



MINUTES

Trustee / Admin Meeting

10:10 AM Wednesday November 30, 2022
via Zoom

Present: Trustee Chair Emer Dubois, Trustee Bryan Miles, Administrator Janine Reimer.

1. **Approval of the Agenda**..... Moved B.Miles; 2nd E.Dubois. Carried.

2. **Approval of the Minutes**

2a. Trustee meeting October 12 Moved B.Miles; 2nd E.Dubois. Carried.

3. **Administration Report**

3a. **Bank and reserve funds**

The administrator said there were enough funds in the chequing account to cover operations to the end of 2022. In the new year however, it would necessary to borrow funds from the Power Saver account until tax revenues had replenished the chequing account.

(i) Motion

THAT the administrator transfer \$20,000 from the Power Saver to the chequing account in early January, and reverse the transaction in April.. Moved B.Miles; 2nd E.Dubois. Carried.

3b. **Re-estimates for tank inspection and coating**

The administrator had re-ballparked figures based on the operator doing the cleaning and inspection on the lower tank in spring 2023. Some of the figures would need further updating based on new operator input.

The administrator said the District will need to collect enough taxes in 2023 to possibly do a re-coat in the event that the inspection were to recommend it. A rough estimate of \$82,000 in combination with the clean-inspect figure and the possibility of a tank replacement in about 12 years would require larger annual tax increases than previously considered at least for the next 5 years.

A hatch-watch person would be necessary during the inspection, and if not available from the fire department, a Confined Space course could be offered to maintenance subcontractor Jake Banting.
.....Administrator to discuss first with SIVFD.

The administrator said thickness testing might be doable without hiring a specialist, and that we could research the cost of a steel thickness gauge.
.....Trustee Miles offered to research the expense.

Trustee Miles said that there will need to be long-term planning for the upper tank. He said the upper tank stores 20 percent of the District’s water supply, but serves 38 percent of the users. The trustees considered options to eliminate the need for the upper tank. They discussed possible future footprints of a new larger tank, and the challenge of maintaining water pressure to residents

in the upper system. The administrator said the aging tanks might present a flood hazard, and suggested she discuss with SSID’s insurer.

..... Administrator to discuss tank failure coverage with insurer.

3c. Asset Management Plan

The administrator reviewed the Waterworth asset management model showing the need for tax increases to support operations and capital expenditures in the coming 5 years, and in preparation of a possible tank purchase in 12 years. She noted this model results in a \$4000 operating surplus for contribution to reserves at the end of 2022, but zero surplus for contributing at the end of 2023.

She said that even a 12 percent tax increase in 2023 would be inadequate to support both the tank work and the hydrant replacements in one year, so she had paused the hydrant program in 2023 then resumed with 3 hydrant installations in 2024. Aside from these adjustments, the hydrant replacement program would continue at 2 per year to be manageable with other capital expenditures.

3d. Tax planning

The administrator reviewed the worksheet for considering tax increases to meet expenses of the coming year and beyond. She also showed the 2023 customer list to explain how the new subdivision at Cedar Way / Manahan would be recorded for taxation.

4. Bylaws

4a. Re-drafted Water Use bylaw

The administrator showed changes made since the review on October 12. The trustees reconsidered an older section of the bylaw that was unclear and restrictive regarding irrigation, and suggested it be deleted.Administrator to revise and re-present.

4b. Re-drafted Excess Tolls bylaw

The trustees had no further changes to the re-drafted document.

4c. Amendment to Connection Charge bylaw

The trustees had no further changes to the amended document.

5. Trustee Reports

5a. Calendar of Events

Trustee Miles recommended a zap-strap be used to lock off the curbsstop at Lot-C on Cedar Way, as the padlock did not fit.Administrator to advise maintenance contractor and operator.

Chair Dubois asked about the status of the skylights cleaning.

.....Administrator to ask maintenance contractor.

6. Next Meeting Admin-Finance meeting 10am January 4, 2023

..... Operations meeting 4:30 February 7, 2023

7. Adjournment Moved E.Dubois 11:50 am