coming. He introduced himself, Trustee Miles, Trustee Delegates Taylor and Robertson, and Administrator Reimer.

A property owner asked how the AGM differed from the summer meetings. Chair Gregory explained that the AGM had to be held prior to May 1 due to regulation, and that the summer meeting is often attended by 35 - 40 people on the August Bank Holiday weekend when the maximum number of lot owners are usually on island.

**2. Approval of the Agenda** .....Moved Trish Wray, 2nd Sherry Miles. Carried.

**3. Approval of AGM Minutes of April 10, 2016.**

..... Moved Rosemary Moran, 2nd Robbin Thomson. Carried.

#### 4. Trustees' Report

Chair Gregory read from his report, attached. The report recalled the boil water advisory of 2009, and the resulting water tank repairs that badly depleted the reserve fund. The following period was one of heavy involvement by the Trustees, in advancing the financial management, infrastructure, operations, and administration of SSID. Recent developments include the hiring of a new Administrator with expanded responsibilities, and the hiring of a new Trustee Delegate. These two hirings, as well as the continued investment in the reserve fund, required a tax increase this year.

#### 5. Budget 2017

Trustee Miles reviewed the budget, attached, as AGM attendees followed on the printed copy. He explained that the nomenclature of the taxes had changed to better denote their purposes. The former Class A tax for metered lots had been renamed the User/Connection Tax, and the former Class B tax for unmetered lots was now called the District Tax. The District Tax covers infrastructure, operations and administration, and the User/Connection Tax covers just the water allotment for that lot. The new naming convention makes the two tax lines not easily comparable to the previous year's figures, but the sum of the two tax figures is essentially the same as the previous year, other than the increase of \$40 to the District Tax in 2017.

## 6. Five-Year Plan, Asset Management Plan

Trustee Miles read from his report, attached. Projects for 2017 include gate valve maintenance or replacement, water loss monitoring and analysis, diesel generator enclosure, portable generator, and lighting in the work shed.

Water loss accounts for about 17 – 18 percent of SSID's output, or about 200,000 gallons per year. As part of the efforts to address water loss, SSID will start a water meter replacement program in 2018, because the current meters are aging. The new meters themselves are not as expensive as the labour to remove and replace them, which will be about \$60,000 – \$70,000 over the replacement period.

Trustee Miles showed graphics of the Asset Management Plan to illustrate the large future expenditure on new piping. He explained that the \$1.4 million piping expense has now been pushed further into the future due to recent information indicating that PVC piping has a lifespan in excess of 110 years. He also mentioned that SSID storage tanks were the next most expensive item, at about \$300,000.

## 7. Administrator's Report

**7a. Financial Statements.** The Administrator read financial highlights from her report, attached, as AGM attendees followed on the financial statements supplied.

**7b. Administrative Report.** The Administrator read from her report outlining technological changes, including online payments, banking, and etransfers, cloud-based accounting linking SSID to its accountant and bank, emailed tax notices and communications, and a new website. She said she would also look into the use of PayPal as a tax payment option. A property owner said that PayPal cost 3 percent of the transaction, and another asked to see numbers showing how PayPal would affect the budget.

## 8. Appointment of the Auditor

Chair Gregory asked that someone make a motion for Del Mistro Dunn to be appointed auditor for SSID in 2017.

.....Moved Trish Wray, 2nd Dave Samuelsson. Carried unanimously.

## 9. Trustee Delegate's Report

Trustee Delegate Taylor read from his report, attached. He said that hydrant and valve maintenance, water tank inspections, and system flushing, are planned for completion before summer. He explained that SSID had had one contaminated water sample during the year, and that on retesting it had been clear. He talked about the usefulness of the new golf cart in SSID's maintenance and water sampling. He mentioned the one hookup from last year, and said so far there is only one planned for this year. At the end, he signed off the report as being his last, and said that the new Trustee Delegate, Courtney Robertson will be an asset to SSID.

A property owner thanked Trustee Delegate Taylor for his years of service with SSID, and everyone applauded.

**10. Operator's Report**

Trustee Delegate Taylor read from the Operator's Custodial Report, attached, as Operator Ferreira was unable to attend the AGM. The report mentioned that although the pumping system was in good operation, the switch to alternate from one pump to the other had not been working for about eight months, and had only recently been fixed. The report explained the measures taken by the Operator to ensure movement of water in the pipes during the freezing temperatures. The installation and wiring of the backup generator was also mentioned.

**11. Water Consumption Report**

Trustee Miles delivered his report, attached. He explained that two significant water loss events had caused a 27 percent increase in water pumped over last year. In answering property owners questions, Trustee Miles explained that one of the losses was due to an open curb stop, and that the lot owner had paid a corresponding Excess Water Use toll. Trustee Miles reviewed the consumption changes throughout each quarter, and talked about variance between the water pumped vs water consumed being less in periods when the system was busiest. And he mentioned that there were more water users last year than ever previously recorded.

**12. Election of Trustee**

Chair Gregory said that there being no nominees other than Bryan Miles, Bryan was therefore declared Trustee for another three-year term. Everyone applauded.

**13. Trustee Remuneration**

Chair Gregory explained that Trustees are reimbursed for expenses, but otherwise not paid. He asked that someone make a motion that the trustee remuneration should be nil again this year.  
.....Moved Trish Wray, 2nd Sherry Miles. Carried.

**14. Adjournment**

There being no further business, Chair Gregory asked that someone move to adjourn the AGM.  
..... Moved Sheila Harris. Carried.

Adjourned 2:22 pm