



**MINUTES —**

**DRAFT. FOR ADOPTION AT 2018 SGM.**

**Summer General Meeting**

Sunday, August 6, 2017, 2:00pm - 3:05 pm  
The Hacienda at 2778 Vancouver Blvd, Savary Island, BC

**In attendance:** 22 SSID property owners and 2 SSID subcontract employees, totalling 24.

**Presenting reports:** Trustee Chair Dale Gregory, Trustee Bryan Miles, Operator Courtney Robertson, Administrator Janine Reimer.

**Documents provided:** Agenda, Minutes of 2016 SGM, Hydrant Report, and 2017 2nd Quarter Budget.

**1. Opening Remarks and Introductions** ..... Chair Dale Gregory  
Chair Gregory welcomed all present, and introduced himself, Trustee Miles, Operator Robertson, and Administrator Reimer. He said SSID had had its first AGM on-island on April 15. He thanked Sandy Miles for the 25 years she was Administrator for SSID. He said that when Bill Taylor retires, Courtney Robertson will become SSID’s Trustee Delegate / Operator because she has the required certification. Eric Ferreira will be kept on, on a consultancy basis.

**1a. Question**

*Would there be an Operator available in an emergency?*

Chair: Eric could be of help, and Courtney is close in Lund. Janine is on island to contact emergency assistance.

**2. Approval of the Agenda**

The Chair explained that those in attendance could make recommendations to the Trustees, but that Trustees cannot make decisions at the SGM.

Motion to approve the agenda .....Moved Dave Perry, 2nd Gerry Massing. Carried.

**3. Approval of SGM Minutes of July 31, 2016.**

..... Moved Sandy Miles, 2nd Bruce Brown. Carried.

**4. New Business**

**4a. Trustee Chair’s Report**..... Chair Dale Gregory  
Chair Gregory read from his report. He talked about a Ministry workshop in which the government made clear that Trustees are elected to provide leadership, not to operate and administer the Improvement District. He said that the Trustees had decided to use local talent, so hired an on-island administrator, and switched SSID’s banking and accounting services to Powell River. He

talked about government directives requiring SSID to apply for a water licence and consult with a hydrogeologist to determine the size and shape of a wellhead protection area.

**4a.1. Questions & Comments**

*(i) What would the protection area look like?*

Chair: We don't yet have recommendations from the hydrogeologist, but we do already have a 30-meter rule from neighbouring septic systems.

*(ii) I have heard of 300-foot setbacks.*

Chair: We don't have any idea yet. The hydrogeologist will determine. The slope will likely cause contaminants to move downward toward the ocean. The soil structure noted during the well drilling will give some idea of transmissivity of contaminants through the area.

Trustee Miles: Let's not speculate or get ahead of ourselves. We should have some information in the next 60 days, and we'll let the neighbouring lots know.

*(iii) When did you first know about this? I bought neighbouring property in May.*

Administrator: We received a letter from the Drinking Water Officer in November, but he used words like "suggest." Trustees have discussed the issue since that time, but it wasn't until June that we learned that it was a "must."

Chair Gregory reminded the group that SSID does not treat its water, and that there was a boil water advisory in 2008. SSID then created a redundant system, and well 2 has been producing better water. Trustee Miles clarified that our full spectrum tests are excellent from both wells.

*(iv) Do the new regulations apply to other wells in the District?*

Chair: No, just the community well.

Trustee Miles: 3 connections makes it a "community" well.

Chair Gregory said that when we have all the information, we'll provide a summary in a newsletter and on the website..... Administrator to schedule this for follow-up.

**4b. Operator's Report ..... Operator Courtney Robertson**

Operator Robertson explained her role at SSID and with the Lund Waterworks District. Her Operator's Report included data comparisons over 3 years for generator hours, volume of water pumped, water consumption, and fuel purchases. She also reviewed the general maintenance of the system done this year, including maintenance to sample stations, fire hydrant servicing and reporting, tank inspection and hatch pin maintenance, a standpipe repair, inspection of air release valves, and installation of 2 residential water connections.

