

MINUTES

Trustee / Admin-Finance Meeting

10am January 20, 2025

via Zoom

1. **Approval of the Agenda**Moved L.Davis, 2nd B.Brucker. Carried.

2. **Approval of the Minutes** of December 19, 2024Moved L.Davis, 2nd B.Brucker. Carried.

3. **Year-end bank & reserves** J.Reimer
The administrator reviewed the current bank account totals and the reserves expenditures of 2024, including \$14,800 paid from the Reserves to the Upper Tank Feasibility Study.

4. **Solar panels review**

The administrator reported that Mark Long of Lund Electric had supplied an estimate to cover a solar panel system that would keep the Thomson controller charged, ending SSID's reliance on lead acid batteries. So far, the system on loan had been working well, but had failed twice during the darkest days of the year. Mark had since then installed a charger, and suggested SSID continue monitoring the new system to confirm its suitability before making the system purchase.

5. **Budget 2025 final**

The budget for 2025 had been previewed in December, and was now ready for approval. Expenditures were based on a \$85 tax increase per Class A customer, as presented at the 2024 AGM. This \$85 increase, repeating for 5 years to 2029, would cover a placeholder figure of \$190,000, which was the least costly of the upper tank replacement options outlined in the feasibility report.

6. **Feasibility study**

Discussion moved to the 4 options of the feasibility report. A 5th option was also discussed, in which the rope division of Acuren (tank inspectors) would work from scaffolding below the elevated tank to remove the full bottom panel and replace it with a new panel. The trustees were less in favour of this partial solution than a full replacement.

It was accepted that the most expensive option at \$2.9M would be rejected by the SSID community. The preferred option, as recommended by the engineers was \$1.4M. Borrowing would be required to achieve this goal, and taxes would have to cover the cost of borrowing. The trustees suggested that figures be presented at the 2025 AGM, indicating the cost of borrowing over a 10-, 15-, and 20-year period, with monthly payment plans available to residents.

Further discussion of all options would be necessary, and communications were planned to apprise tax payers in advance of the AGM. The AGM itself should have graphics, and clear messages as to the funds required for each option. It was also considered that a referendum on the subject would follow the AGM.

7. Budget approval

The administrator and trustees discussed that the District Tax and the Asset Renewal Levy planned for 2025 year would be better distributed with more funds available for operations expenses. The total tax for 2025 would remain as planned, but the Asset Renewal Levy that goes straight to Reserves would be a lower figure, and the District Tax higher. The administrator revised the tax allocations, and the trustees agreed, and approved the 2025 budget.

Motion

THAT the 2025 budget be approved as presented.....Moved L.Davis, 2nd B.Brucker. Carried.

8. 2025 Tax Bylaw no. 138

The administrator entered the revised Asset Renewal Levy and District Tax figures into the draft Tax Bylaw for 2025. The Chair then read the bylaw aloud, and the trustees approved it.

Motion

THAT the 2025 Tax Bylaw be approved..... Moved B.Miles, 2nd B.Brucker. Carried.

9. Message on reverse side of Tax Notice

The administrator had drafted an explanation of tax increases on the reverse of the Tax Notice. The trustees were in agreement with it.

10. Letters

It was briefly discussed that SSID would be sending a letter to the qRD acknowledging SSID’s participation in the Wharf Fire Protection plan, and as required by Vancouver Coastal Health would also create a contract with qRD to protect the waterworks.

It was also discussed that the qRD letter responding to SSID regarding the Tetra Tech hazard studies was inadequate in addressing SSID concerns.

11. MSR Solutions invoice approval.....Moved B.Brucker, 2nd L. Davis. Carried.

12. Next meeting March 10 2025

13. Adjournment..... B.Miles 12:06pm

MINUTES

DRAFT - 2

Trustee / Admin-Finance Meeting

10am December 19, 2024
via Zoom

Present: Chair Bryan Miles, Trustee Lee Davis, Trustee Brent Brucker, Administrator Janine Reimer.

1. Approval of the agenda

As amended to include discussion of connection costsMoved B.Brucker; 2nd L.Davis. Carried.

2. Approval of the minutes

Admin-Finance Meeting of October 24Moved B.Brucker; 2nd L.Davis. Carried.

3. Financial report..... J.Reimer

3a. Motion. The administrator stated for the record that the trustees had passed a Motion by email that was actioned Nov 9 2024:

THAT the administrator transfer \$13,327.25 from the Power Saver account to the Chequing Account.
.....Moved B.Brucker, 2nd L.Davis. Carried.

