

MINUTES

Trustee Meeting

January 22, 2019, 10:02 am

Miles residence and on conference.

Present: Trustee Bryan Miles, Operator Courtney Robertson, Administrator Janine Reimer

On conference: Trustee Chair Dale Gregory, Trustee John Revitt

1. Approval of the agenda

- 1a. Motion** to amend to include In Camera..... Moved D.Gregory, 2nd B.Miles. Carried.
- Approval of the agenda as amended Moved B.Miles, 2nd J.Revitt. Carried.

2. Approval of Minutes of December 4, amended.

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

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

4. Old Business

4a. Chair’s report on conversation with Senior Environmental Health Officer Darren Molder.

Chair Gregory reviewed items he’d reported to the trustees by email in December, including the SEHO’s answer as to what would be his response if SSID were to exceed the nitrates maximum allowable concentration of 10mg/L. D.Molder had said that because SSID nitrates are peaking in the summer and dropping in the winter, the results would have to have been over the maximum for two or three years in the summer before he would require that SSID treat its water.

The Chair reported that he and the SEHO had discussed some possible treatment methods that should be researched, and the possibility of shutting down well-1 and locating another well in another location. The SEHO had suggested that water use data for each lot could be used to remind lot owners of the need to check their septic systems, and supported the Chair’s suggestion of a water protection tax, if passed at a meeting, to fund payment to a ROWP to check septic systems. The SEHO had said that SSID is required to submit an annual report to Vancouver Coastal Health, and have it accessible to lot owners, and could include Best Practices for checking septic tanks.

The administrator said her research indicates that nitrates do not form in the tank because there is no oxygen, but rather in the dispersal field.

4b. “Call Before You Dig”

Trustees approved the administrator to move forward with the version she had emailed to them on Dec 19 2018. moved B.Miles, 2nd J.Revitt. Carried.

4c. Lab answer re testing damaged pipe

The administrator reported that a lab had said the damaged pipe section was too small to test. They had suggested that the pipe wall be measured with calipers to see if it's thinner due to age and use as compared to a new unused pipe. The operator said she could check that.

..... Operator to report on pipe thickness differences

4d. Malaspina wells tests

The administrator said a waiver, as requested by the operator, should be sent out to the participating Malaspina property owners in March. The operator said she'd look for a suitable waiver. The Chair said that the Senior Environmental Health Officer was interested in the results.

..... Operator to research waivers

4e. Govt-University research

The administrator reported that the mapping department of the Regional District was agreeable to helping SSID with mapping LiDAR data, if/when that data were available, possibly summer 2019. She said the project would probably not move forward until 2020 when graduate students had determined their research fields. Trustee Revitt said that the university should determine the type of work and costs involved, and that SSID staff time should be written into the proposal.

5. Operator's Report

5a. Temporary employee to assist Operator

The operator said that hiring temporary employee Tanya Bourdais would help with operator tasks such as maintenance of gate valves, hydrants, and air release valves. She added that it was a safety issue as well, and that two people would be better than one in these tasks. The Letter of Agreement to T.Bourdais for temporary services was attached to the January 22 agenda.

5a (i) Motion to accept the Letter of Agreement..... Moved B.Miles, 2nd J.Revitt. Carried.

5b. Generator-2 Test

The operator reported on the generator test of January 15. She said generator-2 had been tested under load of heaters, drawing 30 amps, for a half-hour. She reported that the generator must be prompted manually, when the setting is in "hand," to start the pumps, but when the setting is in "auto," the generator does not respond to the call for water, and the pumps are not turned on. The operator said she would contact Newport Electric to quote on configuring the transfer switch and generator-2 to automate and alternate the pumps.

..... Operator to get quote from Newport

Trustee Miles said that while the generator was running, he had done a loudness test with a decibel reader on his phone, and found the generator to make very low noise, around 50 decibels at about 20 feet distance from the generator.

6. Administrator's Report

The administrator had attached the bank balances as at January 21. She said Trustee Miles had approved of a \$15,000 transfer from the savings account to the chequing account to temporarily cover Operations until 2019 tax revenues start coming in.

6b. Repeal motion of January 3 2017

Trustee Miles explained that the motion of January 3 2017 regarding a continuous 60/40 split of funds in the bank accounts was no longer practical, and should be rescinded, as there are times when the savings and term accounts must temporarily be used as a float for Operations, making the 60/40 split not possible.

The January 3 2017 motion under discussion was:

that the Asset Reserve Fund be deposited as follows: Sixty (60) percent to be placed in a Power Saver account as defined by FCU and the balance of forty (40) percent to be placed in a term deposit vehicle defined as a Rate Riser account by FCU; and that an annual review to be taken at the anniversary date of the term deposit, and adjustments made as required by the District.

6b (i) Motion that the Motion of January 3, 2017, designating specific percentages of the Asset Reserve Fund to specific bank accounts, be rescinded..... Moved B.Miles, 2nd J.Revitt. Carried.

Trustee Miles said that the new Asset Renewal Levy funds should be deposited to the term deposit accounts, and not used for Operating & Maintenance.