**4c. Five-Year Plan ..... Trustee Bryan Miles**

Trustee Miles reported that the Well Protection Plan this year will cost \$10,000 - \$15,000 and will come from SSID reserves. The Gate Valves will be refurbished or replaced in 2017 and 2018. We will put a containment around the new generator, which will be completed in 2018, and is estimated to be \$15,000 - \$18,000. SSID needs to purchase a small generator for service work, like cleaning out the meter boxes. That will be about \$1800-\$2000 in 2018.

The biggest expense will be in the replacement of residential meters, some of which are at the end of their 25-year estimated lifespan. We've been told that old meters could under-register the volume of water. Neptune Meters has offered to test the old meters. The cost of replacing them is \$153/meter, and the fees to dig them up and replace them are about \$60,000 over 4 to 5 years. To pay for this, the Administrator made a request to the PRRD last year, to apply for a grant, but they chose to aid Texada Island instead.

SSID also needs a work bench in the supply shed, which could cost about \$2500 in 2018. It should be noted that the Five-Year Plan keeps changing going forward.

**4d. Asset Management Plan** ..... Trustee Bryan Miles  
Trustee Miles summarized the purpose and method of the Asset Management Plan. He said that we take a list of everything SSID has, and figure out the value and life expectancy of each item. SSID has about \$2.5 million of assets to protect. We enter the data into the WaterWorth software, so that we can forecast the cost of future asset replacements, and build up Asset Management funds rather than having to borrow. For example, the life expectancy of PVC piping was recently revised from 80 years to 100 years, and this difference has saved replacement funds of \$3000 per year.

Trustee Miles talked about also having “human assets” that should be protected. The personnel of SSID is important, and SSID will need new trustees.

**4d.1 Question**

*Is the trustee election in the spring?*

Chair: Yes, at the AGM. We've tried to persuade the government to make our annual general meeting later, but the scheduling has to follow their process of taxation.

**4e. Second Quarter Budget Report** ..... Administrator Janine Reimer  
The Administrator explained the columns of the Comparative Income Statement, which had been provided as a handout. She explained that the 2017 2nd quarter revenue of \$81,089 was higher than the same period last year, due mainly to this year's tax increase. She said that the 2nd quarter 2017 expenses of \$34,826 were higher than the same period last year, due mainly to the hiring of 2 subcontractors, and the purchase of 6 meters.

**4f. Administrative Report** ..... Administrator Janine Reimer

The Administrator read from her report on electronic changes made since last year, including online bank statements, e-transfer of receivables and payables, email broadcasting, cloud-based accounting, registrations and subscription, and a new website.

[referring back to 4e] The Administrator said that at the end of June, SSID had \$209,911 in the bank, including a capital reserve of \$160,000. There was also \$9,534 in inventory.

### 5. Final Questions & Comments

(i) *What are the next steps?* [after the Well Protection Plan]

Chair: The report will go to Drinking Water Officer Dan Glover, and he will determine what our next steps are.

(ii) *Where will I find the regulations?*

Trustee Miles: We don't know yet.

(iii) *Will there be a tax next year?*

Chair: We're rebuilding the reserve fund since our \$100,000 expenditure.

(iv) *What are the building setbacks from property lines?*

Trustee Miles: None. Building code isn't enforced here.

Chair Gregory showed a road map of Savary Shores, and noted that the road allowances are actually 66 feet wide. He advised that all property owners get to know where their property lines are.

(v) *Some properties on Vancouver Island have special legislation about development. Might the trustees consider that?*

Chair Gregory: That's not within our mandate.

(vi) *The Forestry Department says development should be set back 45 feet from the front of the property.*

Trustee Miles: the end of the property is where the pegs are.

### 6. Adjournment

Motion to adjourn .....Moved Dale Gregory.

Adjourned 3:05 pm