



## MINUTES

### Pre-AGM Trustee Meeting

Saturday, April 15, 2017, 10:00 am

Miles residence.

Present: Trustee Chair D.Gregory, Trustee B.Miles, Trustee Delegate B.Taylor, Trustee Delegate Courtney Robertson, Administrator J.Reimer.

1. **Approval of the Agenda**, amended to include Operator Ferreira's Custodial Report.  
.....Moved B.Miles, 2nd D.Gregory. Carried.

2. **Approval of the Minutes of April 7** .....Moved D.Gregory, 2nd B.Miles. Carried.

### 3. Review of the AGM Agenda.

Trustee Miles explained that the budget as approved by the Trustees in January was now restructured so as to align with the financial statements for better understanding.

### 4. Unfinished Business of April 7

#### 4a. Website

Chair Gregory gave a thumbdrive of infrastructure photos to the Administrator to incorporate into the website.

#### 4b. Employee Subcontracts

The Administrator explained that changes had been made to 5 contracts: Administrator, Trustee Delegate, Water Sampling, Meter Reading, and Maintenance Labour. Changes to the contracts included:

- (1) a contract Term from AGM to AGM;
- (2) a paragraph titled Business Relationship, in which SSID clarified that the District cannot be the employee's sole employer, and that as a business owner, the contractor was responsible for his/her own payroll remittances to the Canada Revenue Agency;
- (3) a clause indicating that invoices and receipts for each month are due on the last day of the month.

**Motion** to approve the 5 subcontracts .....Moved D.Gregory, 2nd B.Miles. Carried.

### 5. Roundtable Discussion

**5a. Operations.** Trustee Delegate Taylor said that he and Trustee Delegate Robertson would be conducting hydrant maintenance in the 1st week of May. They are also planning to check valves, review inventory, and help Trustee Delegate Robertson become acquainted with the system.

Chair Gregory said that Trustee Delegate Taylor would be contracted as a consultant after his resignation later this year.

**5b. Review of the Custodial Report.** Chair Gregory read aloud Operator Ferreira's Custodial Report for 2017. Discussion ensued in camera, due to the identification of individuals, and need to confirm sensitive information.

**5c. Introduction of new employees.** Chair Gregory said he would introduce the new Trustee Delegate and Administrator at the AGM, and would summarize the District's trajectory since the chlorination flush of 2009, and the systems backup.

**5d. Operators' roles.** Chair Gregory said that Trustee Delegate Robertson is EOCP-certified, which is a requirement of system Operators, so she would take over the Operator's procedures. Operator Ferreira's contract would be revised to keep him on as a Consultant.

The Administrator said the 2 Operator contracts were not yet ready for review. Chair Gregory requested that Trustee Delegate Robertson continue with the current work agreement with SSID. Trustee Delegate Robertson confirmed that she bills SSID on an hourly basis.

**5e. PVC usage expectancy.** Trustee Miles said it was previously thought that the PVC piping throughout SSID would have to be replaced at 50 years, whereas new information shows the piping good for 110+ years. The effect is that this largest future expenditure of SSID's Asset Management Plan will not require funds as early as expected.

Chair Gregory said that while the PVC is good, there may be leaks at the connections. Trustee Delegate Taylor said the gate valve exercise and subsequent excavations would test the sections of pipe and connections, and faulty seals would be fixed. The Administrator asked that Trustee Delegate Taylor set a schedule for this project, as it had been on hold for years.

## **6. Adjournment**

..... Moved Trustee Miles. Carried.

Adjourned 11:23 am