

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

Date of Meeting	March 13 2024

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

Items/ Reports	Description	Motion	Action Required
Agenda	J. Ainsworth chaired the meeting. The agenda was sent to board members via email prior to the meeting.	MOTION J. Reinhardt/W. Trussler That the agenda be approved. Motion carried.	
Minutes	The minutes of the Feb 14, 2024, board meeting were sent out via email prior to the meeting.	MOTION R. Vreugde/W. Trussler that the Feb. 14, 2024, meeting minutes be adopted. Motion carried.	

<p>Business Arising from the Minutes</p>	<p>AGM</p> <ul style="list-style-type: none"> ○ Reminder- Committee Reports are due March 31,2024. ○ The draft AGM minutes from the 2023 meeting will be reviewed next meeting. <p>Neighbourhood Emergency and Disaster Preparedness Plan</p> <ul style="list-style-type: none"> ○ SPID had two positive responses via email for volunteers. R. Vreugde has also connected with a new resident who has experience in EPP management. 		<p>N. LeBlanc to send the draft AGM minutes to J. Ainsworth.</p> <p>SPID will facilitate the first meeting to develop a plan. J. Reinhardt will connect with volunteers.</p>
<p>Water Operations Report – D. Shepherd</p>	<p>Refer to SPID website for monthly water operations report as presented.</p> <ul style="list-style-type: none"> ○ Island Health Annual report has been posted to the SPID Website. ○ Redundant/ obsolete parts have been removed from inventory list- Auditor made aware. ○ Fencing quote: Materials and labour come to a total of \$949.00 plus GST. The Board approved via email. 		<p>Water Operator to contact and schedule pumphouse fencing.</p>
<p>Water Technical Committee – W. Trussler</p>	<p>The minutes of the WTC meeting were sent to board members via email prior to the meeting.</p> <p>SPR Upgrade Continue to pressure MoTI about the need to upgrade/ raise Ships Point Road to avoid flooding.</p> <p>Supply and Installation of Well #2 UV treatment Design requirements (and costs) may have increased in complexity based on conversation with the Island Health Engineer.</p> <p>FOI W. Trussler has submitted an FOI request to determine the volume of water that Natural Glacier is allowed to take out from the ground.</p>		<p>W. Trussler to keep communicating with MoTI on the road upgrade.</p> <p>W. Trussler to continue communications with Island Health regarding design requirements.</p> <p>W. Trussler will investigate on SPID’s behalf.</p>

<p>Finances – J. Wahl</p>	<p>The monthly financial reports were sent to board members via email prior to the meeting. Board members queried the Performance to Budget Report; amended report to be forwarded to trustees via email.</p> <ul style="list-style-type: none"> ○ FCU GIC #43 – in review as it matures in May. ○ The final report re: 2022 UBCM grant has been submitted to the province for review. ○ W. Trussler brought up the RBC Capital works loan maturing in July. 		<p>J. Wahl left the meeting due to a health issue.</p> <p>J. Wahl will review and make his recommendations to the Board.</p> <p>J. Wahl will recommend financing options as the maturity date gets closer.</p>
<p>Communications Presenter - M. Fakaro</p>	<p>Fanny Bay Flyer items</p> <ul style="list-style-type: none"> ○ AGM notice ○ chipping program information ○ fire permits now required ○ SPID toll and taxes due Mar 31 <p>SPID Website- nothing to report</p> <p>Fanny Bay Community Bulletin Board Facebook Page- nothing to report.</p> <p>AGM letter to the ratepayers will be ready for mailout for April 10/11. Volunteers to help stuff the envelopes requested. Watering guidelines may be sent in the same mailout.</p>		<p>M. Fakaro to submit Flyer items.</p> <p>J. Ainsworth and M Fakaro will draft the AGM notice letter.</p>
<p>IT- J. Ainsworth</p>	<p>Sync.com</p> <ul style="list-style-type: none"> ○ Our subscription is for three seats (i.e. users). Current users include Board Chair, Finance Chair and Water Operator; Office Administrator to be added. <p>There are two ways to view a Sync file:</p> <ul style="list-style-type: none"> ○ A current sync user can send the file via a link to your email address or ○ A current sync user can invite you to share the file in Sync; in order to use this method you must setup a free Sync account <p>Offsite Computer Backup (for fire protection) It was determined that having an external hard drive offsite in an individual's possession wasn't worth the risks involved. Currently the office computer is backed up automatically at</p>		

	<p>6pm each evening to an external hard drive in the office. In addition, more and more files are being transferred to the cloud via Sync.com.</p> <p>Google Drive is still in use as all transfers of information are not yet complete.</p>		
Bylaw Committee – J. Reinhardt	<p>Bylaw 119 – NEW Water Distribution and Regulation (revised Bylaw #3) There was a general discussion re: swimming pools and amendments suggested to the draft presented. To be re-presented at next board meeting.</p> <p>Bylaw 124 – NEW Water Conservation Regulation – work in progress; to be presented at the next board meeting.</p> <p>All active bylaws will be posted on the SPID website; several bylaws need to be amended before posting.</p>		Tabled to next board meeting.
Ratepayers Liaison	Nothing to report		
Building and Grounds Committee – R. Timbers	Nothing to report.		
Fire Dept – R. Vreugde	Fire Chief monthly report was sent to board members via email prior to the meeting.		
New Business	Coastal Water Supplier Association Conference April 4 9am-4pm Langford BC - details emailed to trustees prior to board meeting.		SPID will send three delegates: Jackie Ainsworth Mike Mesford William Trussler (need to confirm) N. LeBlanc to register delegates.
Adjournment	The regular meeting adjourned at 10:50 am. In Camera meeting to follow.	MOTION Mover / Secunder That the meeting be adjourned.	