

MINUTES

Trustee / Admin Meeting

9:03 AM February 1, 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

2a. Trustee meeting November 30..... Moved B.Miles; 2nd L.Davis. Carried.

2b. Trustee meeting December 9..... Moved B.Miles; 2nd L.Davis. Carried.

3. Administration Report

3a. Bank and Reserve funds

The administrator reviewed the bank account balances and reserves as at year-end 2022, and as at January 23, 2023. The term deposit account had matured and paid out \$1,252.90 interest to the Power Saver account. The administrator advised that funds not be moved into another term account, as they'll be needed for upcoming capital expenditures. Trustee Miles said we should continue to review the term account rates, and if they are looking better, we can reconsider. The administrator requested a motion to consolidate the two savings accounts.

3a (i) Motion

THAT the administrator move the balance of Asset Renewal Savings account into the Power Saver account Moved E.Dubois; 2nd B.Miles. Carried.

3b. Waterworth model

The administrator showed the online Waterworth scenario showing budgeted tax increases necessary to enable the proposed capital expenditures to the year 2035.

3c. Tank clean-inspect costs

The administrator showed an updated \$17,000 estimate on the lower tank cleaning and inspection, and noted the operator had said the actuals might be lower. She explained that tank coating costs were too high to be practical or feasible, and as such, advised that the 2023 budget be the start of a 12-year savings period prior to the purchase of a new lower tank and a pressurized tank to replace the current elevated one, with the estimated cost in 2035 being \$542,000. There was some discussion as to whether the upper system pressure might be accommodated by the new lower tank alone.

3d. 2022 Year End, 2023 Budget, 2023 Taxation

The administrator reviewed the 2023 budget figures as compared to the 2022 actuals, and proposed taxation figures for 2023. Trustee Miles asked that the figure for administrator overtime be brought up to the average 220 hours. Chair Dubois asked that a figure be added for legal fees, and that it be recurring for 5 years.

3d (i) Motion

THAT the 2023 Budget be passed with revisions to the administrator overtime and addition of legal fees, as discussed.....Moved E.Dubois; 2nd L.Davis. Carried.

3e. Taxation Bylaw 133

The Chair read aloud the 2023 taxation bylaw.

3e (i) Motion

THAT Taxation Bylaw 133 be adopted.Moved E.Dubois; 2nd L.Davis. Carried.

3f. Assessment Bylaw 130.1

The Chair read aloud the 2023 assessment bylaw.

3f (i) Motion

THAT Assessment Bylaw 130.1 be adopted.....Moved E.Dubois; 2nd L.Davis. Carried.

3g. Assessment Notices PDFs

The administrator showed examples of the assessment notice that would be issued February 9, with one notice showing an additional connection.

3h. Schedule of Important Dates

The administrator said the annual general meeting is currently planned for the Sunday of the August long weekend. Trustee Davis said she would know by June whether she'd be available on that day..... In June, Administrator to revisit possible AGM date.

4. Business arising from the November 30 meeting

4a. Connection Charge Bylaw 99.1

The administrator noted that the Connection Charge Bylaw had been read at the November trustee meeting, but still needed adoption.

4a (i) Motion

THAT Connection Charge Bylaw 99.1 be adopted.Moved E.Dubois; 2nd L.Davis. Carried.

4b. Further amendment of Water Use bylaw 102.1

Considering time limitations in this meeting, the administrator asked that this topic be moved to the operations meeting February 7.

4b (i) Motion

THAT review of the Water Use Bylaw be moved to the operations meeting February 7.
.....Moved E.Dubois; 2nd L.Davis. Carried.

5. In Camera

Motion

THAT the committee move in camera.....Moved E.Dubois; 2nd L.Davis. Carried.

The committee came out of in camera, and reported having had a discussion.

6. Trustee Reports

6a. Calendar of Events

The administrator said that nothing had changed in the Calendar of Events.

7. **Next Meeting**Operations Meeting 4:30PM February 7, 2023
.....Trustee Meeting March 2023 TBD

8. **Adjournment** Moved E.Dubois
10:45AM