

MINUTES

Trustee Meeting

June 16, 2021, 10:00 a.m.

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

Guest: resident Emer Dubois was invited to the conference call at 10:40 a.m.

1. Approval of the agenda

Amended to include In Camera Moved J.Revitt, 2nd B.Miles. Carried.

2. Approval of the minutes

2a. April 21 trustee meeting

With correction to 4b: Frontier serviced generator Moved B. Miles, 2nd J.Revitt. Carried.

2a (i) Business arising from the minutes of April 21 none

2b. April 21 in camera trustee meeting Moved B. Miles, 2nd J.Revitt. Carried.

2b (i) Business arising from the in camera minutes of April 21 moved to In Camera

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

The trustees came out of in camera, and reported having discussed an issue.

[At 10:42 a.m., SSID resident Emer Dubois entered the conference call.]

4. Operator's report C.Robertson

4a. Security dialler

The operator reported that the security dialler was delivered to Newport Electric, but that due to a discovered missing part, postponed the install to June 22. She said that the alarm would involve 4 phone numbers to be called in sequence until answered. Her cell would be first, then her home line. She asked if the administrator and Trustee Miles would be willing to be the 3rd and 4th dial-outs, to which they both agreed.

4b. Generator timer

The operator reported that she'd noticed in the generator log that generator-1 comes on periodically during the day, so has asked Newport electrician Charlie to rebalance the timing.

4c. Meter box installations

The operator said that 2 new meter boxes at lots -42/-43 and -202/-203, with one meter each, would be installed on Wednesday June 30 by Eric Ferreira's excavation service, and that there would have to be detour signs for traffic during the install.

4d. Leak at lot-73

The operator reported on a drip at the curbstoep of lot-73, leaking on the SSID side. She said that she considered that the line would have to be isolated at the main connection in order to change the curb stop, and that it would require machine excavation, and would temporarily cut off water for residences in the isolated section. She had since spoken to previous operator Eric Ferreira who had done that meter installation about 15 years ago, and he had suggested that there may be an easier fix by way of an adjustment under the meter. Trustee Miles asked if the meter was due for replacement, and the operator said no it was fairly new.

4e. Generator servicing

The operator reported that on-island generator mechanic Chris Taylor had recently taken on new work that would occupy much of his time, so he'd declined to do the regular generator servicing, but agreed to respond to SSID emergency calls as needed. For the regular generator servicing, Red Seal-certified diesel mechanic Chase from Lund Auto agreed to take on the work, and would be servicing the machines on June 24.

4f. Hydrant replacement

The operator said that the hydrant excavation was scheduled for fall, and that the hydrant excavation on Patricia Crescent would be done by Ecoterra using Matt Howe Construction's machine. She had contacted hydrant supplier rep Gary Portelance again to confirm his pricing provided in January, and as there was no change, she ordered the 2 hydrants needed for the 2021 replacement schedule. She asked the administrator if the credit application had been filled out and sent to Gary for Terminal City Fire Hydrants. The administrator had not yet done so, but said she'd do it after the meeting.

..... Administrator to send filled form to G.Portelance today

Regarding prescribed hydrant use by the fire department, the operator said she would contact the SIVFD Fire Chief.

5. Administrator's Report..... J.Reimer

5a. Bank and reserve funds

The administrator reviewed the reserves expenditures, noting that about \$11,000 had been spent on capital improvements of the total \$33,000 to be spent by year end. She noted that one of the term deposit accounts had matured and closed, with monies moved by the bank into savings, plus \$195 interest. She identified \$10,800 asset renewal levies currently in the chequing account that should be moved to the asset renewal savings account.

5a. (i) Motion

THAT \$10,800 be moved from the chequing account to the asset renewal savings account.

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

Trustee Miles asked if monies borrowed from reserves to chequing had been repaid to reserves. The administrator checked the general ledger and said the \$15,000 had not yet been repaid.

5a (ii) Motion

THAT \$15,000 be moved from the chequing account to the Power Saver account.

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

5b. Waterworth meeting

The administrator asked Trustees Miles and Revitt if they would like to attend another Waterworth session. The trustees agreed.

.....Administrator to provide dates for possible Waterworth meeting

5c. Notice of AGM & Election 2021

The administrator explained that the AGM Notice included with the agenda was the Canada Post version, and that the email version would be distributed by MailChimp on July 1 and would include a link to elections details. Trustees had no changes.

5d. Customer list

The administrator had included the updated customer list with the agenda.

6. Trustee Reports..... B.Miles

6a. Summer maintenance student

Trustee Miles said a student would be picking up extra maintenance hours in the months of July and August, as maintenance person Ruth White is typically busy in summer. One task would be fuel treatment of the well lot (removing windfall branches and sticks). The student is 16 years old, and is Trustee Miles’s grandson, so Trustee Miles would oversee the work. He said the rate would be \$15/hr to start.

6b. Calendar of Events

Trustee Miles said that wage reviews should be added into January to coincide with budgeting.

..... Administrator to revise Calendar

6c. New maintenance equipment

Trustee Miles said he had purchased an electric trimmer and electric blower for SSID maintenance. The on-sale cost was \$268 before tax. He would also look into a compatible electric vacuum for spot cleaning meter boxes, as requested by Ruth White.

.....Trustee Miles to research electric vacuums

6d. Water use at new business

Discussion of possible water use increase at lot-95 due to the new café. Trustee Miles retrieved 2021 and 2020 usage figures, and found no notable increase.

7. Next MeetingJuly 21, 2021.

8. Adjournment..... Moved D.Gregory.

Adjourned 11:35 AM.