

MINUTES

Trustee Meeting

July 8, 2020, 10:01am

On conference: Trustee Chair Dale Gregory, Trustee Bryan Miles, Trustee John Revitt, Operator Courtney Robertson, Administrator Janine Reimer.

1. Approval of the agenda as amended

Motion that the agenda be approved with inclusion of July 7 events in item 4(a).

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

2. Approval of the minutes

2a. May 11 Trustee Meeting Moved B.Miles, 2nd J.Revitt. Carried.

2b. May 30 In Camera Meeting Moved B.Miles, 2nd J.Revitt. Carried.

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

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

4. Operator’s report C.Robertson

4a. Water outages June 15 and July 7

The operator explained the events following residents’ reports of loss of water in the Upper System on 2 days. The notice of water outage on June 15 was at 7:15 AM from a resident, and was resolved by the operator when on island at 9:45 AM, and monitored throughout the day by Trustee Miles.

That day, the operator contacted generator mechanic Mike Russell for an alternator, but as he was not available to do the install, she contacted generator mechanic Chris Taylor, who did the install and reported on an issue with the dipstick being forced out when the generator was running.

On June 23, the operator noted mechanical issues with generator-1 and low pressure readings. She noted the starter battery at generator-1 was down. She contacted Chris Taylor, who later installed a glow plug relay. She also called diesel specialist Frontier Power to find out if the Pressure Control Valve was a serviceable part. Frontier confirmed the PCV could be serviced but needed a valve cover gasket to enable service, so the operator ordered the part, which Chris Taylor installed. It did not however solve the dipstick issue. The operator then started research for a diesel technician to diagnose the generator-1 issues further.

There was discussion as to next steps. The operator said she’d like to have Frontier Power assess the generator, and the Chair agreed. Trustee Miles suggested she also get an estimate on a new generator. The administrator said the asset management plan had allocated \$27,000 for a new generator in 2023.

The operator and Trustee Miles filled in the events of July 7: Trustee Miles had received a call at 7:50 AM saying there was no pressure. He texted the administrator, then headed to the pumphouse. The administrator contacted the operator.

After trying unsuccessfully three times to start generator-2, Trustee Miles checked the fuel tank and found it to be empty. The administrator contacted Al Wood, who delivered about 100 litres of fuel to generator-2, at about 9:30 AM. Trustee Miles turned on generator-2. Pumping started right away and did not turn off until about 8 cubic metres had been pumped.

Later on July 7, at 9:15 PM, Trustee Revitt called the administrator because he had been contacted by an Upper System property owner saying they were almost out of water. The administrator located Trustee Miles, and they went to the pumphouse. By then it was confirmed that the Upper System residents had no water. Trustee Miles started generator-2 and pump-1 at 10:00 PM, and called the operator to report. Both machines were left on automatic, and checked by Trustee Miles at midnight, and again before the next day’s trustee meeting. The pumping had not stopped. He said that between 10 PM and midnight, 22 cubic metres (4800 gallons) had been pumped. And that by 8 AM 96 cubic metres (21,000 gallons) had been pumped, and that the pressure was about 50 PSI, whereas it had been about 40 the previous night. Trustee Revitt confirmed that residents had commented on excellent water pressure.

Trustee Miles explained that the water outage was caused by a relay problem. The well-2 timer for the alternating relay switch hadn’t worked so the generator was not notified to stop running, and so ran out of gas.

The operator said she had arranged for Newport Electric to come to Savary at 2:30 on the day of this meeting, to determine possible electrical issues preventing pump-2 from engaging, and would try to contact diesel tech Ian Gould.

Trustee Miles said that SSID should get a fuel gauge and better communications so that it’s not necessary to drive somewhere to get a signal before contacting the operator. The operator suggested a land line with a security dialer that will call out if/when the pump or generator does not respond to a call for water.

.....Administrator to source fuel gauge and landline / security dialer

Chair Gregory asked whose responsibility it was to check fuel levels. Trustee Miles said it was typically Al Wood of Lund Water Taxi who checked levels, but SSID had not let him know that we were currently using generator-2 exclusively and therefore going through fuel faster. Buying a fuel gauge for generator-2 could be helpful in preventing a fuel outage in future.

