

## MINUTES

### Trustee Meeting

Monday November 15, 4:33pm

On conference

Present:

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

1. **Approval of the agenda** ..... Moved J.Revitt, 2nd E.Dubois. Carried.
2. **Approval of the minutes of September 14.** ..... Moved J.Revitt, 2nd E.Dubois. Carried.

The trustees decided that the meeting could start with the administrator's report until the operator was able to attend.

3. **Administrator's report, part-1**..... J.Reimer

**3a. Bank and reserve funds.** The administrator had supplied figures to the end of the third quarter, and noted there was nothing unusual or problematic for the period, and said that at year end, she'd be requesting a \$15,000 temporary transfer from reserves to operations to carry SSID until 2022 taxes come in. Chair Miles explained that this was a yearly procedure, and that the transferred funds are reversed in May.

**3b. Delinquent tax.** The administrator said a second statement had been sent to the owner of two properties that remained unpaid, and that in March 2022 the properties would be subject to Provincial Government interest, usually about 5 or 6 percent. A tax sale of the properties would be an SSID option in the following year, 2023.

4. **Operations Report** .....K.Fisher

**4a. Generators.** The operator said that the 2 generators were low on oil, and past their maintenance hours. He had contacted Lund Auto for service, with particular interest in replacing the generator-1 air filter, as it was a possible cause of the low frequency error.

**4b. Batteries.** The operator said he had replaced the transfer switch battery with a brand new one on the previous weekend [Nov 6-7] and found it had declined to 11.7 volts by the following weekend [Nov 13-14] although generator-2 had run a pump twice in the week, which should have topped up the transfer switch battery. The other batteries on site were fine. The operator found the voltage sensor in fault mode, and with consultation from electrician Charlie Bird, was able to get it working again, and reset the voltage sensor's battery-charging time from 1 hour to 2 hours. On Nov 15, the operator asked the administrator to check on the meters, alarms, and events logs. She reported that the generator-1 events log on the machine showed 16 starts. The operator suggested that a solution might be found by spending more time with the generators and batteries, watching for

possible causes of the electrical issues. The trustees discussed. There being no solution at this time, it was accepted that the operator should continue to work on the problem as he thought necessary.

**4c. Analog voltage meter.** The operator said the electrician had been concerned about the extra power draw of adding another meter. The operator suggested that an analog version would require less power.

**4d. Fuel.** The operator said that fuel had been topped up on both generators, and that the fuel-level gauges were working.

**4e. Alarm trouble-shooting.** The operator said there was no particular alarm trouble-shooting sequence. The administrator said that the electrician had suggested that scrolling to the first entry of the most recent error sequence on the Thomson readout would identify the first fault that triggered the ones that followed.

**4f. Understanding Thomson codes.** The operator said that he and other operators who have experience with Thomson transfer switches do not find the panels easy to follow.

**4g. Hydrants – winter servicing.** The operator said he had made sure all the hydrants were drained for the winter, and reset the caps but had not re-greased them, as no grease was available.

**4h. Hydrants – replacement program.** The operator said the hydrants had been delivered. He had made calls to excavator services Eric Ferreira and Matt How, and had not yet scheduled the installations. The administrator said she had moved the hydrant installation budget to 2022, based on the operator’s suggested schedule. Trustee Dubois said that the hydrants should be moved off the driveway. Chair Miles asked the administrator to contact Hiab operator Al Wood to move the hydrants to the side near the back of the building. ....Administrator to contact Al Wood.

**4i. Meter boxes and connections** at lots-43, -203, -153, -174. The administrator said lot-153 had paid but were not yet ready for a connection, and that lot-174 had not yet contacted an excavator service. The operator suggested that a different process could be that we hook up properties on SSID’s own schedule without having to wait for the customer and excavator service to do the trenching and connection on the property. The trustees agreed, and Trustee Revitt requested that the customer’s connections be inspected for leaks. The operator said he would aim to get the connections at lots-43 and -203 completed within the next 3 weeks.

.....Operator to proceed on 2 connections.

