

MINUTES

Trustee Meeting

January 13, 2021, 10:01 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** Moved B.Miles, 2nd J.Revitt. Carried.

2. **Approval of the minutes**

2a. December 16 Trustee Meeting Moved J.Revitt, 2nd B.Miles. Carried.

2a (i) Business arising from the Minutes none

2b. December 16 In Camera Meeting Moved B.Miles, 2nd J.Revitt. 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 an issue.

4. **Operator’s report**..... C.Robertson

4a. **Generator-1**

The operator reported that the diesel mechanic from Frontier was on site January 12 to troubleshoot the new generator’s “over/under frequency” error. He found the fuel filter vent to be compromised, allowing air into the fuel line, and leaking fuel under the generator. He fixed the air entry, which in turn stopped the under-frequency message. The generator was then tested under load of one heater, and immediately registered an over-frequency error. The mechanic called generator supplier Frontier, and was told that the error might be caused by a faulty voltage regulator. Frontier said they would send a diesel technician on the coming Monday January 18, and that their associated costs, with the exception of water taxi travel, would be covered by warranty.

Trustee Miles asked that the generator be tested under load and through various scenarios while the diesel technician is on site. The operator agreed.

Trustee Revitt asked if the work would address the transfer switch issues. The operator said she had asked Charlie Bird of Newport Electric if a faulty voltage regulator might be responsible for the problems with the transfer switch. Charlie was not sure, but as it was a possibility, the operator had ordered a voltage regulator sensor, at cost \$420, to monitor the voltage regulator. She had also ordered a high ampacity charger at cost \$330 to charge the battery. Total cost \$750. Trustee Miles said the costs were worth it to eliminate battery drainage.

4b. **Meters, gate valves, hydrants**

The operator said she would be completing last year’s planned meter replacements at lots-142 and -143 on Thursday January 21, and would start gate valves exercising that same day. Trustee Miles

said the owners of lot-142 were not on island, but the owners of lot-143 might be. He offered to contact them to advise of the replacement..... Trustee Miles to advise owners at lot-143

The administrator said she and the operator had assembled estimates for the hydrant replacements scheduled for 2021 as \$14,900, but 2 thrust blocks would be added to that figure. The operator reported that Ecoterra estimated about \$100 each for the 2 thrust blocks. Trustee Miles said that the \$200 would cover the materials only.

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

5a. Bank and reserve funds

The administrator said the hydrant replacement would be coming out of reserves, and the reserves would require the 2020 year-end transfer of \$17,000 from operating surplus. Chair Gregory called for a motion for the transfer of funds.

Motion

THAT \$17,000 be transferred from surplus to reserves..... Moved J.Revitt, 2nd B.Miles. Carried.
..... Administrator to make the transfer

Trustee Miles commented that there was currently no useful term account into which these reserves might be transferred, as interest rates were very low. He said that as SSID’s 3 term accounts reach maturity, they should instead be transferred to the savings account. The administrator agreed.

5b. Budget update and approval

5b (i) Annual gate valves and hydrant maintenance

The administrator suggested rough figures of \$400 and \$1000 be added to the 2021 budget for the gate valves and hydrant maintenance, and the operator agreed. The administrator said these 2 figures would change the budget submitted for approval at this meeting.

5b (ii) Well-2 enclosure

The administrator said contractor Gareth Jones of Paris Jones Construction had considered SSID’s 3rd design option—a removable wall instead of gates—but determined that the savings would be immaterial, compared to either of the gated designs. The administrator reviewed operational difficulties of a removable wall. The trustees agreed on using 2 large gates instead. The chair said that the enclosure to protect the wellhead should be in place before June 15.

Motion

THAT Paris Jones Construction proceed with the well-2 enclosure option-1, with 2 large gates.
..... Moved B.Miles, 2nd J.Revitt. Carried.
..... Administrator to initiate with Paris Jones.

5b (iii) Re-keying and coding

Trustee Miles said he’d ordered materials for the re-keying and coding, and that the projected cost could be reduced to \$2000. He aimed for the project to be done by the end of March.
..... Trustee Miles to implement re-keying and coding

5b (iv) Alarms

The administrator said she had not yet determined costs of the alarms proposal, but anticipated roughly \$500, as entered into the budget as a miscellaneous operations cost. She would have estimates for discussion at the next trustee meeting.

..... Administrator to prepare alarms estimate.

5b (v) Motion

THAT the trustees accept the proposed budget with additions of \$400 and \$1000, and other adjustments reviewed today..... Moved B.Miles, 2nd J.Revitt. Carried.

.....Administrator to input figures reviewed today, and email the revised budget to trustees.

5c. AGM date

The trustees reconsidered the AGM date, and agreed that August 1 would have more people on island and in attendance than July 4. It was also agreed that the Hacienda should be booked, and chairs spaced for social distancing.AGM set at August 1, 1:30pm at the Hacienda.

.....Administrator to book Hacienda.

6. Trustee Reports

6a. Zoom details..... D.Gregory

Chair Gregory reviewed the Zoom software plan details he had emailed previously, and discussed benefits of Zoom as a consideration for trustee meetings. The trustees agreed to the ease and useful aspects of Zoom, including potential for larger groups and invited guests, and documents displayed on screen. The trustees discussed the licencing requirements, and the option of de-selecting video.

The operator commented that she had used Zoom for meetings, but rural internet plans do not adequately support the data requirements of Zoom. The trustees noted that the administrator, who would be licencing and hosting the meetings, would not have enough data for Zoom. The chair said that for now we should stick with our conference calls.

6b. Consumption Report B.Miles

Trustee Miles presented the 2020 water usage as compared to 2019. He said consumption was higher in 2020 by 2170 gallons, which was a 16.8% increase. He attributed the increase to people staying longer in the District than in 2019, particularly in the shoulder seasons, such as October 2020 which showed 99 residences using water, compared to 87 in October 2019.

The operator said there would be some additional variance in 2020 between residential meter readings and pumphouse readings, due to periods in which pumping was started manually and run until overflow. She added that there would be additional flushing during months of hydrant servicing.

The administrator commented that although there had been more pumping, the nitrates had remained stable. Chair Gregory suggested that we keep track of rainfall as correlates with nitrates

levels. The operator said that SSID tests quarterly for nitrates, but we don't know the transmission rate to the aquifer.

6c. Calendar of Events

Trustee Miles said that the hydrant replacement schedule had been added to the Calendar.

7. Next Meeting 10am Wednesday March 17, 2021
.....Administrator to send reminder in early March

7. Adjournment..... Moved D.Gregory
Adjourned 11:15 AM.