

MINUTES

Trustee Meeting

March 14, 2018, 10:11 am

On conference:

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

1. Approval of the agenda as amended

to include an in camera item..... Moved B.Miles, 2nd D.Gregory. Carried.

2. Approval of the minutes

of February 12 Trustee Meeting..... Moved B.Miles, 2nd D.Gregory. Carried.

of February 12 In Camera Meeting..... 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;

(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;

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. Well Protection Plan Map

The trustees said the WPP map was clear enough to communicate where the catchment area boundaries were, but should be enlarged and put in landscape format for the new bylaw.

..... Administrator to resize and re-orient the map

5. Administrator's Report

5a. Bank balances

5b. Notices

5b (i) Tax Levies

The Administrator said tax levies would be sent by Canada Post on March 28 and by email March 29. [Administrator's note: the dates were incorrect. Actual dates were March 29 and 31.]

5b (ii) AGM / Community Engagement

The trustees approved of the notice.

5b (iii) SGM / Public Hearing

The trustees approved of the notice. Chair Gregory said the Administrator should print enough of the notice for distribution by the trustees to each residence in the District in advance of the meeting.

..... Administrator to have printed 170 copies of the SGM notice

5c. Further details from accountant on T2 form

The Administrator summarized two documents that the accountant had provided regarding the requirement of a T2 form from non-profit organizations. Trustee Miles stated that SSID is *not* a non-profit, as it is identified as an Improvement District in the hierarchy of governments. The trustees decided that no action was required on the submission of a T2 form.

6. Old Business

6a. Reservoir inspection

The Operator reported that the Remote Operation Vehicle inspection of the water tanks went well. She said that the top tank was in pristine condition, while the lower tank showed some blistering of the paint. The water was in immaculate condition. The exteriors were also examined. The Operator said the details will be seen in the report and video to come, to be provided on CD ROM.

6b. System Flush

The Operator explained that the chlorination flush, scheduled for March 23, would involve a minimal solution of 5ppm which will be retained in the water for the minimum length of time, as per flush condition sheets available from the Drinking Water Officer. Trustee Chair Gregory noted that the Notice of Flush posters should advise that there's no impact from a health perspective.

..... Administrator to revise poster and send to Operator for approval

6c. Task List

6c. (i) Meter Box repairs. The Operator said the repairs might be scheduled for May.

6c (ii) Gate Valves Maintenance. The Operator said the job is yet to be scheduled with Eric Ferreira.

6c (iii) Emergency Response Plan. The Operator said that the Administrator will be providing the revised Plan. She noted that the emergency numbers of Vancouver Coastal Health will have to change when the Drinking Water Officer leaves his Powell River post.

.....Administrator to revise emergency contact list after changes at Vancouver Coastal Health

6c (iv) Alternating Switch. The Operator reported that mechanic Mike Russell had replaced the filter on generator-1, and the stutter stopped. The stutter had been the reason for the problems with alternating switch.

6d. Water Loss.

Trustee Miles reported that water use in 2017 compared to 2016 showed a 9 percent reduction in overall consumption. The disparity between water pumped and water use registered at the meters also dropped. There were no major leaks, and no major overuse.

6e. Water Tape measurement

The Operator and trustees determined it would be best for the Operator to note the water level at both wells on the water sampling days, which are Tuesday or Wednesday of the 3rd week of each month. Trustee Miles asked that the Operator also make note of the tide at that time.

..... Operator to start noting water level and tide height at time of water sampling

6f. Drinking Water Protection Area signage

The Administrator reported that the signs had been drilled incorrectly and had since been redone and were now ready to post. She said that Lund Water Taxi had billed \$250 to deliver 8 posts and concrete bases. The trustees said that the sign for the well lot should be erected before the AGM, and others in the vicinity.

.....Administrator to ensure some of signs are posted close to the AGM

6g. Generator enclosure status

Trustee Miles reported that the plans for the generator enclosure had been reduced to save on costs. Some items were given up—the TidyTank was downsized for example—but some are needed. The target figure is \$30,000. The generator will not be moved from its current location, and the electrical will be reassessed after a cost breakdown is provided by the contractor. He will meet with the contractor onsite next week. He noted that it’s a significant investment that must be protected, and the Operator confirmed that the new generator would be used on an alternating basis with the other generator.

.....Trustee Miles to meet with contractor, and provide revised figures before the AGM

7. New Business

7a. Insurance waiver

The Administrator reported that the insurer issued a “general limitation of coverage” indicating it would not cover any lawsuit claims arising from the employment of a specific individual.

7b. Cleanup at the well lot

The Administrator said the well lot needed some cleaning up, and that she would ask Brian Voth if he might take care of it. The Operator said there is already a burn pile started. She said there was also a large mooring there now, and she had been unable to move it. The Administrator said that now that the wharf shed construction is complete, she would contact the Regional District to have their lumber removed from the well lot.

.....Administrator to contact the PRRD re moving their lumber from the well lot

8. Next meeting

Pre-AGM Trustee Meeting, Friday April 13, 10am, at Miles residence.

9. Adjournment..... Moved Trustee Chair Gregory
11:54 am