

MINUTES

Trustee / Admin-Finance Meeting

10am Saturday May 2 2026, via Zoom

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

2. **Approval of the minutes**
of January 5 2026Moved B.Brucker, 2nd L.Davis. Carried.

3. **Bank & reserves fund**

The administrator said 2 property owners had not paid the 2026 tax as of the May 1 early-pay deadline. She reviewed the balances of the bank accounts, and suggested funds be redistributed within the accounts, so that reserves would move out of the chequing account, and so that an opening deposit of \$100,000 could be made to a Term Deposit for better interest than the Power Saver account, and so that the PHISA account could be topped up with the balance of reserves not budgeted for use in 2026. Trustee Brucker asked that the funds for tank replacement be identified in the balances. The trustees discussed how much would be appropriate to each account and decided on the following.

3a. **Motion**

THAT

the bank account balances be redistributed between the accounts, so that the Power Saver balance is \$55,986; and the Ownership account remains at \$113; and the Membership account remains at \$100; and a new 1-year cashable Term Deposit account be opened with \$100,000; and the PHISA balance is \$128,400; and the Chequing balance is whatever remains after the transfers noted.

.....Moved B.Brucker; 2nd L.Davis. Carried.
.....Administrator to make the transfers.

3b. **PHISA signatories**

The Chair noted that at first opportunity all 3 trustees should complete their sign-on procedure for access to the Scotiabank PHISA account.

..... Administrator to assist the sign-on process with the trustees.

4. **Motion**

THAT the meeting move to In CameraMoved B.Brucker, 2nd L.Davis. Carried.

5. **First Quarter 2026 report** J.Reimer

The administrator reviewed the first quarter of 2026, compared to the first quarter last year. The biggest difference in reserves and revenue was due to the increase in taxes, especially the Asset Renewal Levy that accounted for \$120,000. Expenses in the first quarter were only \$130 more than last year, with generator maintenance being \$3000 more because of ongoing generator-1 fails.

6. **Financial Statements 2025** J.Reimer

The administrator reviewed the 2025 financial statements, comparing them to the previous year's figures. Reserve funds had started \$7,300 lower than 2024, but finished \$3,800 higher, with the biggest difference being the hydrants purchased in 2024 for \$13,800. The new diesel tank installation and related costs of fuel polishing had been reclassified as a capital expense rather than operating. Revenues were \$14,600 higher in 2025 mainly due to the tax increases. Expenses were less by \$6,300 in 2025, with subcontract payments being less by \$3,200, and tank maintenance less by \$5,700. Insurance costs had increased due to a required appraiser assessment. The 2025 surplus \$8,479 was \$20,000 higher than the \$12,000 deficit of 2024. There would be a 2025 operating surplus of \$9,000 that could be moved to reserves.

As the trustees had no changes, the administrator advised that they'd be emailed for their signatures, and that the financials would be presented at the AGM.

7. Meter box replacement lot 193..... B.Miles
The Chair pointed out that the lot-193 meter box had been placed in the wrong spot decades ago, and said there were probably other meter box placements not aligning with property lines.

8. Annual General Meeting B.Miles
The Chair said there had been two potentially interested residents in the trustee position available when Bryan's term ends at the AGM.

9. Groundwater at Risk of Pathogens J.Reimer
The administrator updated the group on the GARP research, explaining that the UV option is now deleted due to power requirements, and that the remaining choices were either a chlorine injection system or a permanent water quality advisory.

First draft of the chlorination system estimate showed \$25,600 for the first year, with ongoing costs of \$2,600 annually for maintenance and chlorine replacement. The estimate was still needing figures from Aaron Service for the design component and permit application.

The trustees discussed the proposed chlorination room design utilizing the existing cement pad for spill containment, and confirmed the \$20,000 estimate as reasonable. Trustee Brucker explained chlorine handling procedures.

The administrator proposed sending correspondence to residents by the end of the month to inform them about the 2 options, including the operating permit requirement from the DWO, before the AGM.

..... Administrator to prepare notice to residents re GARP choices

10. Generator-1 start-up failures..... J.Reimer
The administrator reported that Lund Marine had completed the troubleshooting on generator one, including having consulted with the generator seller Frontier Power, and with electrician Mark Long. All troubleshooting did not discover the problem with the startup failures. Mechanical and electrical troubleshooting is complete, with no answer.

11. Timer for pre-evening tank fill.

It was discussed that the generator-1 failures had increased the frequency of generator-2 coming on, and that a pre-evening tank fill would alleviate the disturbance to the adjacent neighbours. The timer had been requested in November 2025, but was still not installed.

..... Trustee Miles to contact Lund Electric for ETA

12. Sample stations replacement J.Reimer

The administrator said the operator had considered refurbishing existing stations rather than purchasing new, and had also researched a standpipe option, but nothing was decided yet.

13. Electrical engineer estimate J.Reimer

The administrator had contacted an electrical engineer who had previously discussed SSID's system, but he declined to estimate the new tank because of the solar component. The administrator said she would ask Vancouver Coastal Health's engineer Chris Keung to recommend an alternate electrical engineer. She had also left a voice mail to the VCH engineer to tour the SSID system.

..... Administrator to contact VCH engineer again.

14. Website document ownership J.Reimer

The administrator reported she had learned from web host Rural Water Impact that the documents on the site continue to belong to SSID, so the previous suggestion that SSID change its web host was no longer necessary.

15. Hydrant replacements..... J.Reimer

The administrator said the operator was planning on 2 hydrant replacements in the fall.

16. Purchases delayed J.Reimer

The administrator reported that she had not purchased the tank farm lock and digital colorimeter.

17. Next meeting TBD**18. Adjournment**..... B.Miles

12:00 pm