

**Ships Point Improvement District (SPID)
Board of Trustees Meeting Minutes**

Date of Meeting	July 10, 2024
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
J. Ainsworth, Chair, Board of Trustees Wm. Trussler, Chair, Water Technical Committee J. Reinhardt, Trustee R. Timbers, Chair, Finance Committee R. Vreugde, Trustee J. Wahl, Trustee M. Fakaro, Chair Communications			
D. Shepherd, Water Operator N. LeBlanc, Office Administrator Ingrid Welch, Finance Manager			

Items/ Reports	Description	Motion	Action Required
Agenda	The agenda was sent to board members via email prior to the meeting. Additions to the agenda: Under New Business: Emergency preparedness committee update and working alone in the office Under Finance: UBCM report and 2023 GST submission	MOTION: R. Timber/R. Vreugde That the agenda be approved as amended Motion carried.	
Minutes	Motion to approve the minutes of the June 12th, 2024, board meeting.	MOTION: J. Reinhardt/ R. Vreugde That the minutes of June 12, 2024, board meetings be approved as presented. Motion carried.	

<p>Business arising</p>	<p>Digitization Project Update: Currently the team is sorting documents by year, then category. Trustees will come to the office to help with the scanning phase of the project once the sorting is done.</p> <p>R. Vreugde voiced concerns about the length of time the project is taking. There are over a decade of files many with historical values to review and sort.</p>		
<p>Water Operations Report</p>	<p>Refer to the SPID website for the monthly water operations report as presented; cooler weather compared to last year resulted in less water consumption.</p> <p>SCADA (Supervisory Control and Data Systems): D. Shepherd attended an EOCP accredited course on SCADA and found it extremely useful; he requires one more EOCP approved course prior to year end.</p> <p>Island Health Monthly Water Testing: IH had concerns about test results from last month; D. Shepherd confirmed with IH that the test was of raw water not treated water; IH misunderstood and confirmed no issue if test result is of raw water.</p> <p>Current Water Stage: Change from Stage 1 to Stage 2 effective July 4, 2024.</p> <p>Province Request regarding Conservation Stage Review: Request from Province to review and confirm water stage every month at our board meeting as opposed to May-Sep only. Monthly review is now included in the new SPID water conservation bylaw and will be added to the monthly board agenda.</p> <p>Drinking Water Officer: SPID has a new DWO at Island Heath: Josh Moran.</p>		
<p>Water Technical Committee Report</p>	<p>The minutes of the May 6, 2024, WTC meeting were sent to board members via email prior to the meeting.</p>		<p>Wm. Trussler to get quotes for Well #2 filtration system and PLC upgrade; depending on the quotes, we might consider a new well. WTC will present a recommendation to the</p>

			board after review of the quotes.
Finance	<p>Monthly financial reports sent to board members via email prior to the meeting.</p> <p>Past Due Tolls and Taxes: All ratepayers have paid parcel tax, water toll and capital levy or have a payment plan in place; there are outstanding charges (fees, property classification increase) of approximately \$2,300.</p> <p>Loan 005 in the amount of \$414,000 maturing July 31, 2024: RBC account manager, Simon Miller, presented the Finance Committee with several renewal models (various paydown amounts, interest rates, terms). The finance committee recommends a paydown of \$170,000 for a two year term. This will result in a reduced monthly payment on the loan of approximately \$2,500.</p> <p>\$100,000 GIC at RBC: To confirm, the \$100,000 GIC at RBC is from 2024 operating funds initially housed at FCU. That is, the \$100,000 is not part of annual capital levy funds. The amount was transferred to RBC to take advantage of the GIC interest rate; it is critical to leave sufficient funds in the FCU operating account to cover operating costs through March 31, 2025.</p> <p>Donation: SPID to donate budgeted amount of \$700 to SPVFFA.</p> <p>Review of the UBCM 2023 grant:</p>	<p>MOTION: Wm.Trussler/ J. Ainsworth That SPID paydown \$170,000 on RBC Loan #005 that matures July 31, 2024, and renew principal balance for a two-year term. Motion carried.</p> <p>MOTION: Wm. Trussler/ J. Ainsworth That SPID authorize a transfer each month from RBC GIC 12 to RBC chequing account to fund the monthly loan payments and notify S. Miller of the same. Motion carried.</p>	

