

## MINUTES

### Trustee Meeting

Tuesday, January 3, 2017, 10AM

Miles residence

Present: Chair D.Gregory, Trustee B. Miles, Administrator J. Reimer

#### 1. Approval of the Agenda

a. Amended to include discussion of a lot's excess tolls. Motion to approve as amended.

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

#### 2. Approval of Minutes of December 19

a. Amended to include "could" in 5b.

Motion to adopt as amended.....Moved B.Miles, 2nd D.Gregory. Carried.

#### 3. Unfinished Business from December 19

##### a. Approval of the Minutes of October 11

Discussion re Operations Manual. The Chair and Administrator will review the whole document in the spring.

Motion to adopt the minutes .....Moved B.Miles, 2nd D.Gregory. Carried.

##### b. 2017 Budget and

##### c. Tax Rates

Trustee Miles presented the 2017 budget, new tax rates, and new assessment nomenclature from Classes A and B to Connection Tax and District Tax. The new assessment names will make future budgeting more coherent, and will more clearly show all 216 properties as paying a basic tax that supports the waterworks infrastructure (Asset Renewal Funding) and a portion of the operating costs. He explained the 2016 contribution to the Capital Reserve. He discussed Lot-196's value as part of the Asset Management Plan figures, but advised against its liquidation at this time.

Trustee Miles said the increase in taxes is necessary, considering the increased administrative costs related to the New Water Act, Water Licencing, Setback Bylaw, as examples. He noted significant increases to taxes in the past, such as during the Redundancy Plan of 5 years ago. He also discussed the taxation method of another waterworks system that has a similar flat district tax, but charges a sliding scale water use fee, and a separate Asset Renewal charge.

Chair Gregory suggested slightly revised tax figures, with the Connection Tax to be unchanged from Class A's 2016 amount, and the District Tax to show a \$40 increase to Class B's 2016 amount.

The Administrator asked for clarification of the new nomenclature and rates within the new Assessment Bylaw, Assessment Notice, Tax Bylaw, and Tax Notice. There was a lengthy discussion to ensure continuity and clarity throughout the documents.

..... Administrator to revise the 2 bylaws, for Trustee signature after the lunch break.

Motion that the 2017 Budget be passed .....Moved B.Miles, 2nd D.Gregory. Carried.

**d. Motion to Direct Investment of Asset Management Funds**

THAT the Asset Reserve Fund be deposited as follows: Sixty (60) percent to be placed in a Power Saver account as defined by FCU and the balance of forty (40) percent to be placed in a term deposit vehicle defined as a Rate Riser account by FCU; and that an annual review be taken at the anniversary date of the term deposit, and adjustments made as required by the District.

.....Moved B.Miles.  
Discussion: Trustee Miles presented the allocations of the funds, and explained their terms and rates.  
..... 2nd D.Gregory. Carried.

**e. Motion to Rescind a Previous Motion to Invoice for Partial Year Water Use**

WHEREAS a property pays water tax based on its assessment class at the time of the levy, be it moved

THAT the motion to bill for partial-year water use be rescinded.

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

**f. Discussion of a Payment Plan for an Excess Toll**

The Administrator presented options for payment of a 2016 Excess Water Use Toll over a period of time. Trustees discussed, and directed the Administrator to obtain from the lot owner a signed agreement to a 5-month pay period.

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

Lunch break 12:05PM

Resume 12:55PM

**Completion of 3.c. Assessment Bylaw and the Taxation Bylaw 2017**

The Administrator presented the revised Assessment Bylaw and Taxation Bylaw 2017, with revisions as discussed before the break.

The Assessment bylaw was read three times..... Moved by B.Miles, 2nd D.Gregory. Carried.

The Taxation Bylaw 2017 was read three times..... Moved by B.Miles, 2nd D.Gregory. Carried.

**4. a. Current Capital Projects and**

**b. Future Capital Projects**

Trustee Miles noted that the SSID reserve is being under-funded this year.

The Trustees discussed whether or not the 2nd generator should be in an enclosure. Its fuel is already contained, so there's no spillage. It was decided that SSID should start the planning, to obtain quotes in 2017, and for potential construction in 2018..... Administrator to add to next agenda.

Trustee Miles estimated that a chain link fence protecting well #2 might cost \$2500-\$3000.

**c. Five-Year Plan**

Trustee Miles said that SSID has to establish a vision of what it should be in 5 years, so that a strategic plan may be directed to that goal. No action was determined at this time.

**5. Administrator's Report**

**b. Photo record of equipment and inventory**

As requested by SSID's accountant, Trustees Miles offered to assemble photographs of the larger elements of SSID equipment and inventory, but said that the smaller inventory would be not be photographed piecemeal. .... B.Miles to provide a photo record.

**6. Old Business**

**d. Assistant Trustee Delegate contact**

Tustee Miles reported that he had not yet received a reply from his email to the Trustee Delegate, so would follow up to find out when the Lund Operator might be contacted.

..... B.Miles to contact the Trustee Delegate

**7. New Business**

No new business to report.

**8. Next meeting**

Tentatively scheduled for January 31, 10AM.

Trustee Miles expressed concern about the difficulty of finding meeting dates suitable to all three Trustees. ....Administrator to provide a range of dates, so Trustees may review their schedules.

Next meeting topics to include:

- a. The first draft of Financials 2016 ..... Administrator
- b. Setback bylaw update ..... Trustee Miles

**9. Adjournment**

Motion to adjourn .....Moved B.Miles. Carried.

1:40 PM