

## MINUTES

### Trustee Meeting

Tuesday September 14, 4:30pm

On conference

Present:

Trustee Chair Bryan Miles, Trustee John Revitt, Trustee Emer Dubois, Administrator Janine Reimer.

1. **Approval of the agenda** ..... Moved J.Revitt, 2nd E.Dubois. Carried.
2. **Approval of the minutes**
  - 2a. July 21 Trustee Meeting ..... Moved J.Revitt, 2nd E.Dubois. Carried.
  - 2b. July 21 In Camera Meeting ..... Moved B. Miles, 2nd J.Revitt. Carried.
  - 2c. August 1 post-AGM Transition Meeting..... Moved E.Dubois, 2nd J.Revitt. Carried.
  - 2d. August 16 In Camera Meeting..... Moved E.Dubois, 2nd J.Revitt. Carried.
  - 2e. August 23 In Camera Meeting ..... Moved E.Dubois, 2nd J.Revitt. Carried.
3. **Motion to move in camera**..... Moved E.Dubois, 2nd J.Revitt. Carried.

The trustees came out of in camera and reported having discussed in-camera issues.

### 4. Operations Report

#### 4a. Meters

(i) **Repair at lot-73**.....on hold until an operator has been hired.

(ii) **Meter boxes and connections at lots-43 and -203.** The administrator reported having spoken with excavator services Eric Ferreira who had said he would be installing the meter boxes and residential water lines in early October.

(iii) **Connection at lot-174** ..... Administrator to remind lot-174 of next steps for connection.

#### (iv) **Connection at lot-153**

.....Chair Miles to do the inspection when connection completed in September.

#### (v) **Meter replacement program paused**

.....Administrator to add to the Calendar of Events for review.

**4b. Hydrant replacement program.** After discussion as to whether the fall installations should be postponed due to there being no operator, it was decided the schedule would depend on installer Ecoterra's level of comfort without a SSID operator present.

.....Administrator to discuss with installer Ecoterra.

**4c. Generator-2 battery charge.** Chair Miles reported that he had installed the new battery at generator-2, and that the sequencing between generators was working as intended. He had discussed with Newport electrician Charlie Bird, the required labour, parts, charger, and wiring to enable generator-1 to power the starting batteries of both generators when pumping. Newport’s estimate including travel and barging a tools truck, was about \$2,800. An electrical panel would have to be mounted on plywood affixed to the existing framing of the enclosure, a further \$800. The administrator said she had texted Paris Jones Construction about installing the plywood panel, and a possible future envelope, and would contact them again.

.....Administrator to contact Paris Jones Construction.

**4e. Gen/pump on/off emergency procedures.**

..... Administrator to send draft to Chair Miles for edit or approval.

**4f. SIVFD concerns re standpipe keys and valves.**

..... Chair Miles to speak with Jorg Lutz to determine the concerns.

**4g. Meter box fixes.**

.....Administrator to ask the Meter Reader to take note of which boxes are in poor shape.

**4h. Water sampling when pump running.**

..... Administrator to contact previous water sampler to confirm procedure.

**4i. Resident concern re sand at Manahan ARV and rust at Campbell Way standpipe.** There was discussion of annual standpipe maintenance to flush out the rust, and also discussion of purging water in the infrastructure before the winter. Chair Miles said that the winterizing was no longer done..... Chair Miles to check the Manahan ARV.

**4j. Sample station 3 maintenance.** The administrator reported having removed a nub from the interior of the faucet at sample station 3 to see if it would reduce the frequency of low-count coliforms at that station (6 samples in 5 years).

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

**5a. Bank and reserve funds.** The administrator reviewed the capital costs to date. She noted that the 2.35% term account was set to expire on September 17, and that the \$11,000 would be transferred back to the Asset Renewal Savings account, because available term accounts were paying only 0.5%.

**5b. Taxes outstanding.** All but 2 properties had paid the 2021 taxes.

..... The administrator to remind the property owner of taxes outstanding.

**5c. Insurance renewal.** The administrator said she was updating valuations of assets for submission to the insurer, and that the 2021 insurance expense would probably be about 10 percent higher than 2020, and a further 10 percent higher if SSID does not find an EOCP-certified operator, bringing the total expense to about \$8000.

- 5d. **Waterworth meeting.**  
.....Administrator to finish updating the asset management plan, then book the meeting.
- 5e. **Communicable disease plan**..... Administrator to add to Calendar of Events.
- 5f. **Customer list** ..... had been distributed to the trustees with the agenda.
- 6. **Trustee Reports**..... Chair Miles
- 6a. **July-August water use.** The Chair reported that water usage had been less in August than in July, although the number of residences using water was higher in August.
- 6b. **Calendar of Events** .....no special events to be reviewed.
- 6c. **Task List**..... moved to the next full Trustee Meeting.
- 7. **Next Meeting** .....EOI review 10am Thur Sept 16
- 8. **Adjournment**.....6:27 pm