

MINUTES

Trustee Meeting

Thursday, August 3, 2017, 10:00 am

Gregory residence.

Present: Trustee Chair D.Gregory, Trustee B.Miles, Administrator J.Reimer
Operator C.Robertson joined by conference call after In Camera item 3.

1. Approval of the Agenda

Motion to start with in camera item Moved B.Miles, 2nd D.Gregory. Carried.
Motion to approve the agenda as amended Moved B.Miles, 2nd D.Gregory. Carried.

2. Approval of the Minutes of June 26 trustee meeting and In Camera meeting.

Chair Gregory said the Minutes were not ready, so the approval would be postponed to the next trustee meeting.....Administrator to complete the minutes, and add to the next agenda.

3. In Camera

Motion to move in camera Moved D.Gregory, 2nd B.Miles. Carried.
The trustees rose from in camera, and reported that they had passed a motion regarding subcontractor training.

4. New Business

4a. Summer Meeting

4a.1 Draft Agenda & 2016 SGM Minutes

Administrator to pluralize “Introductions,” and move Operator Robertson’s report to follow the Chair’s Report at the SGM.

4a.2 Trustee Chair’s Report

Chair Gregory read from his report.

4a.3 (i) Motion to move in camera..... Moved B.Miles, 2nd D.Gregory. Carried.

The trustees rose from in camera, and reported that they had passed a motion regarding increased water testing.

4a.4 Trustee Miles’ Reports

Trustee Miles said that at the SGM he would deliver the same reports as he had at the AGM.

4a.5 Administrator’s Reports

The administrator read from her 2-part report.

4a.6 Operator Robertson’s Report

Operator Robertson read from her report.

..... Administrator to provide the diesel amounts to Operator Robertson before the SGM.

Operator Robertson added that her report would mention the 2 leaks, but not identify the lots. The trustees advised that the Operator's report contain mention of SSID Bylaw 102 regarding the curbstop responsibility..... Administrator to send Bylaw 102 to Operator Robertson.

4b. Meter Testing

It was decided that infrastructure leaks would be a year-end discussion, after gate valves and old meters had been tested. Operator Robertson said that decommissioned meters could be sent to Fred Surridge for testing by Neptune. She said it would be best to dig up old meters in the shoulder season. Trustee Miles suggested that Patricia Crescent be the first place for old meters, as those meters are the oldest..... Operator Robertson to dig up meters to go to Neptune, in future.

4c. Pressure Testing

Operator Robertson reported that she had done pressure testing on August 2. She said she wasn't sure the August results could be compared to the May test results, because one of the tanks may have been closed in May, which would have reduced the pressure at that time.* Trustee Miles agreed that there was a noticeable pressure difference at his Patricia Crescent property when the upper tank was closed. But he also noted that the Hydrant Report shows results consistent with other areas, so it may be that Patricia Crescent does not have a problem.

*A discussion with Eric Ferreira on August 15 confirmed that both tanks had been operational during the May hydrant pressure test, just as both tanks had been operational in August, so it is valid to compare the May test to the August test. JR

There was discussion as to whether the Upper Tank should be kept open, considering the possibility of stagnant water..... Operator Robertson to report whether the tanks sit stagnant.
..... Operator Robertson to report on whether the lower tank can be isolated.

4d. Air Release Valves

Operator Robertson reported that she had some difficulty doing maintenance on the air release valves due to the age of the parts, as discovered when a valve crumbled in her hand. Trustees discussed the need for the Operator to be able to purchase parts and materials as required to perform her tasks.

4d. (i) Motion

THAT Courtney be authorized to make purchases up to \$500 without approval.

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

Operator Robertson requested that Air Release Valves Maintenance be added to the Task List.

..... Administrator to add this task.

4e. Peak Period Daily Running Hours Record

Chair Gregory reported that he had made a daily record of readings at the pump house since Monday July 23 and would continue for a month. He had created a chart from the data, which consisted of pumping hours, amount of water pumped, and his calculation of gallons per minute, from whichever of the 2 wells was operating at the time of his readings.

Trustee Miles commented that the pumping rate is throttled down to 36 gallons per minute, resulting in 2160 gallons per hour, or 16,000 gallons per day, which is about one-third capacity.

