

MINUTES

Trustee Meeting

Monday, February 13, 2017, 1PM

Administrator's residence

Present: Trustees B. Miles, Administrator J. Reimer; by conference: Chair D.Gregory

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

2. Approval of Minutes of January 3

Motion to amend motion 3e. to include "a," so now reads, "Motion to Rescind a Previous Motion to Invoice for Partial Year Water Use."Moved D.Gregory, 2nd B.Miles. Carried.

Motion to approve minutes as amended.....Moved B.Miles, 2nd D.Gregory. Carried.

3. Unfinished Business from January 3

3a. Operations Manual.

Chair Gregory and the Administrator will start the document review when the Chair is on Savary for the AGM in mid April. Work can continue through the spring and summer.

4. Administrator's Report – Finance

4a. Bank balances.

Trustee Miles reviewed the balances of the 3 accounts, and summarized that SSID's finances were okay but not rich.

4b. Meeting with Cahill Professional Accountants.

The Administrator reported that the 2016 year-end documents were now with SSID's accountant. The accountants provided another QuickBooks lesson to the Administrator. The QuickBooks files are now current.

4c. Financials 2016..... Accountants to supply by March 15.

4d. GST Year-End 2016

The GST year-end report has been submitted to Ministry of Finance; \$528 reported.

4e. Excess Tolls 2016

The Administrator reported that 3 lot owners had paid their Excess Tolls, and 4 were outstanding, and that she would send a reminder to those outstanding before the February 28 deadline.

..... Administrator to email Excess Toll reminder.

4f. New Subcontractor Rates

The Administrator reported that subcontractors had been paid their new rates on January 31.

4g. Golf Cart Maintenance

Chair Gregory requested that the Administrator add golf cart maintenance to the Maintenance Labour contract, but that any golf cart repairs be done by a mechanic, off island if necessary.

.....Administrator to amend the 2017 Maintenance Labour contract accordingly, and discuss with the Maintenance Labour contractors.

5. Administrator's Report – Administration

5a. Schedule: Assessment / Taxation / AGM

The Administrator reported that Assessment Notices had all been sent out: 171 by email and 45 by Canada Post. There had been only a few inquiries as to what the assessment meant, and one request to receive paper correspondence rather than email.

.....The Administrator will ask Joshua Craig if SSID may forego assessments in 2018.

5b. Year-End Report

The Administrator provided an overview, identifying the categories of Accomplishments, Waiting on, New Projects, and items Needing Improvement. The Trustees approved, and Chair Gregory said the listed items could be used in the AGM report.

5c. Employee Contracts 2017

To allow more time for Trustees to read through the contracts and prepare, it was moved: THAT the review of the contracts be postponed to the next meeting.

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

5d. Photo Record of Equipment and Inventory

Trustee Miles explained that all of the equipment and samples of each inventory item had been photographed, but that we have not yet counted each inventory item. Chair Gregory reiterated that the purpose was to have a photo record that could be sent to the SSID accountant, rather than necessitating a site visit. He also advised that SSID develop a procedure to keep better track of items in and out of inventory, and proposed that the new Trustee Delegate may already have such a procedure.

.....Trustee Miles & Administrator to complete the inventory count.

6. Old Business

6a. Meeting with Lund Operator

Trustee Miles and the Administrator to meet the Lund Operator and the Trustee Delegate at 9am Friday February 17 on Savary, to review the water system and Trustee Delegate tasks.

6b. Asset Management and Capital Reserve

6b (1) Funds Transfer

Trustee Miles reviewed the amounts and type of funds that had been transferred within SSID's three First Credit Union accounts.

6b (2) Motion to Pay 2nd Generator Costs from Capital Reserve

THAT the costs of the 2nd generator setup in 2016 be paid from the Capital Reserve Fund.

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

6b (3) Meeting with Econics

Trustee Miles reported that he had three meetings with JP Joly of Econics, during which JP enlisted SSID as a beta-tester of the new WaterWorth software. The new software can provide complex financial forecasting, to help in current planning.

6c. Generator Enclosure Quotes

Trustee Miles said there was nothing to report at this time. He explained that the first step should be a Request for Proposal issued to 2 or 3 people, for the purpose of construction in 2018. The Administrator would not be involved at this stage.

