

MINUTES

Trustee Admin/Finance Meeting

10:00 am April 23, 2025

via Zoom

Present: Chair Bryan Miles, Trustee Lee Davis, Trustee Brent Brucker, Administrator Janine Reimer

1. **Approval of the Agenda**Moved L.Davis, 2nd B.Brucker. Carried.

2. **Approval of the Minutes**
of March 10, 2025Moved L.Davis, 2nd B.Brucker. Carried.

3. **Financial Report**..... J.Reimer
The administrator reviewed the draft Financial Statements for 2024, noting the year-end deficit of \$12,000, in part resulting from the feasibility study expense that had not been anticipated in 2024 budgeting. SSID's accountant had observed that this deficit and the deficits of the 2 years prior indicate no budgeted contingency. Contingency would be an item for consideration in 2026 budgeting.

The figures of the financial statements were reviewed in the budget worksheet onscreen. A new line item Total Cash Expenses indicated all expenses other than the amortization figure. The Reserves were higher than budgeted because of several unanticipated changes after budgeting, including the obligation to contribute the whole Asset Renewal Levy to Reserves. Other unanticipated Reserves changes were from the feasibility study, lithium battery, and valve chamber roof. Revenues were higher than expected because of 3 new water connections and term account interest.

Motion

THAT the 2024 Financial Statements be approved as presented April 23 2025.

.....Moved B.Miles; 2nd L.Davis. Carried.

4. **First Quarter 2025 Report** J.Reimer
Operating expenditures as March 31 were approximately \$27,000, which was 22 percent of the 2025 budget, and similar to the 21 percent of the previous March. Reserves since the start of the year had increased with the \$32,000 Asset Renewal Levy contribution, and were committed to \$5,500 for electronics and a solar panel structure. Revenue at March 31 was lower than budgeted because the term deposit interest redeemed in January had been corrected as a 2024 accrual.

5. Bank and Reserves Funds

Bank accounts totalled \$207,300, with \$52,000 available for operations, with another \$44,000 in tax funds anticipated by May 1.

6. Battery/solar increase

The electronics and solar panels had been tested during the winter and found to be sufficient for powering the Thomson controller in all but the darkest weeks of December-January, when the number of water users was at its lowest. After discussion, it was decided that as a utility, SSID must have reliably adequate power at all times, without needing staff to monitor or replenish it. It was agreed that an additional battery and higher capacity charger would be required. The cost was not yet available for review.

7. GARP Study

The Drinking Water Officer's annual review of SSID had required a Groundwater at Risk of Pathogens study. The trustees agreed that GW Solutions, authors of the groundwater report for Savary, would be suitable for SSID's GARP study.

..... Administrator to contact GW Solutions for an estimate

7 (a) Chlorination

The trustees considered that the GARP study might recommend a chlorination plan for SSID for prevention of viral disease, and that chlorinated water was already accepted in other communities, so could be an acceptable preventive measure in SSID as well, if necessary.

8. Hydrants on hold

It was discussed that the hydrant replacement project could be put on hold for one year to make room in the budget for the unexpected expenses of another tank inspection and additional electronics. Trustee Brucker noted that the Operator had been maintaining the hydrants annually and reporting no deficiencies, and that the postponement of new hydrants is supported by the Operator's statements of their current good condition.

..... Administrator to notify Operator of hydrant postponement.

Motion

THAT the Hydrant Replacement Program be put on hold for one year, 2025.

.....Moved B.Brucker, 2nd L.Davis. Carried.

9. Lund Electric to monitor pumphouse electronics

The administrator reported that electrician Mark Long had offered to periodically check on the electronics.

10. Tank Replacement – Drinking Water Officer recommendations

In a meeting with the administrator, DWO Jack Davidson had recommended that SSID get a second opinion on the condition and longevity of the Upper Tank. He had also suggested that SSID hold off on any decisions of tank replacement until after the adoption of the Official Community Plan. The trustees instructed that the tank condition report should be concluded before the AGM.

.....Administrator to contact tank inspectors at Acuren for an estimate and schedule.

10 (a) Electrical Engineer

The administrator said that SSID would also have to engage an electrical engineer for the logistics of the new tank and booster pumps.

.....Administrator to locate a suitable electrical engineer

11. AGM Preparation

11 (a) Upper Tank Presentation.

The trustees discussed that the presentation should help the community understand how we arrived here, including the tank inspection results and feasibility study options. The communications should also note the unacceptable alternatives, such as a water system shutdown for the upper system, and a requirement of individual wells.

.....Administrator to submit first draft of presentation to trustees at earliest opportunity

11 (b) 5-year financial plan revisions

The 5-year financial plan would clearly be affected by the expenditures arising from the Tank Replacement Project, so would have to be revised to reflect the potential expenditures.

.....Administrator to provide draft to the Chair for possible revision before the AGM

12. Next meeting TBD

13. Adjournment..... B.Miles
11:26 AM