	<p>Final report has been submitted; awaiting receipt of the second half of the grant in the amount of \$15,000.</p> <p>GST There was no GST report submitted for the period July – Dec 2023.</p> <p>Sage: Input of the 2024 budget numbers to Sage is complete.</p> <p>Insurance Renewal: General Liability and Directors & Officer policies renewals mature in Sept.</p>		<p>N. LeBlanc will submit the 2023 GST report for Jul-Dec 2023 and will submit all GST reports going forward.</p> <p>R. Timbers to get quotes.</p>
Bylaws	<p>Meeting with Ministry of Municipal Affairs: J. Ainsworth reported on her meeting with Braden O’Neill, Program Analyst at the Ministry of Municipal Affairs, via Zoom. SPID has accepted all the amendments of three bylaws (119, 124, 125) recommended by the province in various emails and accepted their proposal regarding the addition of a Deputy Corp Admin Officer. The following bylaws were read and considered three times.</p> <p>Bylaw 119 Water Distribution</p> <p>Bylaw 124 Water Conservation</p> <p>Bylaw 125 Establishment of Officer Positions</p> <p>Deputy Officer of Corporate Administration Election: M. Fakaro volunteered as a candidate. She was elected by acclamation.</p>	<p>MOTION: J. Reinhardt/ J. Wahl that SPID adopt Bylaw 119 as presented. Motion carried.</p> <p>MOTION J. Reinhardt/ J. Wahl that SPID adopt Bylaw 124 as presented. Motion carried.</p> <p>Motion R. Timbers/ R. Vreugde that SPID adopt Bylaw 125 as presented. Motion carried.</p>	<p>N. LeBlanc will send out an email with revised water conservation restrictions once it is approved by the province (it is now part of bylaw 124); new guidelines will also be posted at mailboxes.</p>

	<p>Administrative Bylaws: Administrative bylaws that require updating</p> <ol style="list-style-type: none"> 1. Connection Charges 2. Service Fees and Charges 3. Meeting Procedures <p>Bylaws on Website: J. Ainsworth reported that we will shortly be able to update the SPID website with active bylaws.</p>		
Communications	<p>Fanny Bay Flyer Articles:</p> <ul style="list-style-type: none"> • Water conservation guidelines • Fire ban • Ships Point ID Facebook page to be announced once it is completed (with link to SPVFA Facebook page). <p>Airbnb article for welcome package: Work in progress</p> <p>SPID Website: Spid.ca is undergoing changes; fire ban alert has been posted.</p> <p>Ratepayer communication - standardized list of communications: In the interest of time tabled to next meeting.</p>		
Ratepayers Liaison Committee	<p>Roll 202: Ratepayer continues to be abusive in communications regarding the annual (email, phone and attempts to visit the office) with J. Ainsworth, N. LeBlanc and D. Shepherd.</p>		All communications received from this ratepayer will be handled by J. Ainsworth.
Building and Grounds	<p>Bathroom odor: Septic inspection / clean out has been completed but the odor persists.</p> <p>More trees may need to be removed at the pumphouse.</p>		N. LeBlanc will call the local plumber and seek further remedy.
Fire Dept	<p>Fire Chief monthly report was sent to board members via email prior to the meeting.</p> <p>SPVFA is selling WASP roof sprinkler kits for sale as a fundraiser for \$200 each; installation is not included.</p>		

Health and Safety	<p>Working Alone: N. LeBlanc requested the SPID Board consider adding volunteer board members to the OK Alone app for their safety when working alone in the SPID office. It was agreed not to add volunteers to the app but to remind volunteers working alone in the office to have a check -in arranged with a neighbour or partner.</p>		
New Business	<p>Neighbourhood Emergency Preparedness Plan: Nancy March and Kathryn Hardy have asked to meet with the SPID Chair and the Fire Chief regarding the history of emergency planning on the point.</p> <p>Discussion about legal ramifications of a derelict home on Baynes. Owner is receiving wellness checks from the RCMP. SPID has concerns of possible lack of septic and unsound building structure. It needs to be determined what level of government or health agency is responsible for any liability involved.</p>		<p>J. Reinhardt will forward the email to J. Ainsworth so a meeting can be scheduled.</p> <p>J. Ainsworth will call the CVRD to ask if it is their responsibility to condemn a derelict house and the consequences to SPID, if any, if there is no septic system.</p>
Adjournment	<p>The regular meeting adjourned at 11:06 am. Break for 15 minutes and in-camera meeting to follow.</p>	<p>MOTION: R. Timbers to adjourn the regular Board meeting.</p>	