

MINUTES

Trustee Meeting

August 1, 2019, 10am

Miles residence and on conference.

Present: Trustee Chair Dale Gregory, Trustee Bryan Miles, Trustee John Revitt, Operator Courtney Robertson, Administrator Janine Reimer

- 1. **Approval of the agenda as amended**, with added item 5aa, moved items 5d and 5e, and deleted item 5j. Moved J.Revitt, 2nd B.Miles. Carried.
- 2. **Approval of minutes of June 12** Moved B.Miles, 2nd J.Revitt. Carried.
of In Camera June 12..... Moved B.Miles, 2nd J.Revitt. Carried.
- 3. **Motion to move In Camera** Moved B.Miles, 2nd J.Revitt. Carried.
 Trustees came out on In Camera and reported that they had discussed an issue.

4. Operator’s Report

4a. Lot-131 water connection

The operator reported on the new connection and new meter installation at lot-131, with excavator operator Eric Ferreira and builder Gareth Jones attending. She had noticed that the adjacent meter for lot-130 was due for replacement, so installed a 2nd new meter in the box. She said she’d be sending the old lot-130 meter to Fred Surrige, to be tested by Neptune.

She also reported having replaced that meter box’s boards with pressure-treated wood and tarred shingles. She said that there was no tag for lot-131, and Trustee Miles confirmed it to be missing.
 Administrator to take another tag to Rona for replacement

4b. Task List

The operator said that the damaged boards repair could be done with new maintenance person Glen Moore. She said that she has not yet had a chance to review the draft Emergency Response Plan, or replace air relief valves. She said that she will be ordering more gate valves.

4c. Meter replacement schedule

There was discussion of the schedule and quantities for replacement. Trustee Miles suggested that SSID wait for the meter test results from Neptune before replacing more than is already scheduled.

4d. Storage Shed cleanup

The operator reported having had a good day of cleanup in the storage shed with Glen. It was decided that the 2 long green benches should be given to the Hacienda. The tool board would be left where it is. Garbage items should be removed, and plywood could be burned.
The administrator to arrange pickup of the garbage.

5. Administrator’s Report

5aa. Budget Trustee Miles
Trustee Miles reviewed the 2nd quarter budget that he would be summarizing at the Summer Information Meeting. He explained that there were no surprises, and that most of the 2nd quarter figures were at essentially half their annual budgets.

5a. Bank balances and fund transfer

The administrator showed the bank balances demonstrating that of the 3 motions regarding fund transfers, 2 had already been made (the term-3 went into a new term account; and the \$10,800 asset renewal funds went into a dedicated term account). The 3rd transfer will happen in January.

5b. Taxes outstanding

Trustee Miles explained why one resident had not yet paid. It was decided that all the outstanding taxes should be re-issued by CanadaPost..... Administrator to mail the tax statements.

5c. GST filed

The administrator reported a \$1,048.45 refund for the 2nd quarter, and said SSID had already received the refund cheque.

5d. [Moved item in amended agenda.]

5e. [Moved item in amended agenda.]

5f. Proof of trustee approval of invoices

The administrator had provided a PDF demonstrating that electronic invoices over \$1000 could be shown to have been approved by a trustee if the invoice and the approval were in the same thread. Trustees agreed that this should be the approval procedure.

.....Administrator to attach to each PDF invoice over \$1000, the email showing the invoice as sent to the trustee, and the trustee’s approval. For over \$2000, 2 trustees approvals will be attached.

5g. Depreciation in accounting standards

The trustees agreed that SSID’s accountant should incorporate depreciation into the 2019 financials, as per Public Service Accounting Standards.

.....Administrator to advise accountant to proceed with depreciation when doing the 2019 SSID financials.

5h. Vehicle kilometre expense

Motion to increase expense to 55 cents per kilometre Moved J.Revitt; 2nd B.Miles. Carried.

5i. Updated customer list

The administrator had attached the revised customer list. Chair Gregory said this version showing order of lot number was preferable to the previous version in alphabetical order.

.....Administrator to always provide customer lists in order of lot number.

6. Trustee Report..... Trustee Miles

6a. Calendar of Events

Trustee Miles reported that SSID was up to date on the Calendar.

- 7. **Next Meeting**Summer Information Meeting, 1:30pm August 4, Hacienda