

## MINUTES

### Trustee Meeting

April 21, 2021, 10:04 a.m.

On conference: Trustee Chair Dale Gregory, Trustee Bryan Miles, Trustee John Revitt, Operator Courtney Robertson, Administrator Janine Reimer.

#### 1. Approval of the agenda

Amended to include In Camera ..... Moved J.Revitt, 2nd B.Miles. Carried.

#### 2. Approval of the minutes

##### 2a. March 17 trustee meeting

With correction to 4b: Frontier serviced generator ..... Moved J.Revitt, 2nd B.Miles. Carried.

2a (i) Business arising from the minutes of March 17..... none

#### 3. Motion to move in camera..... Moved J.Revitt, 2nd B.Miles. Carried.

The trustees came out of in camera, and reported having discussed an issue.

#### 4. Operator's report..... C.Robertson

##### 4a. Water outage April 1

The operator reported on the generator-1 failure of April 1, causing a short water outage, and apparently due to low voltage of the generator battery. She had charged up the battery, and tests later showed the battery to be holding charge. She said that parts have not yet arrived for an automatic charging relay.

##### 4b. Security dialler

The operator said the transfer switch had been set up to dial out 4 numbers, and that there is no need to hire an alarm company. The alarm would be triggered at generator failure. Electrician Henri Newport had quoted \$3,000 for equipment and labour to set up the alarm. The operator suggested that the call-out numbers be first her cell, then her landline, the administrator, and Trustee Miles.

The operator said there would be no alarm for a pump failure, as that would require a low-water level alarm, but in the event that a pump fails to start, the generator would run continuously until out of fuel, which would trigger a generator fail alarm.

The administrator said that since the alarm was not in the 2021 budget, it might better be considered for the 2022 budget. The trustees said the alarm should be purchased this year.

### Motion

THAT the operator proceed with the generator-fail alarm system as estimated.

..... Moved J.Revitt, 2nd B.Miles. Carried.

**4c. Generator maintenance**

The operator proposed a generator maintenance schedule and associated costs. She had estimates for the major maintenance tasks to be done by either Cummins Diesel at \$2600 per visit, or Frontier Power at \$2030 per visit. Her preference was Frontier. She also suggested that minor maintenance be carried out by a local mechanic. Trustee Revitt said that the warranty could require that the work be done by a licenced mechanic.

**Motion**

THAT the operator proceed with scheduling annual generator maintenance with Frontier Power as estimated, and minor maintenance with a local mechanic when needed.

..... Moved B. Miles, 2nd J.Revitt. Carried.

**5. Administrator’s Report** ..... J.Reimer

**5a. Bank and reserve funds**

The administrator reviewed the bank account balances. She noted that all of the approximate \$130,000 in reserves was now in savings or term accounts. She said that she had recently noticed that the PowerSaver account is no longer paying out 0.65 percent interest as it had when first opened.

**5b. Need another signer at FCU**

Trustee Revitt agreed to be a signatory for SSID. The administrator was to draft a letter to First Credit Union and send to the trustees for approval. .... Administrator to write letter to bank

**5c. First quarter report 2021**

The administrator reviewed the first quarter figures for 2021, as compared to the same quarter for last year. She said that the 2021 starting figure of reserves has been revised since the budget review in January, due mainly to additional 2020 year-end electrician costs that had not been anticipated.

Operating expenditures in the first quarter 2021 were about \$2200 more than in 2020, with no single expense being responsible for the difference, although travel and operator fees showed higher than anticipated figures due mainly to issues of the transfer switch and generator.

The administrator said 4 new connections scheduled for 2021 would increase revenue in 2022. The connections to come are lots-174, -43, -203, and -153. The operator said that she had spoken with a member of Matt Howe’s construction crew about the status of the pipe trench at lot-153; it had not yet been installed.

**5d. Financial Statements 2020**

The administrator noted that the main difference between the financial statements of 2020 and 2019 was due to the several capital purchases of 2020 that totalled about \$43,000, including \$25,000 for a new generator, \$7200 for the transfer switch, \$7600 for standpipes, and \$1300 for storage shed improvements, and other items. Transfers to reserves was \$28,000 more in 2020, to cover the capital expenditures.

Operating expenses for 2020 were down \$6000 from 2019, although both the administrator and operator had received wage increases, and there was a \$2500 loss in 2020 capital values due to disposal of the old generator. Travel and trustee expenses were both down by \$1000 in 2020, and maintenance labour was \$2200 less in 2020 than 2019. Switching from monthly to quarterly nitrates testing reduced water testing expenses by \$1100 in 2020.

**Motion**

THAT the 2020 Financial Statements be approved ..... Moved B.Miles, 2nd D.Gregory. Carried.

The administrator said that Trustees Gregory and Miles would receive a copy of the financials via email from the accountant DMD, and that they would be required to sign on the same day as receiving the document..... Trustees Gregory and Miles to e-sign financial statements

**5e. Trustee recruitment 2021**

Ideas for recruitment were discussed, including specific individuals who had shown interest in the trusteeship and/or were considered good candidates. It was suggested that the administrator write up the expectations and eligibility requirements of the position. Chair Gregory asked that the message be prepared ahead of the AGM, with a mention that the AGM date was still to be determined. Trustee Miles said we should add that the AGM would be in-person if provincial rules for gatherings had been relaxed. The administrator said she would also discuss the trusteeship directly with 4 possible candidates.

- .....Administrator to write up job description for distribution to property owners
- ..... Administrator to directly contact 4 possible candidates

**6. Trustee Reports..... B.Miles**

**6a. Calendar of Events**

The operator said that the hydrant replacement program would begin in the fall, with assistance from Ecoterra. She said that Ecoterra owner Dave Scherger might be asked to do one of the hydrant excavations.

**7. Next Meeting ..... June 16, 2021.**

**8. Adjournment ..... Moved D.Gregory.  
Adjourned 11:35 AM.**