

## MINUTES

### Trustee Meeting

Friday, April 7, 2017, 5:00 pm

Coast Bastion Hotel, Nanaimo

Present: Trustee Chair D.Gregory, Trustee B.Miles, Trustee Delegate B.Taylor, Guest Operator Courtney Robertson; and by telephone: Administrator J.Reimer.

1. **Trustee Decision** to move some items of the Agenda to a future meeting, due to time constraints.

2. **Approval of Minutes of February 13** .....Moved B.Miles, 2nd D.Gregory. Carried.

3. **Unfinished Business from February 13** (none).

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

4a. **Bank balances:** total at FCU is \$153,435.35, of which \$ 14,541.18 is in chequing, \$83,354.17 in savings, \$55,440.00 in a term account, \$100.00 in shares.

4b. **Financials 2016 & Taxes 2106:** Taxes collected so far are at \$8800.

Regarding the Administrator's financial summary to come at the AGM, B.Miles instructed that only highlights need be included, and that there should be mention of the \$20,000 moving into the Capital Reserve, and the \$1800 surplus.

The Administrator said she's also built a first quarter profit/loss statement, emailed to Trustee Miles, and which can be reviewed at a later date. She added that \$179.00 interest was made in the savings account in the first quarter.

.....Administrator to send the Profit/Loss statement to the other Trustees.

#### 4c. Meeting with Del Mistro Dunn

Trustee Miles reported that on Tuesday March 28, he and the Administrator met with auditor Dwayne Dunn of Del Mistro Dunn at his offices in Powell River. The company is medium-sized, with 5 accountants. Dwayne Dunn would be looking after our account. His price for the first year of business is \$3500, which is what we are paying our present auditor, but would be reduced in future years. The Administrator added that the company is familiar with the software QuickBooks, so the proximity of DMD would be helpful if she were to need help with the software.

4c.1 **Motion** to appoint Del Mistro Dunn as SSID's auditor in 2017.

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

Trustee Miles explained that the Motion will also have to be presented at the AGM, as per AGM requirements.

#### 5. Administrator's Report – Administration

##### 5a. AGM

**5a.1 Agenda.** Trustee Miles asked that the Chair's report be moved to the 4th item on the agenda. .... Administrator to revise the agenda.

**5a. 2 Graphics.** Trustee Miles said he will work on some graphics to explain the rising rates in 2017, and would get files to the Administrator this weekend, so that 11x17 printouts may be printed at Staples and picked up on Monday, for display at the AGM.

..... Trustee Miles to send files to Administrator.

## **5b. Employee Contracts, and**

## **5c. Website**

Chair Gregory said that these items would be moved to the pre-AGM meeting of April 15.

## **6. Old Business**

### **6a. Inventory,**

**6a.1 Inventory photo record,**

**6b. Gate and Hydrant Valves fix, and**

**6c. Tank Clean & Inspect.**

Chair Gregory summarized these agenda items as undergoing planning/scheduling by the Trustee Delegate and the new Operator. He added that some of the inventory photos had already been taken by Trustee Miles.

### **6d. Alternating Pump Switch fix**

Operator Robertson reported that she has the replacement part for the switch, and has set up an appointment with an electrician from Newport Electric, to be on Savary one day in the coming week, depending on Operator Ferreira's schedule, as he'll be asked to attend as well.

.....Operator Robertson to coordinate.

### **6e. Five-year Plan**

The Administrator read aloud Trustee Miles' list of recommended capital expenditures over the next three years. Trustee Miles added that some of that plan will now change due to things learned during the conference that day. .... Trustee Miles to revisit 5-year plan.

## **7. New Business**

### **7a. Unapproved septic installation near wellhead lot**

Trustee Miles reported on a concern of Operator Ferreira, that a septic field had been installed by an unauthorized person on a property across from SSID's two wellheads. The concern was that the installer was not qualified to make the installation and his installation had not undergone inspection, so until Health Officer Dan Glover were to inspect it, there could be no assurance that the septic field is not a hazard to SSID's wells. Trustee Miles also explained that he had not yet had a chance to check whether the location of the field fell within SSID wellheads' 90-meter potential setback radius, as that would encroach on recommendations made by the Health Officer. Trustee Delegate Taylor added that since the installer is unauthorized, he could be unaware of regulations regarding the obligatory distance of a field from any well. Trustee Miles said that the issue had been reported to the Health Officer, but that the Officer had not yet acted or replied on the issue. Chair Gregory recommended that Trustee Miles make a renewed effort to engage the Health Officer.

.....Trustee Miles to contact the Health Officer

**7b. Water Meter Pricing**

Trustee Miles reported that he had received prices on new meters, and that 6 had been ordered today (Fri Apr 7), but that Trustee Delegate Taylor had gotten a better price from the same company. Operator Robertson offered to get a third quote.

.....Operator Robertson to get a quote on future meter purchases by SSID.

**7c. Water Loss research and schedule**

Chair Gregory said that this item would be moved to a future meeting because of lessons learned that day. The Administrator added that at least 73 percent of the meters in use at SSID are over 15 years old. Trustee Miles said they had learned at the conference that those meters are good for 20 - 25 years. Trustee Delegate Taylor said that completion of the Gate Valves fix will allow for a proper section-by-section analysis of possible leaks.

**7d. Federal Gas Tax Grant**

The Administrator reported that she had done preliminary research, and at this point it seems unlikely SSID would qualify for a Capital Projects gas tax grant because the SSID community is too small, but that she would research it further. .... Administrator to continue research.

**7e. Operations Manual revisions**

The Administrator pointed out that some of the Operations Manual guidelines are incomplete, and in fact different from the actual operational procedures being followed, like the water testing procedure for example. She suggested that there be meetings with the Operators to ascertain which procedures should become part of the Manual.

Trustee Delegate Taylor said that the Operations Manual version of the water testing was taken from the Health Unit guidelines, and was intended to be flexible to individual systems. Operator Robertson commented that she would like to make changes to the procedure outlined by Water Tester Brian Voth, such as having a box of gloves available, for example.

..... Chair Gregory will email Operations Manual to Trustee Delegate Taylor for his review.

**8. Next meeting**

Trustee Meeting, Pre-AGM, 10:00 am Saturday April 15, 2017, at the Miles residence.

**9. Adjournment**

.....Moved Chair Gregory. Carried.

Adjourned 5:35 pm