**4j. Tank level / PSI chart.** Chair Miles asked the operator if the PSI gauge in the pumphouse had been useful in determining whether the tank was full or if there had been a call for water. The operator reported that he had not seen a notable change at the gauge. He said the electrician had offered to install a small light in the pumphouse that would light up when the system was pumping. He also suggested that a low-level float switch at the tanks could be useful, and the Chair agreed that it would be good to know for sure at what level the float switch calls for water. The operator suggested this issue be revisited at a future time.....Administrator to table the discussion.

**4k. Electronics advisor.** Chair Miles said a Savary Shores resident with high-level electronics experience had offered to review the SSID system, and advise thereon. All agreed, and Trustee Revitt suggested that the advisor could help with translating and simplifying the Thomson codes.  
..... Chair Miles to request of the resident that he meet with the operator.

**4l. Water Sampler.** Chair Miles said SSID had hired Jacob Banting as SSID’s new Water Sampler. Trustee Dubois said Jacob had attended and observed the sampling in October, but that this month he would be doing the work himself. The administrator said she would take him to get the golf cart, and would be present to observe the samplings. The operator stressed the importance of sterile procedures, as a bad sample can cause a lot of extra work. Trustee Dubois said that Jacob had experience with water sampling from previous work on pools in Vancouver, and had been present for the bleach application used at the October sampling. Trustee Miles added that Jacob’s work for SSID could be expanded to help out the operator as needed.

**4m. Leak at lot-73 fixed.** Trustee Revitt recounted the expediency with which the leak had been fixed by Eric Ferreira. Eric had turned off the water, removed the meter and a faulty valve, installed a new valve, put the meter back in, and turned on the water.

**4n. SIVFD concern re standpipe keys and valves.** ..... Chair Miles to discuss with SIVFD Jorg Lutz.

**4o. Resident concern re sand at Manahan ARV and rust at Campbell Way standpipe.**  
..... Chair Miles to discuss with resident Jorg Lutz.  
The operator said he could meet with Jorg to review any concerns.

**5. Administrator’s report, part-2** ..... J.Reimer

**5a. Third-quarter budget.** The administrator had distributed a spreadsheet with figures to the end of September 30. She noted that there was nothing unusual to report, and that the figures were comparable to the third quarter last year, and were in line with this year’s budget.

**5b. Asset management.** The administrator said there would be a meeting with SSID’s asset management consultant and that the operator was welcome to attend. The operator suggested that the trustees consider future replacement of the pumphouse electronics, and that this was a more necessary renewal than the hydrant replacement program. The Chair talked about the SCADA system that had been considered and decided against. The operator said SSID could consider a solar system, the replacement of relays, addressing of power issues, and other recurring concerns. For solar, some trees would have to be cut down. The Chair asked that the Asset Management review be put on the December meeting. .... Administrator to add to December agenda.

**5c. Connection charge increase.** Chair Miles reviewed the spreadsheet of meter installation costs, and advised that the current \$835 price per connection to customers be adjusted to cover increased costs. It was decided that after the coming connections had been completed before year end, the actual fees incurred would be incorporated into the final costs per connection, and the resulting

new pricing would take effect January 1. Any applications for connection received between this day and January 1 would be re-discussed with the trustees for an interim price.

**6. Trustee reports** ..... Chair Miles

**6a. Calendar of events.** Regarding year-end budget planning, the Chair said we were on track. Regarding the pumphouse propane heater, the operator said he would ask plumber Al Stepaniuk to turn on the heater. .... Operator to contact Al Stepaniuk.

**6b. Task list.** Regarding safety upgrades of the valve chamber, the administrator asked the operator to give some thought to future scheduling of this project. Regarding other tasks for the list, the operator suggested that connections could be done with more time and cost efficiency if done all at once, in advance of any applications for connections. Chair Miles said that advance installations could take several years to repay. Trustee Dubois said that connection parts would age in the ground while waiting for connection applications. No decision made.

**7. Next meeting – 2022 financial planning** ..... Monday December 13, 4:30 pm.

**8. Adjournment** ..... Moved B.Miles.  
Adjourned 6:12 pm.