

MINUTES

Trustee Meeting

March 16, 2020, 10:02am

On conference.

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

1. Approval of the agenda Moved J.Revitt, 2nd B.Miles. Carried.

2. Approval of the Minutes

2a. December 17 Trustee Meeting..... Moved J.Revitt, 2nd B.Miles. Carried.

2b. December 17 In Camera Meeting..... Moved J.Revitt, 2nd B.Miles. Carried.

3. Postponement of the AGM

Chair Gregory said the *Local Government Act* does not mention a deadline for the AGM, and asked the administrator to ask government advisor Joshua Craig if SSID could move its AGM to the summer this year.

..... Administrator to ask Joshua Craig if AGM may be moved to summer

Trustees discussed and decided to postpone the AGM due to health risks.

Motion

THAT the administrator send a notice to property owners advising that the 2020 AGM has been postponed to a future date to be announced Moved J. Revitt, 2nd B.Miles. Carried.

.....Administrator to send notices

3b. Motion to move In Camera Moved B.Miles, 2nd J.Revitt. Carried.

Trustees came out of In Camera and reported that they had discussed 2 issues.

4. Operator's Report C.Robertson

4a. Standpipe Lids

The operator reported she had spoken with Ecoterra owner Dave Scherger, who said he had made the lids, but needed some final measurements from Savary this week. The operator said she would attend with Ecoterra for the measurements when it was safe to do so, and that Ecoterra would arrange with Eric Ferreira for final installation of the standpipe lids.

4b. Automation

The operator reported she had spoken with Henry Newport of Newport Electric, who said he had not yet received the controller required for the work, and that it was due in about 5 - 7 weeks, after which the automation project could be scheduled.

4c. Operator’s 2020 AGM Report

The operator had prepared an overview of projects completed and underway since the 2019 AGM, for compilation into a 2020 AGM Report. She provided updates on the generator-2 automation, fire hydrant servicing, nitrates sampling, storage shed improvements, water connections, meter replacements, standpipe lids, and the annual consumption report.

.....Operator to provide report to administrator by Mar 24

5. Administrator’s Report..... J.Reimer

5a. Bank balances & Reserve Funds

The administrator had provided a chart showing the distribution on reserve funds within the bank accounts.

5b. Financial tasks

The administrator reported that 2019 excess tolls had been paid, T4As had been submitted to subcontract employees and to Revenue Canada, the 2019 WorkSafe premium was paid, and the 2019 GST refund had been deposited.

5c. Tax notice sample

The administrator had included a sample 2020 tax notice with the agenda. The trustees had no changes.

5d. Financials 2019 draft

The administrator reported that accountant Dwayne Dunn had built the 2019 financial statements with depreciation values, in accordance with Public Service Accounting Standards, as requested by the trustees. The depreciation figures had been derived from the researched historical purchase price, plus interest since the purchase date to bring the values to today’s dollars, minus depreciation since the purchase. The net result was that SSID was worth \$54,772 more on paper than it would have been without the depreciation calculations.

The Chair asked if the increased value of SSID assets might cause an increase in insurance costs. The administrator said no, the insurance premium was based on *replacement* values of assets, whereas the financial statements show the *depreciated* value of assets. Trustee Miles said that the replacement values given to the insurer were reliable.

The trustees had no changes to the draft financials. The administrator said she would review the document again to better understand the effect of the new figures.

..... Administrator to review financials then get sign-off

5e. Customer list

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

6. Chair’s Report..... D.Gregory

The Chair said he had not yet prepared his report, but would do so soon, and would like it and the other AGM reports to be available electronically. Trustee Miles suggested that the Notice of Postponed AGM advise readers of the coming reports, and the administrator said the reports could be emailed and mailed at the same time as the tax notices at the end of March.

.....Chair’s AGM report due to administrator by Mar 24

..... Administrator to disseminate AGM reports by email, mail and on website by Mar 28

7. Trustee’s Report..... B.Miles

7a. Webinar

Trustee Miles reported that he had attended a webinar held by Econics regarding cash reserves. The webinar was well organized and attended by 63 people, including some from the US and from municipalities. The cash reserve principles reviewed were what SSID has already been doing.

7b. Draft 5-year plan for AGM

Not yet complete; to come.

..... Trustee Miles to provide report to administrator by Mar 24

7c. Shed improvements

Trustee Miles said the shed has been cleaned up and painted, and there is more work to be done. Shelves are still to come. The big doors are difficult, and unnecessary, so should be taken out and replaced by a smaller door in a smaller frame. The operator said the large doors have become a 2-man operation. Trustee Miles asked that the administrator ask contractor Gareth Jones to provide an estimate on reframing the shed opening and installing a standard 8-foot manually operated roll-up garage door.

..... Administrator to ask G.Jones to estimate new door installation

7d. Budget

The 2020 budget had been revised as approved at the December 17 meeting, and had been attached with this meeting’s agenda, but the administrator said the 2019 column would have to be changed to correspond with the new financial statement figures.

..... Administrator to change 2019 figures to match financial statements

7e. Calendar of Events

The Calendar had been provided with the agenda, but no changes had been made since last meeting.

8. Next Meeting 10 a.m. May 4, 2020

**9. Adjournment..... D.Gregory
11:20 a.m.**