

MINUTES

Trustee Meeting

Monday, February 12, 2018, 10:01 am

On conference:

Trustee Chair D.Gregory, Trustee B.Miles, Operator C.Robertson, Administrator J.Reimer

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

2. Approval of the minutes

December 18 Trustee Meeting Moved D.Gregory, 2nd B.Miles. Carried.

December 18 In Camera Moved D.Gregory, 2nd B.Miles. Carried.

3. 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;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of 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;

(g) litigation or potential litigation affecting the municipality.

3a. Motion

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

3b. Rise from in camera and report

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

4. Administrator's Report

4a. Bank balances and transfer

The Administrator read the bank account balances, and said she had made the \$15,000 transfer from PowerSaver to chequing account, as per the December 18 motion.

4b. 2017 Taxes, 2017 Excess Tolls update, 2017 GST refund

The Administrator said all 2017 taxes are paid; that the 2017 Excess Tolls total \$784 with 4 lot owners already having paid; and that the next GST refund will be about \$2000.

4c. AGM, SGM, Trustee Meeting scheduling

4c (i) Motion

THAT the 2018 Annual General Meeting be held on Saturday April 14 at 1:30 PM.

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

4c (ii) Motion

THAT the Summer General Meeting be held on Sunday August 5 B.Miles. 2nd D.Gregory. Carried.

..... Administrator to book the Hacienda for the two general meetings.

4c (iii) Motion

THAT the next Trustee Meeting be held on Wednesday March 14 B.Miles. 2nd D.Gregory. Carried.

4d. Financial Statements 2017 status

The Administrator said that SSID’s accountant had advised that a T2 form had not been submitted to Canada Revenue Agency for SSID in the past, but that it is supposed to be done yearly even though SSID has no income and will always file a “nil” file. He had said the filing should be done for the past 3 years at least, and will cost \$400 per year. The administrator said that some of the accountant’s clients had chosen to forego the T2 requirement rather than have to incur the cost of backdated T2s. The Trustees directed the Administrator to proceed with a T2 for 2017 and going forward, but not for previous years.Administrator to inform accountant to start filing T2s.

4e. New Accounting Regulation fees

The Administrator said that SSID’s accountant had advised that Canada Revenue Agency is requiring new Canadian Standards for Review Engagements, so there would be an added one-time fee of \$250-500 this year for the additional work by the accountants.

5. Old Business

5a. Reservoir inspection

The Operator referred to a quote from Seavey’s Environmental in which the travel costs could be split between Lund Waterworks and SSID, so that the total invoice to SSID for the travel and inspection would be \$2887.50 after tax.

5a (i) Motion

THAT the Seavey’s quote for reservoir inspection and shared travel with Lund Waterworks be approved.

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

.....Operator to direct Seavey’s to proceed on reservoir inspection as quoted.

5b. Year end Operator’s Report

5b (i) System Flush

The Operator said that she will proceed in March with the flush after the reservoir inspection.
..... Operator to complete system flush in March.

5b (ii) Alternating switch

The Operator said that she will coordinate the time delay (generator stutter on start-up) with the alternating switch in a week or so.
..... Operator to work on alternating switch by end February.

5b (iii) Inventory

The Operator reported that inventory is counted, photographed, and stocked.

5b (iv) Meter bases

The Operator said that materials for repair are in the storage shed, and the work is still to come.

5b (v) SCADA research

The Operator reported no action yet in regard to the SCADA research.

5b (vi) Air relief valves

The Operator said that the air relief valve maintenance and handle replacement is on hold.

5b (vii) Chlorination of tanks

The Operator said she will contact previous Operator, Bill Taylor, regarding the dilution.

5b (viii) Gate valves and hydrant repair

The Operator said she will confirm the gate valve parts and will schedule repairs with excavator Eric Ferreira.

5c. WCB confined spaces inspection

The Administrator said that WorkSafeBC plans to make surprise visits to water districts to check on confined spaces safety. The Operator said that SSID does not have issues of confined spaces other than the valve chamber.

5d. Drinking Water Protection Area signage

The Administrator reported that the signs had been printed and waiting for the concrete bases to arrive at Impact Signs.

