

## MINUTES

### Trustee Meeting

3:00 PM August 22, 2016

### Miles residence.

Present: Trustees D. Gregory, B. Miles, J. Isert, Administrator J. Reimer

**1. Motion to approve the agenda.** Moved B. Miles, 2nd J. Isert. Carried.

**2. Chair Gregory welcomed the new Administrator.**

**3. Motion to approve the minutes of August 5.** Moved J. Isert, 2nd B. Miles. Carried.

### **4. Business arising from the minutes.**

4a. Contracts review. Trustees to discuss in camera in next few days.

The Administrator discussed her SSID time spent to date, and supplied a timesheet.

Chair Gregory referred to August 5 motion as carried for the Administrator to contact CWSA for information on pay rates. Administrator to contact CWSA.

A location for storage of old files was discussed but not determined.

Trustees to cull files at a future date.

Retrieval of files from Richmond was discussed.

Administrator to pick up in Sept.

4b. Water Act Registration.

The Administrator reviewed water act questions supplied by Front Counter BC.

Trustee Miles and Administrator to complete the questionnaire together.

Trustee Miles used the water rental calculator online; \$200 per year will be the charge to SSID.

### **5. Administrator's report.**

5a. Local auditor.

Discussion of there being only one local auditor, and the "review" accounting process.

Administrator to contact Joshua Craig and SIS regarding whether an audit is necessary.

Administrator to contact the auditor as to why they do a review rather than an audit.

5b. Site visit from auditor Jordan Cahill.

Administrator questioned the timing of the proposed site visit.

Trustee Miles to contact the auditor to plan the visit next year.

5c. Quickbooks.

Motion that the Administrator subscribe to Quickbooks Online, including the payroll add-on.

Moved J. Isert, 2nd D. Gregory. Carried.

5d. Insurance.

Trustee Miles said he had spoken with Econics regarding value of the tanks. Econics said \$600 per cubic meter per tank, so the evaluation provided by SSID is sufficient.

Motion to submit the Statement of Values to AON, with updated figures.

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

Trustee Miles said the Directors & Officers Liability invoice is still to come.

The Administrator submitted a letter from AON requesting Trustee approval in having SSID information shared with SIS.

Chair Gregory to sign the letter.

5e. Email for tax notices.

The Administrator said an email from Joshua Craig indicated he finds no regulations against emailing notices of tax, but that SSID should consider that some individuals may claim not to have received their notice by email. Trustee Isert said that bounce-backs will alert us to emails that do not reach the recipients.

5f. Mailbox at the new SSID address.

Trustee Miles offered to cut a mail slot at the new address.

Administrator to purchase address numerals.

5g. Meter readings spreadsheets.

Trustee Miles said he had entered the July meter readings into the spreadsheets, and offered to meet with the Administrator after the next set of meter readings are received, to show how the numbers are input.

Trustee Miles and Administrator to set a date.

**6. Old Business.**

6a. Bank account closures.

Trustee Miles said he had closed the Tangerine account, and moved the funds of \$32.40 to the RBC account. He has not yet closed the Blue Shore Credit Union account, which also has a balance of about \$30.

6b. Water Tolls payment.

Chair Gregory said notices of excess tolls will go out in January, as passed at the July 18 meeting.

A decision must be made regarding the payment plan of one lot owner with a large toll. It was determined that there should be a discussion with the lot owner as to how he might pay. Chair Gregory suggested there first be an email to the lot owner about meeting to discuss.

Trustee Miles to contact the lot owner.

6c. Generator shed.

The Trustees discussed a simple shed construction as suggested by contractor Matt How. Trustee Miles said it might cost \$8000 - \$10,000, and suggested the project be put off until 2017. Trustees to discuss again when budgeting 2017.

6d. 2016 Annual Reporting Requirements.

Administrator to email Trustees the list of annual documents required after an AGM.

6e. Task list. Chair Gregory is completing, and will send to Trustees and employees.

**7. New Business.**

7a. Newsletter

Chair Gregory said he plans to send a newsletter to lot owners this year. It will have two parts: one from him with updates regarding the water system and the new Administrator; the second from the Administrator explaining SSID's transition to electronic notices and records, and a call for email addresses. A September delivery was considered, then extended.

Chair Gregory and Administrator to complete first draft in October

7b. Assistant Trustee Delegate

Chair Gregory said that the Trustee Delegate may retire one day. The Lund water system operator would be a suitable replacement. It was suggested that she work with the Trustee Delegate to become acquainted with the SSID water system.

Chair Gregory to discuss with the Trustee Delegate.

Trustee Miles added that SSID must always have staff with EOCP certification, and that the operator is due to complete his.

7c. Tour of the system for the Administrator. Trustee Miles and Administrator to set a date.

7d. Location of 2017 AGM

Trustee Miles asked that Trustees consider where the 2017 AGM will be held.

7e. New Lot Owner Packages Administrator to contact previous administrator.

**8. Next meeting.** Chair Gregory to set up next meeting, probably 9th or 11th October.

**9. Motion to adjourn.** Moved J. Isert.

Adjourned 4:45 PM.