

MINUTES

Trustee / Admin-Finance Meeting

10am Tuesday June 30 2026, via Zoom

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

2. **Approval of the minutes**
of May 2, 2026Moved L.Davis, 2nd B.Brucker. Carried.

3. Bank & reserves fund

3(a) PHISA. The administrator said she had contacted the Scotiabank representative to send new registration and authorization information to the trustees. The trustees had not yet received the information. Trustee Davis suggested that as an alternative to the online procedure, the bank may allow in-branch registration.

.....Administrator to re-contact the Scotiabank rep for trustee registration.

3(b) First Credit Union. The administrator reviewed the current amounts available in the bank accounts, reserves, and operations.

4. **Taxes unpaid.** Two lots had not yet paid the 2026 taxes. Statements had been sent May 2.
..... Administrator to re-send tax statements to the two property owners.

5. **Second Quarter 2026.** The administrator reviewed the actuals of June 30 2026 compared to the same period last year. Reserves in 2026 had increased \$110,000 mainly because of the increased Asset Renewal Levy to accommodate a new tank and other future asset replacements. Revenue had increased \$107,800 in 2026 because of tax increases and lost discounts on taxes owing after the early-pay deadline. Second quarter expenses for 2026 were on target as half of the year's total budgeted amount. The expenses were \$7,800 higher than 2025 mainly because of increased generator maintenance, maintenance labour, and connection and repair expenses. The administrator said some of the figures entered for June 30 were projections, and that an updated second quarter report with final actuals would be emailed to the trustees, noting any changes since today's discussion.

..... Administrator to adjust figures to final actuals when amounts known.

6. **Tee in water line.** The administrator said that she had learned from the plumber at a construction site in the District that at the request of the owner he had tee'd off the water line to supply a yard hydrant. According to the listed conditions of the Application for a Connection, the owner was responsible for "ensuring no future joining or splicing of the domestic waterline from the waterline stub to the drainage box occurs." However, it was discussed that the owner might not have seen or known about that rule, being that there had been no Application required in this construction. It was also noted that the Water Use bylaw makes no mention of the rule, and that other properties seem to have done similar tee-offs from the waterline to the house. Trustee Miles

explained the origin of the connection rules for the purpose of ensuring proper hoses, fittings, and procedures that reduce the chance of future leaks that would be otherwise difficult for the District to locate.

.....Administrator to draft a possible addition to the Water Use bylaw.

7. AGM and new Chair. The administrator displayed the Notice of AGM that would be sent to all residents on July 17. The trustees agreed to meet twice in July to prepare for the AGM. Trustee Brucker offered to take on the position of Chair on the new Board. Trustee Miles offered ongoing support to the trustees after his departure from the Board, as well as continued data maintenance of the Meter Readings master spreadsheet.

.....Administrator to prepare AGM print materials for review.

8. Timer installation. The administrator reported that Lund Electric was waiting for their supplier to source a different kind of timer for a daily tank fill. The trustees discussed possible consequences of tank overflow during a forced fill. The administrator offered to test the overfill capacity to determine whether 30 minutes of daily flow would be too much.

.....Administrator to test overfill capacity

9. GARP. The administrator reviewed the next steps, which would be discussion at the AGM, followed by a survey of all residents, followed by a trustee decision into the 2027 budget. She said she and Trustee Miles had met with the Drinking Water Officer, and he had confidence in SSID's procedures on the matter. He advised that should the District decide to go to a permanent Water Quality Advisory, there should be no legal liability if we can show SSID adequately provided ongoing communications regarding the risks of pathogens, and instructions to property owners for advising occupants at their dwellings. Trustee Davis noted that in the event that anyone should have concern about the water quality, it may be useful to have Aquatab water purification tablets as are used by travellers to other countries where water may be less safe.

.....Administrator to ask the DWO re recommending use of Aquatab.

Trustee Brucker said it would be better to wait for feedback at the AGM before exploring liability protection.

Regarding the costs, Trustee Davis said this is an opportunity to sell the vacant lot 196 owned by SSID to help pay for the expenses of the District, currently valued about \$185,000. Trustee Miles suggested that chlorination, if that's what the community decides, could have its costs spread out over a span of five years or so.

..... Administrator to prepare some financial models for trustee review

10. Generator-1 start-up failures. The administrator said since all attempts by Lund Marine had not solved the recurring generator-1 fail-to-start problem, Cullen Diesel was engaged to trouble shoot the problem. Trustee Brucker said the accumulating costs associated with generator-1 failures may be nearing the cost of the generator itself, and that it was time to consider purchasing a new generator. It was suggested that Cullen Diesel, if unsuccessful at fixing generator-1, propose a new suitable generator model, possibly smaller. Trustee Davis asked that the Frontier Power warranty

on the existing generator be reviewed, and suggested it might also be helpful to speak directly with the engine manufacturer Kubota.

-Administrator to finalize engaging Cullen Diesel to trouble shoot
-Administrator to revisit the Frontier Power warranty
-Administrator to contact Kubota
-If trouble shooting is unsuccessful, administrator to research new generator purchase.

11. Hydrant replacements. The administrator advised that the operator had ordered the 2 hydrants that would be replaced in the fall.

12. Water level monitoring. The administrator said the cost of a water level data logger for the now unused observation well would be \$1660 net. Trustee Miles said water level monitoring data could be added to the master data spreadsheet. The trustees agreed with the purchase.

-Administrator to purchase data logger as per Hoskin Scientific quote.

13. Other projects underway.

-Administrator to prepare AGM Materials.
-Operator to purchase 4 potable yard hydrants.
-Administrator to purchase new tank farm numerical lock.
-Administrator to purchase new colorimeter/turbidity meter.

It was discussed that it might not be possible to get an electrical engineer's estimate on the 2040 solar/battery system because of changing technology.

14. Discussion on tax increases. Trustee Brucker suggested SSID explore non-tax opportunities that could alleviate some of the tax burden. As examples, he mentioned grants, fundraisers, and gaming permits. Trustee Davis added silent auction. She also said the prize itself could draw people to the fundraiser, rather than focussing on the end purchase. She proposed the name of a company that organizes similar events on island. The administrator suggested a letter to the UBCM proposing financial aid to support a solar system for SSID to reduce emissions. The trustees supported the idea. Trustee Miles said SSID's 2022 grant request for solar and batteries could be updated, and that it may be helpful to involve MLA Randene Neill.

-Administrator to contact UBCM and Randene Neill re financial aid.

15. Next meeting Wed July 23 via zoom, Tue July 29 at the maintenance shed.

16. Adjournment 12:11pm B.Miles