

MINUTES

Trustee Meeting

Wednesday January 12, 4:30 pm

On conference

Present:

Trustee Chair Bryan Miles, Trustee John Revitt, Trustee Emer Dubois, Operator Kerby Fisher, Administrator Janine Reimer, and guest Neil McLean.

- 1. **Approval of the agenda**, amended to include the Calendar of Events.
 Moved J.Revitt, 2nd E.Dubois. Carried.
- 2. **Approval of the minutes of December 13** Moved J.Revitt, 2nd E.Dubois. Carried.
- 3. **OPERATIONS report**.....K.Fisher

3a. Operator’s Schedule.

The operator had provided a calendar laying out his 12-month schedule of operations tasks, and noted that any unforeseen remedial tasks that might arise would be additional. He suggested that next year’s schedule could also include estimates. Chair Miles said estimates would not be necessary, as the work laid out was as expected.

3b. Task List.

The operator had included the Task List items in his Schedule, with the exception of the Operations Manual. He suggested that the manual be done in June.

.....Administrator to schedule Operations Manual development in June.

3c. Generators, part 1.

The operator reviewed the generator-1 events data spreadsheet, as had been forwarded to the trustees. He noted that the multiple events of January 2 and 3 were not yet explainable. Neil McLean suggested that below-zero temperatures on those days might have affected the float switches. The data appeared to be normalized after January 3, so the operator suggested that no changes be made to the battery charging methods, and that the generator events log be revisited in 2 weeks time.

..... Administrator to add generator-1 events data from today to January 26.

3d. Batteries.

The operator said that Lund Auto had reported all batteries as good. Neil said that those in operation were good, but the unattached battery in the gen-2 enclosure and the 2 D-cells in the gen-1 enclosure would not have been tested, as they were all dead.

Neil reported that the pumphouse batteries were still not charging at the correct voltage because the module for the task had been received defective, and its replacement had only recently been shipped.

Neil said he had not yet tested the charge output for gen-2. He reminded the trustees that the operator would be purchasing a second battery for gen-2, which could then be connected in parallel, as had been done at gen-1, and that there would be no ongoing load on the starting batteries.

Neil said that the gen-1 events log shows starting voltage at 12v and cranking at 9v, but we needed to know at what voltage the low-voltage warning occurs.

3e. Generators, part 2.

The operator described to the trustees that the fuel filter, which was the first of 4 inline filters serving gen-1, had been found to be extremely dirty. It was unknown when the filter had last been changed before the recent service, so it was possible the dirt might have been only an accumulation, but there was also a consideration that the fuel itself may be contaminated. The operator suggested that the fuel filter be checked again in the near future to determine if there is an issue with the fuel. Neil had done some research on the gen-1 filters in the Kubota manual, and also onsite. He said that of the 4 filters, the fuel filter should be changed most frequently.

3f. Alarm call-out.

No change since last month. Neil said he would take a look at reprogramming the call-out numbers.

3g. Electrical Permit.

Neil had sourced the electrical operating permit for Savary Shores. He recommended that SSID apply/pay for the permit ownership, renewing annually, and assign Newport as the Field Safety Representative (FSR). The operator said he would contact Newport on the subject, and Neil offered to also attend the call.

.....Operator to obtain permit and assign FSR.

Neil also recommended that a log book for electrical work be kept onsite. The operator added that he had ordered 2 log books for each generator.

3h. Costs to install remaining meter boxes.

The administrator reported that, should SSID decide to complete all its meter installations now, the upfront cost would be \$16,500, with \$10,000 of it reimbursed as the connections were sold, resulting in a final capital cost to SSID of \$6500, assuming all the connections were eventually sold. The trustees asked that the topic be tabled for consideration in next year’s budget, and the 5-year plan.

3i. Water use at the well lot.

The administrator said that one of the meter installations would serve the well lot. Chair Miles said that a water line to the storage shed might also be a consideration. The operator said that if SSID wanted water at the well lot, he could tie in to the line that pumped to the tanks, in the connection box beside the pumphouse. He would also include a curbstop key and drain to prevent freezing at the connection.

..... No action determined at this time.

3j. SIVFD concern re standpipes.

The administrator reported that a member of the fire department had suggested on December 24 that he check that the standpipe at Campbell Way had been drained, to prevent freezing. The administrator had said that the operator should first be consulted, although not on that day (Christmas Eve), so she would contact the operator after Christmas. After Christmas, the administrator again said no to the work, and contacted the operator to advise that there had been a concern.

At the meeting, the operator said there was no way to drain the water anyway. The Chair stressed that no one be permitted to work on the water system without the operator’s instruction.

3k. Insulate pump house.

The administrator suggested that it might be worthwhile to insulate the pumphouse, due to the expense of electrical equipment now contained there, and as a preventive measure, should the propane heater fail or run out of fuel. Neil McLean said that for temperatures below -5C as we had seen this winter, it would be helpful to add insulation. The trustees had no objection, and Chair Miles asked that the administrator contact Paris Jones to estimate.

.....Administrator to contact Paris Jones Construction.

3l. Calendar of Events.

The administrator said she had moved the review of subcontractor rates from January to July in keeping with the recent subcontractor Agreements that are reviewed before the AGM.

3m. Maintenance staff.

The operator asked if the trustees were agreeable to him contacting SSID’s new maintenance person Jake Banting as needed. Trustee Dubois said yes, that had been the hope, that Jake could be of assistance to the operator. The Chair agreed and suggested that in particular, Jake may be helpful with hydrant servicing and other tasks needing a second pair of hands. Trustee Revitt asked that there be instruction before directing any task that affects the system.

4. Next meeting..... to be determined.

5. Adjournment.....Moved B.Miles.
Adjourned 5:37 pm.