

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

Date of Meeting	Dec 13, 2023
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
Meeting time 9:00am J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee M. Fakaro, Chair of Communications Committee W. Trussler, Chair Water Technical Committee (arrived at ~10am) R. Vreugde, Trustee R. Timbers, Trustee		J. Reinhardt, 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. D. Shepherd requested an addition to the agenda: potentially dangerous trees at pumphouse	MOTION Wahl, Vreugde That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of the following meetings were sent to board members via email prior to the meeting: 1) November 13, 2023, board meeting, as amended	MOTION Wahl, Timbers That the minutes of 1) November 13, 2023, board meeting, as	

	<p>2) In Camera November 1, 2023, budget meeting (now public)</p> <p>3) November 20, 2023, Finance Meeting</p>	<p>amended 2) In Camera November 1, 2023, budget meeting and 3) November 20, 2023, Finance Meeting be approved. Motion carried.</p>	
<p>Business Arising from the Minutes</p>	<p>Phone System: The new VoIP phone system is operating smoothly. OK to shutdown the landline service.</p> <p>Printer and Scanner: New printer and scanner issues have been resolved.</p> <p>Computer Back-up: Computer back-up currently handled by odd/even day backup to two USB flash drives; email back-up to be determined</p> <p>Old Equipment: Sale of old equipment - work in progress</p> <p>Syn.com:</p> <ul style="list-style-type: none"> • shared Google Drive transfer of files to Syn.com - work in progress. • Sync.com Help required to resolve formatting issues with Excel graphs and charts and upload of folders v. files from GDrive to Sync • Procedures regarding conversion of files to Sync Vault to be determined. <p>SPID email: Addition of SPID email address on website – work in progress</p>		<p>N. LeBlanc will contact Telus to discontinue the landline service.</p> <p>D. Shepherd and J. Ainsworth to continue transfer of files from GDrive to Sync.com</p> <p>J. Ainsworth to email Sync.com to resolve formatting and upload issues.</p>

	<p>Septic System: Not known when the last septic inspection was done.</p> <p>Office front door: D. Shepherd repaired the door handle.</p>		R. Timbers to arrange for a septic inspection early 2024.
Water Operations Report – D. Shepherd	<p>Monthly Operations report: Refer to SPID website for monthly water operations report as presented.</p> <p>High Minimum Flow Rate: A resident continuously operating soaker hose is thought to be the cause of historically high minimum flow rate.</p> <p>Well #4 Pump: The old pump from Well #4 has been re-conditioned and is now serviceable as a backup pump.</p> <p>Well #2 Remediation: Once the shed roof of Well #2 was cleaned, a temporary downspout was required to direct rain run-off away from the well; 2024 budget includes \$25K for Well #2 remediation costs as required by Island Health to meet GARP requirements; work to resume in Spring 2024</p> <p>Island Health Test Results: Awaiting receipt of July- Dec 2023 report.</p> <p>Island Health Drought Emergency Response Workshop: D. Shepherd and W. Trussler attended; see details in December 2023 WTC minutes.</p>		<p>W. Trussler agreed to contact the resident to resolve.</p> <p>Dave Shepherd to contact Island Health to request the report.</p>
Water Technical Committee – W. Trussler	<p>WTC Meeting Minutes: Sent via email to all board members prior to the meeting.</p> <p>Drought Emergency Workshop:</p>		

	<p>It was agreed to send a letter to N. Vancouver Island Medical Health Officer C. Enns asking for a provincial plan for sharing water resources in an emergency. This letter will be cc'd to appropriate provincial ministries, MLA J. Osborne and CVRD Rep D. Arbour.</p> <p>Well #4 Performance Issue: The performance (potency) of Well #4 well has decreased by more than 25% relative to design, original well proofing and original operation.</p> <p>BC One Call: There are concerns that the current map is not complete.</p>	<p>MOTION Trussler, Timbers Pending results the next performance test, that SPID issue a contract for redevelopment of Well#4 based on the recent Drillwell quote. Motion carried.</p>	<p>W. Trussler to draft the letter.</p> <p>W. Trussler to co-ordinate issuance of the contract if required.</p> <p>N. LeBlanc to send current map to W. Trussler for review.</p>
<p>Finances – J. Wahl</p>	<p>Monthly Financial Reports: Sent via email to all board members prior to the meeting.</p> <p>Asset Retirement Obligations (ARO's): SPID auditor asked that SPID determine if we might have any ARO's. If yes, we are required to accrue the obligation on our books. It was determined that we did not have any.</p>		
<p>Communications Presenter - M. Fakaro</p>	<p>Fanny Bay Flyer Articles:</p> <ol style="list-style-type: none"> 1) Reviewed draft of article re: need for a neighbourhood emergency planning committee; SPID agreed we will facilitate the first meeting. 2) Add a note in the Flyer re: importance of having a DNR readily available for First Responders. 		

	<p>There is no Flyer in January.</p> <p>Annual Ratepayers Newsletter: To be included in the billings mailed Jan 31, 2024; deadline for newsletter January 23, 2024.</p> <p>SPID Website- nothing to report</p> <p>Fanny Bay Community Bulletin Board Facebook Page – nothing to report</p>		<p>J. Ainsworth and M. Fakaro to draft the newsletter.</p>
<p>Bylaw Committee – J. Ainsworth</p>	<p>There is no current list of active bylaws.</p> <p>Bylaw #121 Parcel Tax Bylaw: was read and considered three times.</p> <p>Bylaw #112 Water Tolls will be revised and presented at the next board meeting.</p>	<p>MOTION Wahl, Timbers that Bylaw #121 be approved as presented. Motion carried.</p>	<p>B. Timbers to meet with J. Reinhardt and J. Ainsworth to update the list of active bylaws.</p>
<p>Ratepayer Liaison Committee – J. Ainsworth</p>	<p>No report</p>		
<p>Building and Grounds Committee – R. Timbers</p>	<p>There are 2 potentially dangerous trees on the pumphouse property.</p>	<p>MOTION Timbers/Trussler that SPID authorize up to \$1,500 for the removal of trees. Motion Carried.</p>	<p>D. Shepherd to tag the trees requiring removal. R. Timbers to arrange a tree service to remove the trees.</p>
<p>Fire Dept – R. Vreugde</p>	<p>Fire Chief Monthly Report: Sent via email to all board members prior to the meeting.</p>		

	<p>N. LeBlanc suggested that the short video of the construction of the training center project be shown at the AGM.</p> <p>The fire dept is purchasing a new cargo trailer for wildfire protection equipment. The old, smaller trailer will be sold.</p>		<p>R. Vreugde will contact L. Vreudge, the creator of the video, to discuss showing it at the AGM.</p>
New Business	<p>FBCA approached SPID about a joint 2024 AGM. The trustees considered this option and determined SPID needed a separate meeting due to registration, elections, audit presentation logistics.</p>		<p>N. LeBlanc will draft a courteous decline to the offer and forward to J. Ainsworth for review.</p>
Adjournment		<p>MOTION B. Timbers That the meeting be adjourned.</p>	
In Camera	<p>N. LeBlanc and D. Shepherd left the meeting room; the board meeting resumed In Camera at 11:00am</p>		