4f. Nitrates & Sodium Testing

The Administrator read from Dan Glover’s December 5, 2016 email to Bill Taylor stating the need to test for nitrates and sodium, from both wells, twice a year, before and after summer. Trustees discussed doing nitrates testing monthly starting this August on well-1, quarterly starting August on well-2, and doing full-spectrum reports on both wells in September and December.

..... Operator Robertson to start testing for nitrates in August.

Trustee Miles asked the Administrator to provide a financial projection of the costs of all the water testing.Administrator to provide financial projection.

5. Administrator's Report – Finance

5a. Bank Balances

The Administrator read out the balances of the 4 accounts at First Credit Union, totalling \$201,000.

5b. GST Report

The Administrator said she had spoken with both the previous and new accountants about GST for the first half of 2017, and it was explained that the GST refund for the period would have to be lower than actual GST expenditures, because there was an over-claimed amount still on the books. So while GST expenditures were \$467 for the period, the claim should be \$331, to zero-out the account.

The Administrator said that similarly, the Petty Cash account was showing a balance of \$200 carried from 2016, with no record of its expenditure, and that the previous accountant had told the Administrator to zero-out that account as well.Administrator to zero-out the petty cash.

5c. Outstanding Taxes and Tolls

The Administrator reported there had been no changes since the last report.

6. Administrator’s Report – Administration

6a. P.O. Box in Lund

Chair Gregory and Trustee Miles signed the Post Office Authorization form, so that they may pick up SSID mail.Administrator to drop off form at post office.

7. Old Business

7a. Well Protection Plan

The Administrator reported that the Hydrogeologist had read through SSID's documents and other research, and had built a first draft of the report, which will be completed with information from the site visit to come.

.....Chair Gregory said he would invite Trustee Delegate Taylor to be present at the site visit.

7b. Water Licence

The Administrator reported that she had come up with a new total volume of water to be used on our water licence application. Instead of the original 6500 cu.m. per year consumption based on the 163 hook-ups of 2015, the new amount would be 10,000 cu.m. per year consumption based on a potential of 216 hook-ups in the future, and some additional volume for contingency. The trustees agreed that 10,000 could be used in the water licence application.

..... Administrator to contact the Groundwater Dept with the revised consumption figure.

7c. Task List Updates

Operator Robertson read her entries on the Task List. She asked that the Task List also show the Air Relief Valve maintenance, the 6-meter replacement project, and the additional water testing. Trustees advised that the water testing be put on the Calendar of Events instead.

..... Administrator to add 2 items to the Task List, and 1 to the Calendar.

Regarding task number 13 Locks and Keys, Trustee Miles reminded the Administrator that the job had been completed. Administrator to move Locks and Keys to "Done" section.

Regarding task number 9 Chlorination Flush, Chair Gregory said that SSID needs a procedure for the Operations Manual, and that he would turn over his notes to Operator Robertson.

..... Chair Gregory to send chlorination flush notes to Operator Robertson.

..... Operator Robertson to write up Chlorination Flush procedure for the Operations Manual.

Regarding task number 10 Operations Manual, Chair Gregory said that he and the Administrator would go through the document together, and that there were incomplete items. The Administrator suggested they schedule this at a future meeting.

..... Administrator to add the scheduling to a future agenda.

Regarding task number 11 Emergency Response Plan, Operator Robertson said the ERP should have procedural solutions to potential emergencies, and suggested that she and the Administrator review the ERP template together to develop a more complete ERP.

..... Administrator to arrange meeting with Operator Robertson to review the ERP.

7d. Generator Enclosure Estimates

The Administrator reported that she had not yet discussed with contractors. Trustee Miles suggested that she wait for the fall to get quotes. Administrator to contact contractors in the fall.

7e. Tree Assessment at Lot-14

The Administrator said she had told the Arborist that SSID was no longer requesting a tree assessment.

8. Next meeting

Tentatively scheduled for 10:00am Monday August 28.

9. Additional Comments

Trustee Miles asked Operator Robertson if she had been able to sort out a light bulb issue. The Operator said that there are several electrical issues, and that she will contact Tasha at Newport Electric to troubleshoot. Operator Robertson to contact Newport Electric.

10. Adjournment

.....Moved Chair Gregory.
Adjourned 12:04.