5e. Generator enclosure status

Trustee Miles reported that the estimate was \$35,000, whereas SSID had budgeted \$25,000, so he would revise the Request for Quotation. The electrical work in particular could be scaled back, and the location of the generator might influence the cost. A discussion with the contractor would help identify areas of the quote that could be done for less.

5e (i) Motion

THAT Trustee Miles present a new quote to the trustees based on revised details.

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

5f. Fuel tank key

Trustee Miles reported that he and Al Wood of Lund Water Taxi had resolved the fuel tank key concern, as the key had not been changed.

6. New Business

6a. Asset management

The Administrator had not yet arranged for the dedicated asset management meeting that the Trustees had agreed to in December. She reported that consultant Econics' prescribed annual contribution of \$37,500, and increasing, is an impossibility at current tax rates, meaning that SSID's water system is unsustainable. It was noted that probably most other water systems are also unsustainable. Chair Gregory commented this should be discussed at the AGM and SGM with lot owners. He noted that the CWSA conference will be addressing grant funding issues for water districts, and that he would attend. Trustee Miles said he also would attend to voice SSID concerns. The Operator and Administrator said they would also attend.

.....Administrator to register the attendees and book the hotel rooms for the conference.

6b. Budget 2018 review

Trustee Miles referred to the 2018 budget showing the updated 2017 actuals, and the proposed tax rates for 2018.

6b (i) Motion

THAT the Trustees adopt the budget as presented with a discounted Connection Tax of \$175 and a discounted District Tax of \$265, which translates to a discounted Class A tax of \$440 and a discounted Class B tax of \$265. B.Miles. 2nd D.Gregory. Carried.

6c. Tax Bylaw 2018 approval

The Administrator presented the 2018 draft Tax Bylaw showing the new tax rates as being consistent with the approved budget figures. The official approval would be indicated with signatures from the Chair and Administrator.

..... Administrator to sign the bylaw and forward to the Chair for his signature.

.....The Chair to sign the bylaw and forward to Joshua Craig, Govt BC.

6d. Tax Levy samples

The Administrator referred to samples of the 2018 Notice of Tax Levy. Trustees had no changes.

6e. Insurance cost research

The Administrator reported that insurance is costing SSID 7.5% of its tax revenue, so she had looked for alternative insurance companies and had asked the CWSA network whom they might

recommend. It turned out that SSID’s insurer is considered one of the more reasonable insurers, so no change will be made at this time.

6f. Grants through Regional District

6f (i) Grant denial

The Administrator said that the Powell River Regional District’s Chief Administrative Officer had advised the Committee of the Whole in January that grant funding should be denied for assets not belonging to the Regional District. She said that Director Patrick Brabazon had responded that a policy for distributing grants should be determined. Meanwhile, SSID’s grant request was denied.

6f (ii) Lobbying the Province

The Administrator said she had later spoken with Ron Stepaniuk of North Salt Spring Waterworks District about the denial of grant funds, as Ron is on a subcommittee of Coastal Water Suppliers Association that lobbies the Province for Improvement District access to grant funds. Ron had said that his district was unsustainable without grant funds, and that while the Province understands North Salt Spring’s predicament, it will not provide direct Province-to-Improvement District access to grants.

6f (iii) Fire department water use

Trustees discussed that the PRRD might be more agreeable to facilitating funding if SSID were to show that it provides a service to the fire department. Trustee Miles suggested that a letter to the PRRD, cc’d to the Province, could point to SSID’s hydrant system and water supply as being of benefit to fire department training and response. It was agreed that the letter would best be written after the upcoming CWSA conference that would show what other water systems are doing for funding.

Trustees to revisit the topic of a letter showing SSID’s help to the fire department, after the CWSA conference.

6g. Independent Grants: February 28, March 15

The Administrator said that SSID was eligible for two upcoming grants that SSID could apply for directly, but that she would be busy for the balance of February getting the year end financial documents prepared for the accountant. The Trustees told the Administrator not to bother with the grant with the February 28th deadline.

7. Next meeting

Scheduled for March 14 at 10 AM.

8. Adjournment

Adjourned at 11:51 AM Chair Gregory