

## MINUTES

### Trustee Finance Meeting

10am Wednesday November 26, 2025

via Zoom

Present:

Chair Bryan Miles, Trustee Lee Davis, Trustee Brent Brucker, Administrator Janine Reimer

**1. Approval of the Agenda** .....Moved B.Brucker, 2nd L.Davis. Carried.

### **2. Approval of the Minutes**

2a. Admin/Finance October 10 .....Moved L.Davis, 2nd B.Brucker. Carried.

2b. Admin/Finance September 27 .....Moved L.Davis, 2nd B.Brucker. Carried.

### **3. Consideration of possible future regulation**

The trustees discussed whether SSID should prepare for a possible setback of its new tank by Vancouver Coastal Health's engineer in 2040. The trustees concluded that rather than trying to predict the regulatory situation in 2040, it would be best to operate on current knowledge that no setback is required, and to address new regulations if they arise. It was also noted that SSID had an inland lot that could serve as a backup location.

### **4. Update on Groundwater at Risk of Pathogens**

The administrator reported on a zoom tour of Vaucroft Improvement District's chlorine injection system with the Vaucroft operator and the Drinking Water Officer. The system was similar to SSID (off-grid sand island, small community), and its DWO-approved chlorination system was simpler and therefore less costly than previously researched. This system required only an injector pump, tubing, a chlorine flow meter, and a chlorine supply.

The administrator would continue to apprise the DWO, who is satisfied to see SSID exploring GARP solutions.

Aaron Service will estimate a chlorine injection system for SSID. The estimate will be presented at the AGM, in comparison with the costs of a Water Quality Advisory.

..... Administrator to forward estimates to the trustees when complete

### **5. Bank & reserves fund**

The administrator reviewed the account balances, and requested a Motion to move funds.

#### **5a Motion**

THAT reserve funds held in the chequing account at December 30 2025 be moved to the Power Saver before January 1 2026. ....Moved B.Brucker, 2nd L.Davis. Carried.

.....Administrator to move reserve funds from the chequing account on December 30.

**6. Year-end projections 2025**

The administrator projected Reserve funds at 2025 year-end to be \$6,000 under the 2025 budget; revenues \$900 under budget; expenses \$8,000 over budget; and surplus \$9,000 under budget, with the main difference between budget and projections being the unanticipated \$14,000 tank inspection.

**7. Draft budget 2026**

**7a. Reserves fund.**

The administrator and trustees reviewed the 2026 expenses that would be covered by reserves, including hydrants, sample stations, pipe joint repairs (if necessary), timer installation, colorimeter, and fire department access to the tank farm.

The trustees agreed that new roadside sample stations could be helpful in preventing poor water samples. They also agreed with the contingency for pipe joint repairs as had been recommended by SSID's system operator. They reiterated approval of a digital colorimeter for chlorine and turbidity testing. And the Chair proposed a coded padlock at the tank farm, rather than an access code panel or master keys.

- ..... Chair to purchase a coded padlock for the tank farm.
- .....Administrator to purchase a digital colorimeter.
- .....Administrator to provide estimate on 4 sample stations for approval in January.

**7b. Revenues – excess toll increase**

The trustees discussed a possible increase to the current \$1.50 excess toll. There was consideration of whether the increase would actually prevent overuse, and how tolls might be viewed as penalizing well-intentioned uses like growing a vegetable garden. It was also recognized that careless overuse must be addressed, and that as other operational costs continue to rise, so should the excess toll. The trustees proposed an increase in 2026 to \$2.00, or \$2.50, as a deterrent. The Chair offered to provide an analysis of the cost per cubic meter to run the water system as a comparison with the toll. The increase would be revisited in January 2026.

- ..... Chair to provide an analysis of the cost per cubic meter in running the water district.
- .....Administrator to provide a draft Excess Tolls bylaw to reflect the proposed increase.

**7c. Expenses – administrator fees ..... B.Miles**

The Chair said the administrator's invoices separated out admin fees and overtime from additional fees for the administrator to tend to operations or maintenance tasks, and said he had been tracking the breakout. He offered to forward the information to the other trustees.

- ..... Chair to forward breakout of administrator fees to trustees

**7d. Electrical engineer estimate**

The trustees gave permission to the administrator to obtain an estimate from electrical engineers at Watanabe Engineering, to review and revise as necessary SSID's figures for the upper tank replacement in 2040.

- .....Administrator to contact Watanabe Engineering for an estimate

**7e. Review of flow meters**

The trustees decided to hold off on the installation of flow meters in 2026, because of the coming installation of hydrants and sample stations, and the fact that flow meters were not imperative at this time.

..... Administrator to move flow meters to the 2027 budget

**8. Asset Renewal Levy investment..... B.Miles**

The Chair discussed the benefits of a Pooled High Interest Savings Account through the Municipal Finance Authority, as compared to current term accounts available at SSID’s financial institution First Credit Union. He noted that PHISA provided daily interest, flexible access to funds, no lock-in requirements, potential for higher interest rates compared to banks, and was used by the City of Vancouver and other municipalities. The trustees agreed this seemed appropriate as an account for the asset renewal funds that would be accumulating for a tank replacement in 15 years.

.....Administrator to fill in PHISA application and revisit at January finance meeting

**9. Calendar of Events**

No changes or comments.

**10. Next meeting .....10am January 5 2026**

The administrator said the January finance meeting would include a review of 2025 year-end actuals, approval of 2026 Budget, approval of the 2026 Tax Bylaw, approval of the 2026 Assessment Notice, approval of 2026 Tax Notice, and approval of the Payment Plan option.

**11. Adjournment..... B.Miles**

12:07pm