

MINUTES

Trustee Meeting

Monday, December 18, 2017, 10:00 am

Reimer residence, and by conference call.

Present: Trustee Chair D.Gregory, Administrator J.Reimer

On conference: Trustee B.Miles, Operator C.Robertson

1. Approval of the Agenda Moved B.Miles, 2nd D.Gregory. Carried.

2. Approval of the Minutes

November 20 Trustee Meeting..... Moved D.Gregory, 2nd B.Miles. Carried.

3. In Camera Policy

The Administrator read aloud the applicable in camera policy for today's session:

"Community Charter s.90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment."

Motion to move in camera Moved D.Gregory, 2nd B.Miles. Carried.

4. In Camera

4b. Rise from in camera and report

The Trustees rose from in camera and reported that they had dealt with an issue of bylaw enforcement.

5. Administrator's Report

5a. AGM time/date

The Administrator reported she had cancelled the March 31 reservation at the Hacienda, and that Trustee Miles had advised the AGM time/date be revisited in the new year.

5b. Bank balances at December 16

The Administrator showed the bank balances and said she would complete the 2nd bank transfer in the new year, as per the November motion.

5c. WaterWorth Cashflow Modelling

The Administrator said there was much to discuss, so should be rescheduled for a future dedicated meeting. She said that the asset management consultant had advised SSID to contribute \$37,000 per year to the reserve fund in preparedness of asset replacement. The consultant had advised that tax increases would be necessary, and suggested 9.5% per year for 5 years as the tax levy.

.....Administrator to set up an Asset Management Meeting.

6. Old Business

6a. SCADA Research Update

The Operator reported that the proposed SCADA system was \$200 per month, and probably more sophisticated than SSID needs. She said the system might not be practical with the limited cellular signal in the District. She would talk to the vendor to have the system scaled back, and asked the Trustees if they would like her to pursue other vendors for estimates.

The Trustees noted concerns about cash flow in the coming year, and said that while the SCADA system is still of interest, it should be postponed for 2018.

.....Operator Robertson to postpone SCADA project for the coming year.

6b. Grant Status for Meter Replacement

The Operator reported that she had attended the PRRD Committee of the Whole meeting on Thursday December 7 for the purpose of being available to answer any questions that might arise from the SSID letter circulated at the meeting. She saw Regional Director Patrick Brabazon before the meeting and told him her reason for attending. During the meeting, the Regional Director moved that the Committee of the Whole “receive and direct staff in January.”

Chair Gregory discussed the need for other possible grant funding, as SSID faces previously unforeseen costs arising from the Drinking Water Officer’s directives. He said that the cost of installing nitrates removal systems would benefit the whole District’s water supply, so arguably costs should be borne by the District.

The Operator said that a grant request that protects source water would likely be considered to have merit.

It was decided that SSID would apply for more grant opportunities. The Administrator said she receives email alerts whenever a government grant comes available, and will continue to review these alerts for their suitability to SSID needs.

6c. Signage Administrator to email new wording to Chair Gregory.

6d. Backup Generator Enclosure, and

6e. Electrical Package for Storage & Generator shed

Trustee Miles reviewed the plans of the new generator enclosure, and storage shed electrical package. Chair Gregory was in agreement with the plans.

.....Administrator to make some final revisions to the Request for Quote.

6f. Status of Storage Shed Renovation

Trustee Miles reported that he would be installing shelving in the new year, and that cleanup was needed. The Operator said that the cleanup will require a vehicle for removal of the garbage.

The Administrator said that the lumber belonging to the Dock Advisory Committee might be needed by the builder at the wharf site, but after that would be removed from the well lot.

7. New Business

7a. Budget Report

(i) Budget 2018 Worksheet

Trustee Miles began discussion of an interactive worksheet he had created for the purpose of testing different figures for 2018 tax levies and expenses, and seeing the resulting loss or surplus as self-populated in the sheet. He began to review some of the new expenses, including the tank inspection costs that should be verified by the Operator. The Operator said she was expecting a quote in the new year.

Motion

Trustee Miles also talked about a computer lease rate to the Administrator, and moved THAT SSID should move forward with a computer lease scenario as laid out, with \$75 per month paid to the Administrator for 36 months, then to be renegotiated..... 2nd D.Gregory. Carried.

At this point, Chair Gregory said he would have to discontinue the budget discussion, but that it should be continued at a later date. He and Trustee Miles agreed to resume discussion in the first week of January.

7b. Year-end Administrator’s Report, and

7c. Year-end Operator’s Report

The Trustees said they had read the reports and had no comments.

Trustee Miles said that in future, it would be preferable to receive reports in a more easily edited format, such as Word. The Administrator and the Operator both agreed to do so.

8. Next meeting..... Administrator will schedule in March.

9. Adjournment..... Moved D.Gregory.

Adjourned 11:55am.