3b. Bank and reserves fund

The administrator showed the chequing balance as adequate for year-end expenses, but said there was \$7,763.45 of operating funds in the Power Saver, which could be transferred to chequing as a buffer. The trustees agreed..... Administrator to transfer \$7,763.45 from savings to chequing.

December operating costs, as projected to be paid in January, were \$25,000, necessitating a Motion to redeem the term account.

3b(i) Motion

THAT the \$125,000 Term Account be redeemed to the PowerSaver account on January 1 2025, and THAT funds be transferred from the PowerSaver account to the chequing account as necessary to cover operating expensesMoved B.Brucker, 2nd L.Davis. Carried.

4. Budget

4a. Projections

Reserve funds were projected to be \$4,500 more than budgeted, revenue \$1,400 more than budgeted, cash expenses \$900 more than budgeted, and accumulated amortization \$9,000 more than budgeted. The accumulated amortization resulted in an annual deficit of -\$8,400, which would be covered by a \$13,000 transfer from reserves to operations at year end.
..... Administrator to prepare year-end actuals for the January 20 meeting.

4b. Rough budget 2025

The main capital expenses for 2025 were budgeted as hydrants at \$14,200, and flow meters at \$14,600. There was discussion as to whether the flow meters should be postponed for the upper tank replacement decision. Administrator to review flow meter question with operator

Revenue was budgeted to reflect the \$85 increase as had been previously discussed. The trustees supported the increase, but agreed to wait until they’d reviewed and discussed the upper tank replacement options before a final decision on the 2025 tax rate, which would affect revenue. Cash expenses were budgeted to be on par with 2024 expenses, with some items increased 3 percent.

5. Excess tolls

The trustees decided to keep the excess tolls at last year’s rates, and the tolls were projected to total approximately \$300.

6. Tax plan

The trustees looked again at an \$85 increase per year over 5 years as had been announced at the AGM, as compared to a 10 percent increase over 10 years. It was discussed that the \$85 per year increase would be better to address high costs to come for the upper tank replacement, but no decision would be made until the upper tank feasibility study had been reviewed.

..... Trustees to review feasibility study to decide tax rates

7. 2025 Tax Notice

7(a) Capital Cost explanation. The trustees agreed it would be helpful to have a message on the back of the tax notice explaining upcoming costs, notably the upper tank replacement.

..... Administrator to prepare a draft message after review of feasibility study

7(b) Payment Plan draft. The trustees discussed a monthly tax payment plan for possible future payment difficulties from residents.Administrator to prepare a draft policy for review

8. 2025 Tax Bylaw no. 138

The trustees agreed to hold off on finalizing the tax bylaw until they had reviewed the feasibility study.Trustees to decide tax rates after feasibility study review.

9. Upper Tank Feasibility Study

The draft feasibility study had been received the day before this meeting, so there had not yet been enough time to review it. The engineering company MSR Solutions had recommended an option costing \$1,427,000. The trustees agreed to review the study before the next budget meeting.

10. 2025 Assessment Notice

The administrator said the assessment notice would be issued early February, and was the same as last year, notifying property owners of the tax class of their property.

11. Schedule of Important Dates

The administrator said she would book the Hacienda for the 2025 AGM on Sunday August 3 at 10:30am.

13. OCP & Land Use

The administrator said the qathet Regional Board had agreed to write a response to SSID’s letter of October 30, in which SSID had opposed inclusion of the Tetra Tech studies in the Savary Island Official Community Plan. It was also discussed that on December 5 at a zoom meeting about the

OCP, the qRD Manager of Planning Services had acknowledged that the attendees did not want regulations for Savary Island.

14. Thomson—status.

The administrator reported that the new lithium battery, and solar panels on loan, provided plenty of power for the Thomson controller, even on these darkest shortest days of the year. After a trial period, the trustees will review the system.

15. Other finance

The GST report would be submitted end January; T4As to Revenue Canada end February; and the WorkSafe premium end February.

16. Connection Fee

The parts for a connection are now \$1300 per connection, and the trustees agreed the Application for a Connection should reflect the new cost.

.....Administrator to revise Application for a Connection to show new cost.

17. Calendar of Events

All items due in 2025 had been completed.

18. AGM discussion

The trustees considered that the upper tank replacement was a topic best suited to a referendum and AGM discussion. In the coming months, information and a plan to involve residents would be developed.

19. Next meetingJanuary 20, 2025

20. Adjournment B.Miles
12:00pm