

Ships Point Improvement District Board of Trustees Meeting

Date: Jan 8, 2025

Present IN PERSON	Present VIA PHONE OR ZOOM	Absent
J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee Wm. Trussler, Chair Water Technical Committee R. Vreugde, Trustee M. Fakaro, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator		J. Reinhardt, Trustee R. Timbers, Trustee

J. Ainsworth chaired the meeting and took minutes.

1. Agenda

- The agenda was sent to all board members via email prior to the meeting.
- MOTION to adopt agenda. R. Timbers/ J. Wahl. Motion carried.

2. Minutes

- The minutes of Dec 11, 2024 regular board meeting and In Camera board meeting were sent to all board members via email prior to the meeting.
- MOTION to adopt the minutes of Dec 11, 2024. J. Wahl/ R. Vreugde. Motion carried.

3. Water Operations Report

Presented by D. Shepherd

- The Water Operations Report was sent to all board members via email prior to the meeting.
- After discussion with White Pacific and the manufacturer, D. Shepherd reset the minimum flow parameters on new flow meter and hopefully that will resolve previous performance issues. D. Shepherd to monitor. **ACTION REQUIRED: D. Shepherd**
- D. Shepherd to confirm all required files have been migrated from Google Shared Drive to Sync.com. Once confirmed, J. Ainsworth will then cancel the Google Drive. **ACTION REQUIRED: D. Shepherd and Jackie Ainsworth**

4. Water Technical Committee

Presented by Wm. Trussler

- The minutes of the WTC meeting Jan 9, 2025 were sent to all board members via email prior to the meeting.
- J. Ainsworth encouraged all board members to download the free sync.com app in order to view all documents as they are posted to sync.com.
- WTC to proceed with a quote from White Pacific for the supply and installation of a replacement PLC. **ACTION REQUIRED: D. Shepherd and Wm. Trussler**

5. Monthly Finance Reports

Presented by I. Welch

- The monthly financial reports were sent to all board members via email prior to the meeting.
- Finance Manager, I. Welch, confirmed and Board agreed that we are not accruing sick leave for fiscal year 2025.
- The Board reviewed the two Climatec quotes for a fire garage heater repair or a new unit. The Board agreed to repair the heater as opposed to buying a new one.

- The current administration credit card needs to be cancelled and replaced. J. Ainsworth will contact Collabria to discuss procedure. **ACTION REQUIRED: J. Ainsworth**

6. Ratepayer Notices (Taxes, Tolls, Capital Levy)

- Cover letter for the annual invoices needed. **ACTION REQUIRED: J. Ainsworth and M. Fakaro**
- Board confirmed that whether a secondary suite generates income or not, it will be classified, per our 2025 Water Toll Bylaw, as an additional suite and that the new definition of an additional suite will be included in the cover letter with the invoices.

7. Fire Dept. Capital Reserve and Renewal Fund (FD CRRF)

- J. Ainsworth presented fire truck loan info. See Bylaw 85.
- J. Wahl has amortization schedule for the loan and will send to J. Ainsworth. **ACTION REQUIRED: J. Wahl**

8. Bylaws

- Board agreed that we allow electronic attendance via Zoom at our board meetings. The Meetings Procedures Bylaw 75 will need to be amended and the screen in the SPID office needs to be modified in order to install Zoom. **ACTION REQUIRED: J. Reinhardt, J. Ainsworth, R. Vreugde**
- All active bylaws have been posted to the website although Bylaws 123, 124, 128, 129 need to be replaced with executed copies. **ACTION REQUIRED: J. Ainsworth**

9. Communications

- Fanny Bay Flyer: The Dec – Jan issue of the Flyer has been posted on-line but has not been delivered via mail; the FBCA is considering an on-line only Flyer on a permanent basis.
- Articles for next Flyer
 - announcement of taxes and tolls due Mar 31, 2025
 - Notice of AGM date**ACTION REQUIRED: M. Fakaro**

10. Information Technology

- R. Vreugde reported that the office door security camera has been installed. It was agreed to order a new subscription for office camera versus piggybacking on fire hall camera subscription. **ACTION REQUIRED: R. Vreugde**

11. Building and Grounds

Nothing to report

12. Fire Chief Report

R. Vreugde presented.

- The FC Report was sent to all board members via email prior to the meeting.

13. Other Business

- Proposed AGM will be April 24, 2025 at 7pm. We need to book the hall for that time. **ACTION REQUIRED: J. Ainsworth**

Motion to adjourn 10:45am. Meeting moved to In Camera.