

MINUTES

Trustee Meeting

Monday, December 13, 4:31pm

On conference

Present:

Trustee Chair Bryan Miles, Trustee John Revitt, Trustee Emer Dubois, Operator Kerby Fisher, Administrator Janine Reimer, and guest Neil McLean.

1. **Approval of the agenda**, amended to include discussion of the electrical permit as item 3b.
..... Moved B.Miles, 2nd J.Revitt. Carried.
 2. **Approval of the minutes of November 15**..... Moved J.Revitt, 2nd E.Dubois. Carried.
 3. **OPERATIONS report, part 1**.....K.Fisher
- 3a. Generators and batteries.** The operator suggested that guest Neil McLean update the trustees on his recent generator activities. Neil reported that he had helped out when both generators were down on November 19. He was able to start gen-1 by switching to the battery COMBINE position. With power to the pumphouse, the battery charger at gen-2 caused gen-1 to try starting, but failed. Switching to HAND solved this, but the gen-2 battery charger current measured only 1 amp and could not be charged, so Neil installed the spare battery and started it. He advised that SSID needs a new spare battery for generator-2, and a new set of jumper cables, and said he would send the battery size specs to the operator. Operator to purchase starter battery and jumper cables.

Neil noted Lund Auto had installed the generator-1 ACR correctly, and suggested that the 2nd battery could run the gen-1 control panel and leave the primary battery charged and available to start.

Neil said there was no need for Lund Auto to test the pumphouse batteries at this time. He advised that the charge control module (in the mail) would enable the 2 in-parallel batteries in the pumphouse to charge at the required 14.8 volts rather than the 13.8v maximum we now have. When the module is installed, we should be able to charge fully to 200 amp hours capacity. The pumphouse components, including the Thomson panel, auto dialer and other, together self-consume about 1 amp, so discharging to 50 percent, which is the normal recommendation, would yield about 100 hours of backup. The battery charger in the pumphouse is rated at 50 amps, and with the charge control module installed should provide 50 amps of charge current per hour of run time. It is currently about 15 to 20 amps.

Neil said it shouldn't be necessary to recharge with the portable Honda. Gen-1 will be started by the Magnum AGS voltage sensor when the pumphouse batteries deplete to 11.25v. The run time is currently set to 1 hour. If the tanks call for water, gen-1 will respond, and will charge the pumphouse batteries. When the Thomson batteries are low, gen-1 will respond to charge them, while also charging the gen-2 battery. Neil would test the module before deciding how long to

charge. If we are able to charge to 55 amp hours, for example, we have more than 2 days capacity for each hour of generator run time.

Chair Miles noted that when there’s a call for water, the two tanks fill for different lengths of time, with the 40,000-gallon tank filling 4x as long as the 10,000-gallon tank.

Neil said he would check the Thomson Events Log to see how often the system calls for water.

Chair Miles noted that the pumps usually run at about 36 gallons per minute, but recently are running at 40 GPM, and can be adjusted in the pump house, though tricky to adjust exactly. The operator said he had made some adjustments, and would re-adjust, and would also lock out others from adjusting by accident.

3b. Alarm call-out.Neil said he would look at reprogramming the call-out.

3c. Meter boxes and connections at lots-43, -203. The operator reported having completed the connections. He advised that at lot-43 he had run a stub of municipal tube from the meter box, so the owners could just put on a coupler and complete the connection on their own time. He said that the check valve would prevent backflow contamination.

Chair Miles noted that the Application for Water Connection document will need revising, as it currently specifies a continuous water line, with no joins, from the meter box to the drain box. Also, this change makes the final connection the owner’s responsibility. The operator suggested that he could inspect and approve photographs provided by the property owner after they’d completed the connection..... Administrator to revise the Application for Water Connection accordingly.

3d. Task List. Chair Miles said the Task List could be tabled to 2022. The operator said he’d also be presenting projects to be scheduled, at the next meeting.

.....Administrator to table to January meeting.

3e. SIVFD concern re standpipe keys and valves. Discussion tabled to January.

.....Chair Miles to discuss with SIVFD Jorg Lutz, and report at the next meeting.

3f. Manahan ARV. Chair Miles had forwarded photos of the ARV on November 16. He noted that the boards had become a walking hazard.Administrator to table to January meeting.

3g. Rust at Cedar Way standpipe. Discussion tabled to January.

.....Administrator to table to January meeting.

3h. Water Licence. Trustee Dubois asked for the status of the SSID water licence. The administrator said the government was dealing with a backlog of applications. SSID had received notices that the licence was coming, but had not received invoices since 2017.