6b (ii) Motion that the Asset Renewal Levy funds be deposited into the term deposit accounts. Moved B.Miles, 2nd D.Gregory. Carried.

6c. Accounting miscellaneous

The administrator reported a GST rebate of \$2,586.25 to come, 2 Excess Tolls outstanding, T4As and WCB premiums to be submitted by end February, curb stop notices to be issued, and water rental to be paid when the 2018 water rental invoice arrives.

6d. Schedule of important dates 2019

A schedule had been attached to the agenda. The Chair pointed out the dates proposed for the Annual General Meeting (April 20) and the Summer Information Meeting (August 4). Trustee Miles volunteered to be present for the Court of Revision, tentatively scheduled for February 25, should there be any appeals of property assessments.

6e. Calendar of Events

Trustee Miles suggested to the operator that the tank inspection & cleaning dates written on the Calendar be revised. The operator said that the inspection and cleaning frequency could be guided by the findings of the ROV inspection, and that the recent ROV results had shown pristine conditions.

6f. Meeting with Rachel Blaney MP re federal grants

The administrator said she would be meeting with MP Rachel Blaney on Saturday February 2, with CWSA board member Michael Bolch, to review the lack of Federal grant access for improvement districts that do not want to assimilate into their local governments. Trustee Revitt said that SSID could be making itself vulnerable by taking the lead on this. Chair Gregory said that SSID could also discuss with our provincial MLA. Trustee Miles said that funds are federal, so we should let the federal MP know what is happening with those funds. He said that arguments presented to the

provincial government have not succeeded. The operator suggested that the administrator get the opinion of Megan McKee who spoke at the 2018 CWSA conference on the subject of grant access to improvement districts.

..... Administrator to contact Megan McKee

7. Budget 2019

7a. Budget spreadsheet

Trustee Miles reviewed the final figures of the 2019 budget spreadsheet supplied for trustee approval. He talked about the asset renewal funds accumulated to date, and the proposed \$50 asset renewal levy for 2019. He said SSID’s asset management consultant JP Joly was satisfied that SSID is collecting adequate funds for renewal of non-linear assets—meaning everything other than pipes, which are not budgeted for renewal at this time, due to their life expectancy exceeding 100 years.

7a (i) Motion that the budget of January 22 be presented at the AGM.

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

7a (ii) Motion that there be an Asset Renewal Levy, and that it be set at \$50 in 2019.

.....Moved J.Revitt, 2nd D.Gregory. Carried.

7b. Tax Notice showing Asset Renewal Levy

Trustees approved of the draft 2019 tax notice showing the asset renewal levy.

7c. Communications re Asset Renewal Levy

Trustee Miles said that he and the administrator would prepare communications to go out with the tax notice, and would first send to the trustees for review.

..... Trustee Miles and administrator to prepare communications

7d. Assessment Bylaw 2019

7d (i) Motion to approve the Assessment Bylaw 2019.....Moved J.Revitt, 2nd D.Gregory. Carried.

The Assessment Bylaw was read three times and adopted.

7e. Taxation Bylaw 2019

7e (i) Motion to approve the Taxation Bylaw 2019 Moved B.Miles, 2nd D.Gregory. Carried.

The Taxation Bylaw was read three times and adopted.

..... Administrator to mail hard copies of 2 bylaws to the chair for his signature

8. New Business

8a. SIMAC wharf protection concept

Trustee Miles discussed the proposed joint project of the fire department, Powell River Emergency Services, and SSID, in providing emergency water for firefighting at the wharf, which would be of benefit to the whole island. He said that the project management and infrastructure costs would be the responsibility of the Regional District. He suggested that the proposal could be revised to provide a holding tank just outside the SSID boundary, and filled by SSID, rather than allowing a

direct connection from the fire department pipes to SSID’s pipes. He argued that the fire department has been paying the connection tax yearly, which allows them 100 cubic meters, i.e. 22,000 gallons, per year. The fire department uses a fraction of their paid allotment every year, so SSID’s provision of emergency water in the holding tank and its occasional use during fire practice, does not likely use more water than the fire department uses otherwise.

Trustee Revitt had questions as to whether the SSID bylaws would allow this arrangement, and whether there was risk of draining the SSID tanks. He suggested there may be ways that money could come back to SSID, as SSID’s participation in this project is enabling a whole-island benefit. Trustee Miles said that at very least, SSID would not be out of pocket for this initiative. He said the firefighting rate of water use would be 20,000 gallons over a 2-hour period. Chair Gregory said there will be use of the pumps, and that it would take a while for SSID’s tanks to run out.

8a (i) Motion that trustees support in principle the concept of provision of water for fire suppression on the wharf..... Moved B.Miles, 2nd D.Gregory. Carried.

Trustee Miles explained that pipes would also run under the wharf for use of saltwater. Trustee Revitt cautioned that the pipeline should not be extended beyond the wharf. The trustees agreed that SSID will have to make some rules to limit use. The operator cautioned there could be opposition from SSID taxpayers.

9. Next meeting..... to be determined.

10. Adjournment..... Moved J.Revitt
Adjourned 12:18 p.m.