



MINUTES

Annual General Meeting

Sunday, October 11, 2020, 1:30 pm

SSID storage shed, 2785 Vancouver Blvd, Savary Island, BC

Present: Trustee Bryan Miles as Chair, Trustee John Revitt, Operator Courtney Robertson, Administrator Janine Reimer, and 10 additional SSID property owners.

Absent: Chair Dale Gregory was unable to attend.

1. Opening RemarksBryan Miles
Acting Chair Trustee Bryan Miles welcomed all present and introduced the Board, Operator, and Administrator.

2. Approval of the Agenda Moved Karen Mark, 2nd J.Revitt. Carried.

3. Approval of AGM Minutes of 2019..... Moved B.Miles, 2nd J.Revitt. Carried.

4. Chair’s ReportBryan Miles
Trustee Miles read from Chair Dale Gregory’s report, which explained changes to the scheduling of the AGM and election this year. The Chair’s report said that numerous improvements had occurred in the last decade to operations, finances, and administration, and that there were operational projects underway, including replacement of generator-1. Chair Gregory’s report had thanked the operator, administrator, and fellow trustees for their work on behalf of the lot owners and SSID.

5. AGM attendance

There was no sign-in sheet due to COVID precautions, so Trustee Miles asked that attendees state their names for the administrator to record.

6. Third Quarter 2020 and Financial Report 2019 Administrator Janine Reimer
The Administrator first compared the Third Quarters of 2020 and 2019, which were both at about 63% of their respective budgets for the year. The biggest differences between the Third Quarters were: the 2020 Reserves were sitting at \$13,000 higher than 2019 because 2020 started out with a higher amount than 2019, and because SSID transferred an extra \$11,000 from the 2019 surplus into the 2020 Reserves; the 2020 Revenue was \$1500 higher than 2019 due to the tax rate increase; and the Expenses were difficult to compare because the Third Quarter of 2020 includes a \$9000 amortization expense whereas 2019 did not. With amortization removed from the equation, the 2020 expenses for the third quarter would show less than in 2019.

The Administrator compared the year-end figures of 2019 and 2018 financials: the major difference being in the Reserve funds with 2019 starting the year \$27,000 less than the start of 2018, due to funds spent on the generator-2 enclosure in 2018. The \$10,000 difference in Revenue between the two years was attributed to 2019 being the first year of the Asset Renewal Levy. Expenses were \$3000 lower in 2019 than in 2018.

7. Five-Year Plan Bryan Miles
Trustee Miles commented that most of the projects scheduled for 2020 had been completed. He said that generator-2 had now been integrated into the automation, and that automated switching for day and night would reduce nighttime generator noise. The refurbishing of the SSID shed interior was underway, and a cost decision had been made to not upgrade the garage doors. Old meters had been tested and found to be very accurate. Re-keying the buildings was still in the plans. Standpipe lids had been installed, to be discussed further by the operator. The installation of a landline had been necessary because of intermittent cell signal at the well lot, and estimates for an emergency failure notification system were underway. SSID resident Neil McLean suggested that he might be able to help SSID with the notification system. Trustee Miles concluded the 2020 plan with the upcoming \$25,000 for the new generator, continued replacements of old meters with new, and maximized contributions to the Asset Renewal Fund.

Trustee Miles also itemized projects to be started or completed in the coming 4 years, including a chain-link fence to protect well-2, possible replacement of the well-1 pump and screen, a replacement program for the fire hydrants, tank inspections, and continued contribution to the Asset Renewal Fund.

8. Operator’s Report..... Courtney Robertson

8a. Chlorine Flush. The operator reviewed the events leading up to chlorine flush of October 1, including the coliform counts of September 22, discussion with the Drinking Water Officer, the water flush September 25, the retest September 28, the coliform results of October 1, the immediate chlorine flush activities that day, and the chlorine levels from tank application to Phyllis Rd residual. She said that the administrator had posted a notice to the website, and in future a sandwich board would be set up outside the storage building to indicate a chlorine flush in progress.

Discussion. Some attendees expressed concern about inadequate notice of the flush, and the amount of chlorine taste. Regarding taste, the operator recommended that the chlorinated water be kept out on the counter. Trustee Miles said that a side benefit of chlorine application was that it flushed pipes of residences using water. The operator advised that while a permissible range of chlorine is 2.0 parts per million to 0.2 ppm, the GVRD has upped its chlorine from 2.0 ppm to 4.0 ppm. One attendee suggested that the administrator send immediate notification of water outages and chlorine flushes via email, and another suggested that a couple of days notice would be good, even if just to say SSID would be testing the water. The administrator said that instead of composing a message on the day of the event, she could prepare a generic message in advance for both the sandwich board and an email blast. Trustee Miles said that only two-thirds of SSID residents choose email for correspondence. The operator said that it was important to deal with coliforms quickly, so giving days of advance notice would not be possible, and Trustee Revitt added that SSID has to be proactive. Trustee Miles said that SSID tests monthly, and almost never needs to apply chlorine, and that prior to October 1, the most recent chlorine application was September of last year. One resident suggested that more flushes would occur as more people arrived. The operator said that chlorine application is used only when there is presence of bacteria, and that in this recent case it may have been caused by spiders bringing in organics.

8b. Projects of 2019 and 2020. The operator reported on the status of the waterworks projects, including the annual servicing of fire hydrants, nitrates sampling, and the meter replacement program. She provided details of the safety changes to standpipe pit covers and their operation, and the backup

purpose of the upcoming generator transfer switch that would also have a timer to designate day or night use. She detailed the events leading up to the decision to purchase a new generator-1, including the research for a suitably sized tier-4 model. She said the purchase order had been issued September 24, and delivery was estimated to take 3 to 4 weeks.

8c. Consumption Report 2019. The operator provided water use figures from 2019 versus 2018. The 1,290,000 imperial gallons used in 2019 was 4.31% higher than water use in 2018, and more properties had used water in 2019 than in 2018.

Trustee Miles said that number of properties using water in 2020 was higher again, with 157 of the total 168 water-connected lots having used water.

9. Election of a Trustee Janine Reimer
The administrator called for nominees from the floor. Trustee Revitt nominated Bryan Miles. There being no other nominees, Bryan Miles was acclaimed for another 3-year term.

Trustee Miles asked that attendees consider stepping up for next year’s trustee vacancy, as Dale Gregory would be retiring. He said that the system operations and administration are well cared for, and that trustees make decisions for SSID, which is one of the more successful improvement districts in the province. Trustee Revitt said that Dale Gregory had been with SSID for many years, and the new system map had been donated by him.

**10. Trustee Remuneration
Motion**

THAT the remuneration to trustees remain at nil. Moved B.Miles. 2nd Neil McLean. Carried.

11. Appointment of a Review Accountant

Trustee Miles said that SSID’s current accounting firm Del Mistro Dunn was good, and was local.

Motion

THAT SSID re-appoint Del Mistro Dunn as the review accountant.

..... Moved J.Revitt. 2nd Robin Simpson. Carried.

12. Motion to Adjourn Moved B.Miles
Adjourned 2:22 pm