4b. Update on automation

The operator reported that she called Newport Electric on May 15 asking about delivery of the transfer switch, and that Newport had said they had had to re-order, and that the switch would be delivered the first week July, but now at July 8 it was still not delivered.

Trustee Miles said that SSID had purchased a trickle charge solar panel for the generator battery. The operator said tree work would be needed around the pump house to allow for more sun on the panel, and Trustee Miles said that we’ll have to be careful not to impede the access for lifting out well pump-1. The Chair suggested the storage shed might get more sun.

.....Administrator to review previous tree work estimates

4c. Fire hydrant maintenance

The operator suggested that hydrant maintenance be postponed to the fall, due to more immediate system maintenance issues. Trustees agreed.

.....Operator to schedule hydrant maintenance for fall

4d. Emergency Response Plan completed

The final ERP had been included with attachments to the agenda. Trustees had no changes. The operator added that the landline and security dialer discussed earlier would improve emergency communications.

5. Administrator’s Report J.Reimer

5a. Bank balances & reserve funds

The administrator reviewed SSID bank assets, and identified the reserve funds available should SSID need to purchase a new generator.

5b. Tax payments

The administrator said \$1,000 is still due of the total \$99,180, and that \$525 lost discounts had been received.

5c. Second quarter budget

The administrator had provided a budget spreadsheet. She explained that about 39 percent of the year’s budget had been spent, and that that there were still capital costs to come related to the standpipe lids and system automation. She also explained that amortization expense is now shown in the budget, indicating the loss of asset valuation for the year to date.

5d. VCH permit

It was reported that the permit is now received and posted at the pumphouse.

5e. Maintenance projects update

The administrator said that as Glen Moore had quit the maintenance position, SSID might consider finding another person to help Ruth White in the job.

New shelving was needed before the shed could be cleaned up properly, and as Glen was no longer available to complete that task, Trustee Miles had stepped up to build the shelves, and had been sourcing supplies.

5f. Customer list

It was shown on the list that there had been only one new owner since last meeting. The administrator said she had mailed lot-23 a New Owners’ Package, and would be mailing the Transfer of Water Contract in the following week.

Trustee Miles said that another sale had recently occurred, but had not yet been reported by Land Titles, which was the sale of amalgamated lot-115/116.

6. Trustee’s Report B.Miles

6a. Consumption report

Trustee Miles’s report of July 1 was attached to the agenda, and included information that:

- there were 120 properties that used water in June 2020 versus 135 properties in June 2019;

- 2020 year to date property usage was 143 versus 153 properties for the same period in 2019;
- consumption in June 2020 was down 19.98% versus consumption in June 2019;
- 2020 year to date total water usage was down 7.78% from the same period in 2019.

June 2020 had shown 211.4 generator hours versus 127.5 hours in June 2019. Trustee Miles explained that the reason for the discrepancy was that this June, generator-1 had repeatedly failed to start over a period of time, and that the time clock apparently did not stop within that period.

6b. Calendar of Events

Chair Gregory asked if there were any further thoughts about holding a Summer Information Meeting. The administrator said she had cancelled the Hacienda rental and SSID had been reimbursed, and that at present there was no plan to organize a Zoom event, but that the reports typically reviewed at the AGM and SIM had been posted to the website.

Trustee Miles asked if the administrator had access to the number of visitors to the website. She said she would find out.

.....Administrator to ask website hosts how to know number of visitors

7. Next Meeting

Chair Gregory suggested that the next meeting could be for consideration of coming expenditures.

8. Additional

8a. Lot-174 water connection

The administrator asked the operator if she had heard from excavator operator Eric Ferreira with any updates on the water connection to lot-174. The operator had no update, so the administrator said she'd contact the owner again.

.....Administrator to call lot-174 to see if he has contacted E.Ferreira

8b. Stand-pipe keys

The operator said that SSID has 2 keys for the stand-pipes, both at the storage shed.

8c. Output system map

There was discussion regarding two system maps that could be combined, output, laminated and mounted in the storage shed.Administrator to research map output

9. Adjournment..... Moved D.Gregory
Adjourned 11:25 AM.