

MINUTES

Trustee Meeting 3:00 pm October 28, 2018

Reimer residence, and by conference call.

Present: Trustee Chair Dale Gregory, Administrator Janine Reimer.

On conference: Trustee Bryan Miles, Trustee John Revitt.

- 1. **Approval of the agenda**, amended to include item 5e. Next Meeting.
..... Moved J.Revitt, 2nd B.Miles. Carried.

- 2. **Approval of the minutes**
 - 2a. August 4 Trustee Meeting Moved B.Miles 2nd J.Revitt. Carried.
 - 2b. August 4 In Camera Moved B.Miles 2nd J.Revitt. Carried.
 - 2c. August 5 SIM..... Moved J.Revitt, 2nd B.Miles. Carried.
 - 2d. August 13 Trustee Meeting & Aug 13 In Camera
..... Administrator to correct duplications and email revised minutes to trustees.
 - 2f. August 31 Trustee Meeting..... Moved J.Revitt, 2nd B.Miles. Carried.

- 3. **In Camera**
Motion to move in camera Moved J.Revitt, 2nd B.Miles. Carried.
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:
(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the enforcement of an enactment.

Trustees rose from In Camera, and reported that they'd dealt with an issue.

- 4. **Administrator's Report**
 - 4a. **Bank balances and transfers**
The Administrator reported that Trustee Miles had authorized a transfer of \$30,000 from the Power Saver account to the chequing account, and that another transfer of \$15,000 would probably happen before the new year, pending Trustee Miles approval at that time.

- 4b. **Revenue & Expenses 3rd Quarter**
Trustee Miles reviewed the 3rd quarter report, and said that operating & maintenance costs were close to the budget. He said that there are still funds set aside for the gate valves project, and asked that the administrator find out the status.....Administrator to ask the operator re gate valves

- 4c. **One lot unpaid taxes**
The Administrator said that the lot owner had been reminded, and that the Province will add an interest charge in March.

5. Budget

5a. Asset Mgmt Plan

Trustee Miles said that the estimated service lives (ESL) and the costs of each asset line item should be re-evaluated. He also explained that his rolling 5-year plan is derived from the asset management plan. There was discussion of this not being an absolute forecast, because there will be unforeseen scenarios like the 2009 tank expense, or assets that are still okay when past their ESL.

Trustee Miles said he would work with the Operator to reach out to suppliers for updated costs and ESLs in the asset list..... Trustee Miles to provide updated asset information

5b. 7-year Tax structure

Trustee Miles explained that the Asset Renewal tax line could be separated out from the regular taxes that cover O&M. Trustee Revitt suggested that SSID contact the CWSA regarding what others are charging for asset funds.

..... Administrator to contact the CWSA for tax structure information

5c. Communications to tax payers

It was determined that this topic is premature, as it should follow the budget, which is not determined until December.

5d. Draft letter re grant availability

The Administrator said that she'd held off on the letter due to trustee concerns, and asked if the trustees would like to proceed now. There were questions as to how helpful it might be. Trustee Miles said this may be a topic of interest to the NDP MP, using the Lund grant denial as an example..

..... Administrator to draft the letter for review

5e. Next Meeting

Trustee Miles said the January meeting would be for deciding the tax rate.

Motion that the Excess Toll remain at \$1 per cubic metre over the allotted 100 cubic metres per residence. Moved B.Miles, 2nd J.Revitt. Carried.

Trustee Miles asked that the Calendar of Events be provided at the next meeting.

..... Administrator to add Calendar of Events to the agenda

Chair Gregory advised a December meeting, a January meeting, and a meeting before the 2019 AGM. Trustee Miles suggested that the December meeting be mid-month.

..... Chair and Administrator to prepare the meeting schedule

6. Adjournment.....Moved B.Miles
4:49 pm