

MINUTES

Trustee Meeting

December 17, 2019, 10:01am
 On conference.

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

1. Approval of the agenda Moved J.Revitt, 2nd B.Miles. Carried.

2. Approval of the Minutes

2a. October 22 Trustee Meeting..... Moved J.Revitt, 2nd B.Miles. Carried.

2b. October 22 In Camera Meeting..... Moved J.Revitt, 2nd B.Miles. Carried.

3. Motion to move In Camera Moved J.Revitt, 2nd B.Miles. Carried.

Trustees came out of In Camera and reported that they had discussed 3 issues.

4. Operator’s Report

4a. Valve Chamber Spigots

The operator reported that spigots had been installed on the outer wall of the valve chamber so that water sampling could be done outside the confined space.

4b. Standpipe Lids

The operator reported that the 4 standpipes are confined spaces, and that their lids are in poor condition. She said that vehicles had hit 2 of the pipes, causing leaks she had later repaired. She described an alternate lid made of concrete, that dissuades anyone from going into the pit. The lids would have through-holes for the pipe and for an above-ground key to operate the in-ground spigot. She explained that the work would involve Eric Ferreira with an excavator, and Ecoterra pouring and installing the lids, as per their estimates. She said the concrete lids were common in water systems, and that she felt strongly they were necessary to protect SSID’s infrastructure.

The administrator suggested a simpler lid with a lock, and said that trustees had previously decided on protective rocks and reflective tape to protect the standpipes, and that this would be less costly. Trustee Revitt said that the job needed to be done properly, as the safety factor was most important. The operator said WorkSafe required that the pits be sealed, locked, and labelled. Chair Gregory asked if the level of each area would be raised. The operator said the lids would not be at bumper height, but more like hitting a curb. She said that the standpipes would be operational for fire practice. The Chair called for a motion to proceed with the work.

Motion

THAT the operator award the work to replace standpipe lids as quoted by Ecoterra and Eric Ferreira. Moved J.Revitt, 2nd B.Miles. Carried.

4c. Meter replacement schedule

The operator reported that 5 of the 6 used meters had tested well, with minimal water loss. She said that in light of the results, the meter replacement schedule could be reduced from 5 per year to 2. Trustee Miles agreed.

Motion

THAT the meter replacement schedule be changed to 2 per year.

..... Moved J.Revitt, 2nd B.Miles. Carried.

5. Administrator’s Report

5a. Bank balances and term account.

The administrator reviewed the bank balances and said there was a better term account now available. Trustee Miles said the new term account was essentially the same as the one approved by the trustees in June, except with a better interest rate.

Motions

THAT the June 12 motion passed in item 5a (i), part 2, be rescinded.

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

THAT the Escalator-1 funds be moved in January 2020 to a 3 year term deposit, redeemable each year on anniversary week at 2.10%..... Moved B.Miles, 2nd D.Gregory. Carried.

5b. Taxes 2019

The administrator reported all 2019 taxes as paid.

5c. Schedule of important 2020 dates

The administrator had supplied a list of important dates in 2020, including the AGM in April and the Summer Information Meeting in August.

5d. Updated customer list

The administrator had supplied the updated list as an attachment.

6. Trustee Report

6a. Calendar of Events

The administrator said the only change was nitrates testing quarterly, instead of monthly.

6b. Storage Shed Update

The administrator reported that the shelving is not yet complete.

Trustee Miles suggested that a skirt of carpet at the bottom of the garage doors would prevent rodent entry.

6c. Budget discussion

(i) 2020 Budget

Trustee Miles had emailed the most recent 2020 budget. He said that the line-6 capital costs shown as \$7,000 representing generator automation would now be increased by the addition of standpipe lids as approved at this meeting, and that line-62 miscellaneous would be decreased by the amount

he had previously set aside for the lids. He said that the well-2 enclosure had been moved to capital costs for 2021, and that 2020 wage increases as indicated would be effective January 1.

Motion

THAT the 2020 budget be accepted with revisions as reviewed at this meeting.

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

..... Administrator to revise budget as discussed.

(ii) Asset Renewal spreadsheet

The spreadsheet had been emailed to trustees as a separate attachment. The administrator said she would revise the spreadsheet with the addition of standpipe lids and with a reduced meter replacement schedule. Administrator to revise spreadsheet as discussed.

(iii) 2020 Taxes Bylaw

The Chair read aloud the 2020 Taxes Bylaw.

Motion

THAT the 2020 Taxes Bylaw be adopted as read.....Moved D.Gregory, 2nd J.Revitt. Carried.

(iv) 2019 Excess Tolls

Motion

THAT the 2019 Excess Toll remain at \$1 per cubic metre over the allotted 100 cubic metres per residence. Moved B.Miles, 2nd D.Gregory. Carried.

(v) Signage

Trustee Miles said that there was no urgency for the well-lot perimeter signage, and that with the expenses of automation and standpipe lids in 2020, the signage should be moved to future consideration.

7. Next Meeting 10 a.m. March 16, 2020

8. Adjournment D.Gregory
11:57 a.m.