

## MINUTES

### Trustee Meeting

March 18, 2019, 10:00 am

Miles residence and on conference.

Present: Trustee Bryan Miles, Operator Courtney Robertson, Administrator Janine Reimer

On conference: Trustee Chair Dale Gregory, Trustee John Revitt

#### 1. Approval of the agenda

1a. **Motion** to amend to include In Camera..... Moved B.Miles, 2nd J.Revitt. Carried.

#### 2. Approval of Minutes

2a. Minutes of January 22 ..... Moved J.Revitt, 2nd B.Miles. Carried.

2a. Minutes of In Camera January 22 ..... Moved B.Miles, 2nd J.Revitt. Carried.

3. **Motion to move in camera**.....Moved D.Gregory, 2nd J.Revitt. Carried.

Trustees came out on In Camera and reported that they had discussed an issue.

#### 4. Operator's Report

##### 4a. Alternating pumps

The Operator reported that Charlie Bird of Newport Electric was on site March 13 and had installed dual relays in the transfer panel, so that the pumps were now alternating. The Operator said Newport could also redo the electrical to be quick-connect. Trustee Miles did not think it necessary. He also said a trouble light would be going in the generator-2 enclosure, and that we should get a 25-foot cable for it.

##### 4b. Storage shed wiring

Trustee Miles asked that the Operator have Newport quote on wiring the storage shed. He asked that she purchase 2 of 4-foot LED fixtures..... Operator to get Newport quote and fixtures

##### 4c. Waiver for Malaspina water tests

The Operator and Administrator discussed the waiver and/or risk protection insurance needed before the Malaspina water sampling..... Administrator to contact insurer

##### 4d. Damaged pipe

The Operator had contacted a lab about testing the section of pipe, but it was not feasible.

.....Administrator to provide calipers to test pipe thickness

##### 4e. Task List

###### 4e (i) Meter Boxes

The Operator said that she had been too busy to replace the damaged meter boxes, but was planning to do so with assistance from subcontractor Tanya Bourdais.

**4e (ii) Gate Valves**

There is no need to excavate the gate valves, but they should be operated on a more regular basis to prevent them from seizing.

**4e (iii) Hydrants**

Two hydrants have been draining slowly, so the Operator will be adding drain rock to those areas.

**4e (iv) Emergency Response Plan**

The Operator asked the Administrator for an update on the status of the revised ERP. The Administrator had made no progress.

**4e (v) Air Relief Valve**

The damaged air relief valve handle cannot be replaced on its own, but rather will require replacement of the whole valve.

**4e (vi) Meter Replacement**

Meter replacement is planned to start this year.

**5. Administrator’s Report**

**5a. “Call Before You Dig” concerns**

The Administrator said that excavator Eric Ferreira and the Operator had recommended that SSID not give locations of pipes, because the information could be wrong. The Operator said that instead, the advice to property owners should be that they make sure they stay on their property if digging.

..... Administrator to rewrite

**5b. CWSA conference**

The Administrator suggested that the trustees talk to speaker Tim Lambert as to what the BC Government is doing in regard to nitrates. Chair Gregory said he was also interested in speaker Aline Bennett, and that trustees should plan on bringing back information from the conference talks.

**5c. Bank balances**

The \$15,000 borrowed from the Reserves for operations will be repaid when tax payments start coming in.

**5d. 2018 Excess Tolls**

Excess tolls are all paid up.

**5e. 2018 T4As, 2018 WCB**

T4As and WCB are remitted and paid.

**5f. 2018 Water Rental Fee**

She reported that the BC Government is no longer requiring payment until licences are issued, after which rental fees will be retroactive to February 2016.

**5g. Tax Notices, curb stop notices, Notice of AGM**

The 3 notices will be issued at the end of March.

**6. Trustee Report**

**6a. 2018 Financial Statements draft**

Trustee Miles said that the 2018 Financial Statements were as expected, i.e. no surprises.

**6b. Asset Renewal Levy Communications**

The trustees approved of the communications piece that had been sent to them prior to the meeting, with one correction from “like” to “as.”

..... Administrator to make correction, and include with tax notices

**6c. Calendar of Events**

Tasks on the calendar were up to date, except the year-end reports from the Operator and Administrator. Trustee Miles said that the year-end reports were no longer necessary, in that they’re essentially the same as the AGM reports.

**6d. SIMAC wharf protection update**

Trustee Miles reported that he had updated the Advisory Committee on SSID’s view that there should be no hard connection between the regional district system and SSID’s system. He said that nothing is moving forward at this time, but that the regional district will be looking to see if there is funding under the fire department budget, and that the project might not happen for 1 or 2 years, if at all.

At the Upper Parking Lot, the bike shop has been moved off the lot. There will be fencing on the east and north sides to join at Vancouver Boulevard and Campbell Way, and more fence to prevent lot-40 encroachment. There is some discussion of a parking bylaw, and upgrading the lot for \$15,000.

**7. MFLNRO access to Nature Trust wellhead**

Chair Gregory had exchanged emails with Bryan Jackson of MFLNRO, and asked if it might be possible to sample water from the well in the Nature Trust lands. The Operator said it’s not possible if the well is not pressurized. She said a sample from the well might not be a fair representation. She said she’d ask Aaron Service.

- 8. Next Meetings**.....unofficial, to follow the CWSA conference, evening April 4
- ..... unofficial, at invitation of Bruce Brown, 10am April 18
- ..... Annual General Meeting, Hacienda, 1:30pm April 20

**9. Adjournment**.....Moved B.Miles  
11:42 a.m.