

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

Date	June 14 2023
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Attending		
All trustees present		
Administrator present		
Water operator present		

Items/ Reports	Presenter	Description	Motion	Action Required
Agenda	J. Ainsworth	Review Agenda <ul style="list-style-type: none"> • Under Communication: add Water conservation guidelines • Under New Business: add secondary egress for emergency evacuation 	Motion: To adopt agenda as amended MSC R.Timber/ M. Fakaro	
Minutes	J. Ainsworth	Review draft minutes, as amended.	Motion: To adopt the minutes, as amended, of the May 10, 2023 board meeting MSC J. Wahl/ M Fakaro	
Business arising from the minutes	J. Ainsworth	Insurance Update <ul style="list-style-type: none"> • Letter sent to K. Thibault confirming his status change from contractor to volunteer with honorarium plus equipment reimbursement. • Confirmed employment status of D. Shepherd from contractor to employee. Request from Island Health for a Drought Response Plan <ul style="list-style-type: none"> • Letter created by W. Trussler and J. Ainsworth and sent along 		D Shepherd employee contract to follow- J. Ainsworth

		<p>with the required drought plan via email on May 31.23; the letter indicated SPID’s willingness to be involved in a regional drought response plan.</p> <p>Current technology issues as identified by the auditor: user accessibility, no central depository, back-up and recovery, data privacy</p> <ul style="list-style-type: none"> • SPID currently testing Sync.com, a secure, cloud storage platform based in Canada, to hopefully address some of the above issues. Sync.com has 7 years’ experience providing Canadian digital storage cloud service and is compliant with Canadian privacy laws; tests favourable to date. • Plan is to have two users- Board Chair and Finance Chair • Decision to purchase tabled pending further testing by Board Chair • Purchase of Sync.com would mean that we will shut down and cancel our subscription to Google Drive. • We need to digitize our archived paper documents; auditor suggested 7 years back for financial documents and forever for any water documents <p>CVRD Elected Officials Forum Invitation</p> <ul style="list-style-type: none"> • There was a report on southern CVRD sewer system. Zoom camera was not done well. <p>Fire Dept Liaison on the Board</p> <ul style="list-style-type: none"> • R. Vreugde confirmed that he will act as the board liaison with the fire dept. and make a report to the board at each board meeting. 		<p>R. Vreugde to continue testing with J.Wahl, and J. Ainsworth using the Sync.com “Pro Teams Unlimited” option</p> <p>J. Reinhardt and W. Trussler</p> <p>R .Vreugde</p> <p>R. Timbers</p>
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		<p>Building and Grounds Chair</p> <ul style="list-style-type: none"> R. Timbers confirmed he will continue to act as our Building & Grounds Committee Chair 		
Water Dept	D. Shepherd	<p>Water Operations Report</p> <ul style="list-style-type: none"> See website for previous month's water operations report. Per current policy, Board is to review and confirm the Water Conservation Stage at each board meeting May – September; board confirms stage to go from 2 to 3; D. Shepherd will change the SPID sign Going forward, Island Health raw water testing of every 6 months BWS tests SPID wells for specific conductivity every month (reflects possible saline intrusion) <p>Water Technical Committee Report</p> <ul style="list-style-type: none"> Concerns discussed regarding dropping well levels and slower recharge time. Local well information from other water purveyors and key water license holders would be useful as the aquifer for this area is not adequately mapped. <p>GARP requirements for Well #2</p> <ul style="list-style-type: none"> W. Trussler has been in contact with the Island Health engineer to obtain design requirements for additional filters and a UV system for well #2; next step-cost estimates 		<p>SPID will request the Fanny Bay Waterworks (FBWW) conservation guidelines; FBWW well levels declining the last 5 weeks</p> <p>W. Trussler and J. Ainsworth to draft FOI request regarding the Natural Waters water bottling plant water license allotment and the reported consumption for the past 5 years.</p>
Finance	J. Wahl	<p>Monthly Financial Reports</p> <ul style="list-style-type: none"> Sent via email to all board members Delinquent Accounts: Trustees directed administrator to send 		<p>N. LeBlanc to mail updated final notice and copies of</p>

		updated final notice letter and the invoice copies.		invoices to delinquent ratepayers via registered mail as per office policy and procedures.
Communications	M. Fakaro	<p>Water Conservation</p> <ul style="list-style-type: none"> Guidelines to be updated (merge two existing documents) to make the chart more comprehensive. The updated version will be sent to the administrator for emailing contact list, posting on the website and posting at mailboxes. Send an email to our dist list and send an “alert” from the website and post a “message bar” on the website about the current water stage the stress our wells are under <p>Airbnb Notice</p> <ul style="list-style-type: none"> We need an informational leaflet for Airbnb’s and short-term rentals regarding our community wells, water conservation stage and fire danger ratings in effect and the fact that beach fires are prohibited at all times 		<p>M. Fakaro and J. Ainsworth to update on website; N. LeBlanc to send out to email list</p> <p>M. Fakaro to prepare</p>
Bylaw Committee	J. Reinhardt	<p>New Bylaw 118 Establishment of Officer Positions</p> <ul style="list-style-type: none"> The new bylaw (replacing bylaw 61) was sent out via email in advance of the meeting. J Reinhardt read and board considered and accepted. 		Administrator to print and scan signed originals for registration with provincial ministry.

Ratepayer Liaison Committee	J. Ainsworth	Letters to be drafted and sent to two ratepayers regarding late fees.		J. Ainsworth to communicate with ratepayers via email
Building and Grounds Committee	R. Timbers	<p>Window lock and screens</p> <ul style="list-style-type: none"> R. Timbers seeking new window lock for office; screens also needed for office ventilation. <p>Window flower boxes</p> <ul style="list-style-type: none"> Thank you to Keith and Helmut for the new – J. Reinhardt and M. Fakaro to organize flowers and soil. 		<p>R. Timbers seeking solutions</p> <p>J. Reinhardt /M. Fakaro to purchase and plant flowers</p>
Fire Dept		<p>Fire Chief monthly report</p> <ul style="list-style-type: none"> Sent via email to all board members; going forward, R. Vreugde to give abridged version at board meetings 		
New Business		<p>Dyke Road emergency egress route</p> <ul style="list-style-type: none"> The road has deteriorated to the point that in the event of an emergency vehicle traffic would not be safely possible - it could only be used for pedestrian, bike, ATV or UTV usage; board confirmed it is a board responsibility not a fire dept responsibility to investigate the matter; next step – meet with K. Thibault to understand previous history of attempts to remediate road conditions. 		J. Ainsworth to meet with K. Thibault to discuss
In Camera		n/a		