



**MINUTES**

**Trustee / Admin Meeting**

10:01 AM April 26, 2023

via Zoom

Present: Trustee Chair Emer Dubois, Trustee Bryan Miles, Trustee Lee Davis, Administrator Janine Reimer.

**1. Approval of the Agenda.....** Moved B.Miles; 2nd L.Davis. Carried.

**2. Approval of the Minutes.....** Moved L.Davis; 2nd B.Miles. Carried.

- 2a. Trustee meeting February 1, 2023
- 2b. In Camera meeting February 1, 2023
- 2c. Trustee meeting February 8, 2023
- 2d. Trustee meeting March 7, 2023
- 2e. In Camera meeting March 7, 2023

**3. Motion.....** E.Dubois

The Chair called for a Motion:

WHEREAS the generator complaint is being discussed publicly on social media by the complainants, be it moved THAT trustee discussions regarding the generator complaint may be held without *In Camera*..... Moved B.Miles; 2nd L.Davis. Carried.

**4. Administration Report.....** J.Reimer

**4a. Bank and Reserve funds**

The administrator reviewed the funds in the bank and reserves.

**4b. Tank clean-inspect costs**

The administrator advised that the operating expenses so far for the tank clean-inspect project were below estimate by about \$1400, and that Acuren had not yet submitted its invoice.

**4c. 2022 Year End, 2023 Budget, 2023 Taxation**

The administrator compared the 2022 draft financial statement figures to the 2021 figures, with attention to material differences in taxes, connection revenue, subcontract fees, insurance, and hydrant maintenance. Trustee Miles asked for a format change with operator tasks combined rather than broken into subcategories, so that at a glance it would be possible to see the full amount paid. The other trustees agreed, and approved the draft financials, assuming the change.  
.....Administrator to advise accountant of format revision for final 2022 financials.

The administrator compared the 2023 First Quarter figures to the 2023 Budget and to the 2022 First Quarter, with attention to differences in taxes, and equipment maintenance. She said that most of the 2023 taxes had been paid.

**4d. Water Use Bylaw**

The administrator explained that she would have to change the previously approved version 102.1 to be a new bylaw number without the list of amendments, to be consistent with government requirements applied to other bylaws this year. The Chair requested this be done soon.

..... Administrator to complete the revisions and email to trustees for signoff.

**5. Trustee Reports**

**5a. New Water Sampler / Maintenance Contractor** ..... J.Reimer

The administrator said she and Trustee Miles had met with Flora Copley (Tremblay) the previous day for orientation. Trustee Miles had given keys to Flora.

**5b. Calendar of Events**

Nothing new to report.

**6. Change of Address** ..... J.Reimer

The administrator said the Lund Post Office had stipulated SSID advise its contacts to use post office box 176 on mail. She said the change of address procedure is typically an ordeal, and would make some deliveries more difficult. The Chair said she would discuss with Lund Post Office.

.....Chair to discuss options with Lund Post Office.

**7. Next Meeting**

The next meeting would be scheduled via email. .... Administrator to schedule.

**8. Adjournment** ..... Moved E.Dubois

11:20 AM