

MINUTES

Trustee Meeting

Monday, June 26, 2017, 10:00 am

Miles residence.

Present: Trustee Chair D.Gregory, Trustee B.Miles, Trustee J.Isert, Administrator J.Reimer.

1. **Approval of the Agenda**, amended to include Trustee Miles' FUS Report, and amended to include an in camera issue to start the meeting.

Motion to start with the in camera item..... Moved J.Isert, 2nd B.Miles. Carried.

Motion to approve the agenda as amended Moved B.Miles, 2nd J.Isert. Carried.

2. **Approval of the Minutes**

Approval of the pre-AGM Minutes of April 15..... Moved J.Isert, 2nd B.Miles. Carried.

Approval of the In Camera Minutes of April 15..... Moved J.Isert, 2nd B.Miles. Carried.

Approval of the AGM Minutes of April 15 Moved J.Isert, 2nd B.Miles. Carried.

Approval of the post-AGM Minutes of April 15..... Moved J.Isert, 2nd B.Miles. Carried.

3. **In Camera**

Motion to move in camera Moved J.Isert, 2nd B.Miles. Carried.

The trustees rose from in camera, and reported that they had discussed the issue at hand.

4. **Administrator's Report – Finance**

4a. Bank balances

The Administrator reported that the monies allocated for the Capital Reserve fund had now been transferred to 2 accounts, savings and term deposit.

Trustee Miles explained how the Escalator term deposit accounts could be accessed at their anniversary dates, or renewed for another term at a higher interest; and that the 2 term deposits had either a January or a June renewal date, which would allow the funds to be accessed twice in the year.

4b. Taxes 2017

The Administrator reported that all but 3 tax notices had been paid, and that Tax Statements had been sent to those owing.

There was discussion of one lot owner who had been late in payment for several years, and should be offered a payment plan so that he could meet the deadline next year.

..... Administrator to contact the lot owner re a payment plan.

4c. Excess Tolls 2016

The Administrator reported that there was still one excess toll unpaid.

4d. Meeting with Del Mistro Dunn

Chair Gregory discussed his telephone call to Jordan Cahill, our previous accountant, in regard to SSID's rationale for changing to the accounting firm, Del Mistro Dunn. The call was pleasant, and Jordan was willing to help with the transition.

4e. Q2 Budget report & GST remittance

..... Administrator to prepare the documents by July 13.

4f. Meter Replacement Program funding

The Administrator provided the PRRD resolution regarding future funding for SSID.

The PRRD Motion from PRRD Committee of the Whole meeting, Minutes May 18 2017:

C. Palmer / P. Brabazon THAT

the Committee direct staff to keep Savary Shores Improvement District's application in abeyance for other funding opportunities or potential Community Works funding.

MOTION CARRIED UNANIMOUSLY.

.....Administrator to remind PRRD Director P.Brabazon before the 2018 PRRD budgeting.

5. Administrator's Report – Administration

5a. P.O box in Lund

The Administrator reported that SSID now has a post office box, number 176. Trustee Miles asked that the Administrator also obtain a permission form so the Trustees may pick up SSID mail.Administrator to get the permission form.

6. Old Business

6a. Task List

The Administrator went through the Task List updates made by Operator Courtney Robertson. Items slated for June and July included Cedar Way standpipe valve replacement, alternating pump repair (completed), tank drain and inspection, hydrant flow testing, inventory record, and system flush. The chlorination flush is scheduled for late winter / early spring.

The trustees asked that they receive a copy of the hydrant flow rate report when its done.

.....Administrator to forward flow rate when complete.

Trustee Bryan Miles said the Patricia Crescent gate valve should be checked, because the pressure that day on Patricia Crescent had been negligible.

..... Administrator to add the Patricia Crescent gate valve to the Task List.

Chair Gregory explained that a graphic in the valve chamber showing which valves to open/close for flushing the tanks separately would be helpful. Trustee Miles said the existing graphic would be fine if laminated.

..... Administrator to get the 11x17 valve chamber graphic laminated.

6b. Water Loss Research

Trustee Isert explained that he and Trustee Miles had discussed what should be the next steps, and determined that the gate valves check and maintenance should be first, so that sections of pipe may be isolated for leak testing. He also said that one measurement SSID doesn't have, which would be useful, is the flow from the wells to the tanks.



Trustee Miles said that the suitable flow meters are about \$1500 each. Chair Gregory said those meters could be added in to the meter purchases of the meter replacement project. [Administrator's note: flow meters for 4" and 6" outflow from wells to tanks cost \$5,198.00 and \$9,460.70, respectively, exclusive of tax and shipping, as per Fred Surridge quote SSID052317 received May 23, 2017.]

6c. Generator Enclosure quotes

..... Trustee Miles to outline the design before the next Trustee Meeting

6d. Newsletter

The Administrator noted that the newsletter is still delayed due to other priorities.

7. SSID tour for Fire Underwriters Survey

Trustee Miles reported on his tour of the SSID system with FUS representative Michael King, during which Trustee Miles discussed SSID's redundancy system, explained the usage of the 17 hose boxes throughout the District, and corrected some inaccurate information that had been supplied to FUS previously. It was determined that SSID meets the FUS "gold standard" of 200 gallons per minute for 2 hours of water supply.

Trustee Miles reported that when reviewing the tank farm with the FUS representative, it was noted that there was plywood stacked against the valve chamber, and should be removed as it's a fire hazard. Chair Gregory noted that there's also a stack of tarped lumber at the well lot. The Administrator said the lumber belongs to the PRRD's dock management and will be removed in the fall during the new wharf construction. It was also noted that maintenance staff should keep the grass cut as well.

..... Administrator to contact B.Voth re maintenance.

He also reported that there is a large dead maple tree which may be a hazard to the tank farm, and should be professionally assessed, and if necessary, removed.

.....Administrator to contact an arborist.

8. Summer General Meeting

..... Administrator to schedule for Sunday August 6 at 2pm.

9. Next meeting

..... Set for Thursday July 13 at 6:30pm, Miles residence.

10. Adjournment

4:58pm