

MINUTES

Trustee Meeting

April 13, 2018, 10:03 am

Reimer residence and on conference.

Attending:

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

Pre-meeting Discussion

Chair Gregory asked trustee candidate John Revitt to introduce himself. John discussed his interest in the trusteeship and his current dedication of time to his daughter's sport competitions.

.....Administrator to send election results and AGM documents to John after the AGM.

1. **Approval of the agenda**.....Moved B.Miles, 2nd D.Gregory. Carried.

2. **Approval of the minutes of March 14, as corrected in section on Water Loss**

..... Moved D.Gregory, 2nd B.Miles. Carried.

3. **Approval of the In Camera minutes of March 14**

..... Moved B.Miles, 2nd D.Gregory. Carried.

4. In Camera

Community Charter s.90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

4a. Motion

THAT the meeting be moved in camera..... Moved D.Gregory, 2nd B.Miles. Carried.

4b. Rise from in camera and report

The Trustees rose from in camera and reported that they had dealt with topics of personnel and bylaw enactment.

5. AGM Preparation

5a. Documents

Some adjustments were made to the AGM agenda.

5b. Set up

There was discussion of arrival and departure times of the Trustees, Operator, Administrator, and accountant.

5c. Reports

Trustee Miles reviewed the Meter Readings spreadsheet with the Operator, and discussed the 9 percent reduction in water usage from last year.

Operator Robertson said that 450 water systems had to date applied for a water licence, and only 50 have been approved.

5d. Motions

Chair Gregory said he would call for the Motion on the re-appointment of the review accountant. He said that the Administrator should introduce the election nominee(s). The Administrator also to read aloud John Revitt's bio, as he would not be attending the meeting.

6. Draft Bylaw

It was discussed that the Administrator would let attendees know that the bylaw is in its 7th draft, and that there may be additional drafts. Give the attendees a few minutes to read the document before comments.

7. Administrator's Report

The Administrator reviewed the bank accounts balances. Trustee Miles discussed possibly changing the name of the Renewal Fund to Rate Stabilization Fund, as the point of the fund was to have current customers pay a stable, or incrementally growing, rate through the years rather than being hit with a large expense at the time of infrastructure replacement.

Trustee Miles said the Administrator should wait until May when most taxes are in, to transfer \$35,000 from the chequing account to the PowerSaver account, so as to make some interest on that money.

The Administrator explained that the 2017 financials show \$11,932 owing to the Reserve Fund, and that this money would be moved from the chequing account to the PowerSaver account.

8. Old Business

8a. Tank Inspection Update

Operator Robertson said the video footage of the inspections had been mailed, so should be available next week. She said that there had been minor concerns of paint chipping, and that the water was pristine.

8b. Chlorination Flush

The Operator reported that the flush went well. She said the amount of chlorine used was minimal, and asked if there had been any comments from residents. Trustee Miles said he could smell and

taste the chlorine until Sunday, and saw that as a good thing, as it demonstrated to residents that the system had indeed been chlorinated.

8c. Task List

The Operator reported that the only change to the task list was the completion of the chlorine flush. She said she had not had a chance to address the seepage at lot-137, but in any case was not urgent as the amount was insignificant.

8d. Recommendation of Letter re Grant Applications

Operator Robertson reported on the CWSA Conference topic of the Provincial policy that requires Improvement Districts to get Regional Districts to apply for grants on their behalf, which then requires that the Improvement District be absorbed by the Regional District. The Operator said that speaker Meghan McKee of North Salt Spring Waterworks District and Donna Monteith of the CWSA were encouraging Improvement Districts to write letters arguing against the Provincial policy. Trustee Miles added that although the Provincial plan was to eliminate the 216 original Improvement Districts, to date only 12 had been eliminated.

8d. Signage Status

The Administrator reported that 2 Drinking Water signs had been erected, one at the roadside close to the pumphouse, and one at the corner of Brian’s Way and Vanc Blvd, by the Hacienda.

8e. Generator Enclosure status

Trustee Miles reported that for cost-saving reasons, the generator enclosure had been redesigned, and that storage shed electrical upgrades would no longer be included in this budget. The generator enclosure was now to be a chain link enclosure in its original location, at the estimated cost of \$25,000, and to be completed sometime in May or June.

8f. FireSmarting the well lot

The Administrator suggested that the lot be Firesmarted in the fall by Glen Moore. Trustees agreed that she should get an estimate..... Administrator to get estimate on firesmarting the well lot.

9. New Business

9a. Discontinuation of Quickbooks

The Administrator explained reasons for having discontinued subscription to QuickBooks Online, the accounting program.

**10. Next meetings.....AGM, Saturday April 14, 1:30am, at Hacienda
..... post-AGM to appoint Chair, Saturday April 14, after AGM, at Hacienda**

Trustee Miles said he’d be gone to Europe for 3 weeks in May, and that he would be occasionally checking email. He said that Doug Smith would be able to answer questions in regard to the generator enclosure.

11. Adjournment..... Moved D.Gregory
Adjourned 12:20 pm.