6d. Five-Year Vision

Trustee Miles said that his discussions with Econics will contribute to the five-year vision for SSID, but that he needs more time to work with the software. Chair Gregory commented that the System Redundancy projects are finished, other than the generator enclosure, so now SSID is in a maintenance mode.

.....Trustees to discuss five-year vision after meeting in Nanaimo April 7.

6e. Alternating Pump Switch Fix

The Administrator reported that she had dropped in on Dick Vanderkemp on January 27 and he had said the job would be done in the first half of February. Her call to confirm with Dick Vanderkemp on February 9 was not returned. Chair Gregory asked if, while waiting for service, we could manually change to Pump-1 for a couple of months. Trustee Miles said yes it could be done if necessary, but that the situation was currently not critical.

.....Administrator to contact Dick Vanderkemp again.

6f. Gate and Hydrant Valves Fix

The Administrator reported that the Trustee Delegate and Operator will probably excavate and check only one Gate Valve this April, and based on its condition, will schedule maintenance of the other valves in the fall.

6g. BCWWA Coaching Course

Trustee Miles explained that the first phase of the course last year had been useful, but that the role of SSID for the second phase of the course would be less as a student, and more as an example for the other participants. As the usefulness of phase-2 to SSID was uncertain, Trustee Miles had withdrawn the SSID application.

6h. Curb Stops Letter

The Administrator withdrew her request to send out the letter, and suggested that instead she add a few sentences to the few negligent curb stop owners in their upcoming Tax Notices. The Trustees agreed, but said the Administrator should keep the letter on file with a record of the offenders.

..... Administrator to amend selected Tax Notices to include a curb stop reminder.

6i. New Owners Package

The Administrator reported that the new owners in the District at Lot-A and at Lot-188 now had the new owners package containing the Water Use bylaw, curb stop instructions, and tax information.

6j. EOCB Status

The Administrator reported that the Operator needs 1.8 credits by the end of 2017 in order to be In Good Standing with EOCB, and that the 2 courses in Nanaimo would provide 0.6 each. She had told the Operator about the Nanaimo courses, and would ask him again if he might attend.

.....Administrator to contact Operator re Nanaimo course enrollment.

6k. Newsletter and Website

Chair Gregory explained that he'd not yet had time to work on the newsletter, but that it could be discussed on April 15 at the pre-meeting before the AGM.

The Administrator said that she had put some effort into the website but that it was still not ready, and that the goal has been to have it operational by the end of March.

7. New Business

7a. Setback Bylaw Update and Schedule

Trustee Miles said that he had delivered the setback map to Health Officer Dan Glover, with a request for discussion, but that Dan had not yet contacted him.

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

7b. Water Loss Research and Schedule

Trustee Miles explained that he had laid out a report structure and schedule that could be useful to Trustee Isert, and that Trustee Isert had agreed to review it. Trustee Miles added that the report would best be delivered at the AGM.

7c. Tank Inspection Schedule

Chair Gregory said that organizing the tank inspection is the responsibility of the Trustee Delegate, so should be discussed with him and the incoming Trustee Delegate. Trustee Miles explained that SSID also requires someone to climb the tower, with instruction to carry out the chlorination procedure. The Administrator said that she had forwarded to the Trustee Delegate contact information of a new Savary resident who would be willing to do the work.

7d. CWSA Convention

Trustee Miles explained that there was no time within the convention schedule of Thursday April 6 and Friday April 7 to slip in a Trustee meeting, so the meeting would have to take place in the evening of Friday the 7th. Chair Gregory agreed to the evening meeting, and said he would arrive in Nanaimo early Friday, and leave Saturday morning. The cost for SSID attendees at the conference was discussed and determined to be worth it.

.....Trustee Miles to contact Trustee Isert to confirm his attendance.

....The Administrator to re-contact the Operator about attending the conference courses.

The Administrator to register each attendee, and book rooms at the Coast Bastion Hotel.

8. Next Meeting



Scheduled for evening Friday April 7 in Nanaimo.
Also discussed setup for the AGM; no charge; no heat; chairs needed.

9. Additional Item: Telemetry System of the Research Well

To be corrected on February 22 by Bryan Jackson.Trustee Miles to report.

10. Adjournment.....Moved D.Gregory. Carried.

Adjourned 2:32 PM