

## MINUTES

### Trustee Meeting

December 16, 2020, 10:00 a.m.

Conference call

On conference: Trustee Chair Dale Gregory, Trustee Bryan Miles, Trustee John Revitt, Administrator Janine Reimer. Operator Courtney Robertson was not present, as she was tending to SSID operations in the morning.

**1. Approval of the agenda** ..... Moved B.Miles, 2nd J.Revitt. Carried.

**2. Approval of the minutes**

2a. September 23 Trustee Meeting ..... Moved J.Revitt, 2nd B.Miles. Carried.

2a (i) Business arising from the Minutes ..... none

2b. September 23 In Camera Meeting ..... Moved J.Revitt, 2nd B.Miles. Carried.

2b (i) Business arising from the Minutes ..... to be discussed in camera

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

The trustees came out of in camera, and reported having discussed 2 issues.

**4. Operator’s report**..... J.Reimer, for Operator C.Robertson

**4a. New Generator-1 and transfer switch**

The new transfer switch had twice failed, each time resulting in both generators cycling on and off every 15 minutes, in unison, i.e. not alternating. The operator and Newport Electric arrived on site to correct the problem November 28, and determined that the issue was the transfer switch’s motherboard. A new motherboard was installed on December 9, but also failed. Electrician Charlie Bird contacted Thompson, the supplier of the transfer switch, to reiterate the importance of this installation for the water district. Thompson came to SSID, no charge, on December 16 to ensure the installation worked this time.....Operator to report update.

**4b. Hydrant report**

The operator’s written hydrant report had indicated that hydrant-11 was a candidate for replacement due to a compromised base. The report also showed 5 hydrants with poor or slow drainage which would require excavation and repacking with drainage rock. The operator had noted to the administrator that these problem hydrants might best be replaced rather than serviced, as they are nearing their scheduled replacement date.

The administrator scheduled replacements of hydrant-11 and poor-drainage hydrant-9 in 2021, then 2 other poor-drainage hydrants in 2022, and 2 slow-drainage hydrants in 2023. The balance of 7 no-problem hydrants could wait for replacement over the 3 years 2027-2029. Trustee Miles asked that this schedule be added to the Calendar of Events. ....Administrator to add to Calendar

The operator would be providing an estimate on 2 new hydrants and services and hard costs to install them in 2021.

.....Operator to provide estimate.

**4c. Meter replacement schedule**

The operator had recently replaced Lot-A’s meter, and would be replacing meters at lots-143 and -142 on December 17. The trustees agreed that replacing 2 meters per year would be adequate, as testing had shown the used 25-year-old meters to be still accurate. Chair Gregory suggested that we continue to have the extracted meters tested for accuracy, and should they start to show deterioration, SSID could revise the meter replacement schedule accordingly. ....Operator to continue having old meters tested.

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

**5a. CWSA conference**

The administrator said the CWSA’s virtual conference had been problematic both technically and in its content, and had caused her concern that any virtual AGM by SSID might also be problematic. Chair Gregory had discussed the technical issues with CWSA, and concluded that the event management company might have been responsible for the problems. He noted that he does not have issues with the virtual meeting software Zoom. Trustees Miles and Revitt commented on the data consumption aspect of Zoom, and Chair Gregory said he’d assemble information on Zoom for trustee consideration as a virtual venue for SSID’s 2021 AGM..... Chair Gregory to research Zoom costs and data use.

**5b. Schedule of important 2021 dates**

The administrator noted that since SSID is now allowed to conduct its AGM in the summer, the trustees might decide Sunday July 4 or Sunday August 1. After discussion, it was decided that the date would be discussed again in the new year, and a decision made no later than March or April.

.....Administrator to add to next agenda.

**5c. Taxes for 2020 all paid.**

**5d. Bank and reserve funds**

The administrator said that the current reserves would be reduced further this year after invoices from Newport Electric were received and paid, and that there would also be a \$17,000 increase to reserves at year end when the 2020 operating surplus was transferred into the reserves account. She also noted that there were no worthwhile term accounts into which SSID might invest the funds from the 2020 asset renewal levy.

**5e. Asset Management Plan**

The administrator reviewed the proposed capital assets to be purchased in 2021, including 2 hydrants, 3 meters, re-keying, and the well-2 enclosure. Trustee Miles discussed the rationale for re-keying, and said he had put together a proposal for codes instead of keys. He would combine the storage shed and pump house as one code that could be changed on occasion. The generator sheds would continue to be accessed by keys, and old padlocks would be upgraded to stainless steel. The other trustees had no objections to the re-keying proposal. .... Trustee Miles to proceed with re-keying plan.

Trustee Miles raised the question of whether or not SSID needs an enclosure around well-2. He said that the padlock was already quite secure. A chain-link fence might be more secure, but could be climbed. Trustee Revitt thought it a good idea to secure the wellhead further, for due diligence, especially with a campground being immediately adjacent. The trustees considered that it might not be necessary to access the well until such time that it needs servicing or replacement, so until then 4 chain-link walls

with 1 being removeable, might be adequate. The administrator said she would ask the contractor to revisit his quote, and include this no-access option..... Administrator to get updated estimate.

**5f. Budget 2021 draft**

The administrator reviewed the expected revenues and expenses to come in 2021. The revenues reflected a zero increase in tax rates, as proposed by Trustees Revitt and Miles in consideration of possible financial challenges facing SSID lot owners during this COVID period. Chair Gregory agreed.

There were no notable differences between the expenses of 2021 and 2020. Trustee Miles explained that the \$12,000 amortization expense was added back into the surplus figures, and from that surplus SSID is able to augment its reserves.

The trustees agreed to revisit Budget 2021 in the new year, after the year-end actuals were known. .... Administrator to add to next meeting agenda.

**5g. 2021 Taxes Bylaw draft**

The trustees read and approved the 2021 Tax Bylaw. .... Chair Gregory to output 2 copies, sign, and mail to the administrator.

**5h. 2020 Excess Tolls**

**Motion**

THAT the Excess Toll for 2020 remain at \$1 per cubic metre over the allotted 100 cubic metres per residence. .... Moved J.Revitt, 2nd B.Miles. Carried.

**5i. Updated customer list** provided.

**6. Next Meeting** ..... 10am Wednesday January 13, 2021

**7. Adjournment** ..... Moved D.Gregory  
Adjourned 11:30 AM.