4. ADMINISTRATION report, part-1..... J.Reimer

4a. Bank and reserve funds. The administrator had supplied figures as at December 8, and noted there was nothing unusual or problematic for the period. She requested a motion to transfer funds, and the Chair noted that the transfer is an annual occurrence to bridge the period from the current year end to the start of next year’s tax funds.

Motion

THAT the administrator temporarily transfer \$15,000 from the savings account to the chequing account, until enough tax payments have been received to reimburse the savings account.

..... Moved E.Dubois, 2nd J.Revitt. Carried.

At this point in the meeting, it was noted that the added agenda item regarding electrical permitting had not yet been discussed, so the Chair re-opened the Operations report.

5. OPERATIONS report, part 2. N.McLean

5a. Electrical permitting. For reference, the administrator had forwarded to the trustees the BC Safety Authority guide on electrical permitting, as sourced by Neil McLean, on December 11.

Neil explained that SSID was operating under an Operating Permit with Newport’s electrician as the permit’s designated Field Safety Representative (FSR). As the FSR, Newport’s electrician is responsible for the site, so has authority over what and how electrical work is done at SSID. Neil suggested that SSID confirm with the BC Safety Authority as to who is the owner of the permit, and if SSID is not, an application for the permit should be made, including designation of the “Class B” FSR, as specified in the electrical permitting guide. Neil did not see any issue with the work to date, as it had been done by a qualified electrician. The Chair said that SSID needs to be compliant, and Neil agreed to contact the BC Safety Authority on the matter.

At this point, Neil McLean exited the conference call.

6. ADMINISTRATION report, part-2 J.Reimer

6a. Outstanding taxes. The administrator said there had been no change to 2 outstanding taxes for 2021, and that the province’s interest would be applicable to the outstanding amounts in 2022, and a tax sale if necessary would be an option in 2023.

6b. 7-year Tax Schedule. The administrator reviewed 2 models of taxes for the coming year. The trustees determined that for each property, a \$5 increase on each of the 3 applicable tax types would be best for 2022.

.....Administrator to prepare the 2022 tax bylaw and notices with figures as agreed.

6c. Projections 2021 and Budget 2022. The administrator reviewed the projections to the end of 2021, and the comparative projections for 2022, which would make up the 2022 budget. The operator said he had requested a quote from Frontier Power for the 2022 generator maintenance. Trustee Revitt suggested that the 2022 fuel figure be increased by 5 percent.

....Administrator to revise, update, and email to trustees for comments before the January meeting.

6d. Asset Management Plan graph and spreadsheet. The administrator reviewed the Waterworth graphic and figures for the cashflow, capital costs, and operations costs projected to 2046.

6e. Connection charge increase. The administrator explained that recent parts prices and labour added up to \$1500 per connection, representing a \$665 shortfall from the \$835 that had been the connection charge for at least 5 years. The trustees agreed that the connection price should be increased to cover actual costs.

Motion

THAT the price for a water connection be increased to \$1500, effective immediately.

..... Moved B.Miles, 2nd E.Dubois. Carried.

..... Administrator to revise price in Application for a Water Connection.

6f. Assessment and Tax Bylaws 2022. The administrator had distributed the 2 new bylaws, with the assessment bylaw showing tax classes as directed by government financial advisor Joshua Craig, and the tax bylaw showing 2022 increases as approved by the trustees (in 6b above). The Chair read each bylaw 3 times. Each was approved by all 3 trustees.

..... Administrator to send finals to Chair Miles for signatures.

6g. Excerpts Bylaw 102, re commercial uses..... Administrator to table to January trustee meeting.

6h. Communicable Disease Plan..... Administrator to table to January trustee meeting.

7. TRUSTEE reports B.Miles

7a. Calendar of Events. The Chair had no additional comments to the Calendar document.

There being no other business outside in-camera, the trustees thanked the operator for his new ideas on connections procedures. The operator exited the meeting at 6:27pm.

8. Motion to move into in-camera..... Moved J.Revitt, 2nd E.Dubois. Carried.
The trustees came out of in-camera, and reported having discussed 3 issues.

9. Excess Tolls 2021. The trustees discussed the excess toll amount to be invoiced for 2021, and decided to keep the figure at \$1.00 per cubic metre in excess of the 100 cubic metre allotment.
.....Administrator to issue 2021 Excess Tolls at \$1 per cubic metre overage.

10. Next meeting – 2022 budget approval January date to be determined

11. Adjournment.....Moved B.Miles.
Adjourned 7:20 pm.