

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

Date	July 12 2023
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Present		Absent
All trustees	(W.Trussler attended via Zoom)	
Office Administrator		
Water Operator		

Items/ Reports	Presenter	Description	Motion	Action Required
Agenda	J. Ainsworth	<ul style="list-style-type: none"> Review agenda under Finance, add new financial institution options 	Motion: To adopt agenda as amended MSC J.Wahl, M. Fakaro	
Minutes	J. Ainsworth	<ul style="list-style-type: none"> Review draft minutes, as amended. 	Motion: To adopt the minutes, as amended, of the June 2023 board meeting. MSC J. Wahl, J.Reinhardt	Admin to post the approved minutes on the website as a PDF
Business arising from the minutes.	J. Ainsworth	<ul style="list-style-type: none"> Sync Update: J. Ainsworth, as Account Administrator, continues to test Sync.com. New file structure will be implemented with install of Sync platform. Plan proposal is Pro Team Standard – 1 TB storage, max 2 users and 1 account administrator, \$6/mo 		J. Ainsworth to continue testing.

	D. Shepherd	<p>to communicate progress on Well #2 remediation to Island Health</p> <ul style="list-style-type: none"> Well #2 remediation: Water Operators met on site with Ian McGill regarding well #2 and Island Health concerns re: coliform. McGill recommended removal of overgrown blackberries and brush and cleaning of well casings and covers before commencing work on additional filtration and UV system; there was a discussion about the urgency of the tasks and the hope that once McGill's recommendations are in place well #2 may not need any further remediation 	<p>MOTION: that SPID spend up to \$1,500 to cleanup vegetation around wells and pumphouse per recommendation by I. McGill. MSC J. Wahl, R. Timbers</p>	<p>D. Shepherd to follow-up and supervise McGill's recommendations</p>
Finance	J. Wahl	<p>Monthly Financial Reports</p> <ul style="list-style-type: none"> Sent via email to all board members J. Wahl reported concerns about the delay in critical etransfers and the number of approvals required by First Credit Union before they were sent out Update re Fire Dept Grant: we have used 13K of the 30K; we received 15K up front and will receive the 2nd half upon completion of project and reports. Review of delinquent accounts: Response to registered mail regarding water cut-off has resulted in collection of ? accounts and the setup of one 		<p>J. Wahl to seek other financial institution options for board's consideration</p> <p>Office Administrator and Water Operator to hand deliver 48 hour notice of disconnection of</p>

		<p>payment plan; one account remains unpaid in full, one account remains unpaid late fee only</p>		<p>water service to roll 245 ? homeowner</p>
<p>Communications</p>	<p>M. Fakaro</p>	<ul style="list-style-type: none"> • Signage: agreed to add “water wise” signs in high visibility locations around the point; use ABC or Sign Wave Graphics • Airbnb and short-term vacation rentals: SPID to create an informational leaflet regarding our community wells, water conservation stages, fire danger ratings and the fact that beach fires are prohibited at all times. In the meantime, a registered letter will go to all known Air BNB properties 		<p>J. Ainsworth and J. Reinhardt to meet with M. Fakaro to determine signage details</p> <p>J. Ainsworth and M. Fakaro to draft letter for Office Administrator to mail out.</p>
<p>Bylaw Committee</p>	<p>J. Reinhardt</p>	<ul style="list-style-type: none"> • Discussion re: water distribution and water conservation bylaws; we received templates from the province for both types of bylaws; the water distribution bylaw template is almost identical to our bylaw #3 currently in place – will require minimal update; the water conservation bylaw will replace our current water conservation guidelines • Awaiting registration of new Bylaw 118 Establishment of Officer Positions (replaces existing bylaw 61); may require some revision based on emails N. LeBlanc/ D. Courcy 		<p>J. Ainsworth, J. Reinhardt and R. Vreugde to meet and review the two bylaw templates</p>

Information Technology	R. Vreugde	<ul style="list-style-type: none"> • Discussion re: new computer and printer purchase; \$3,400 current budget allocation will be plenty enough • F12.net service to be discontinued; most common way computer viruses are transmitted is via our emails to each other; Sync.com has its own firewall; Apple computers are virtually virus free because of proprietary operating system; need to determine if an Apple computer will be compatible for our requirements 		Admin to ensure F12 service is discontinued. R. Vreugde to review and bring suggestions to the board on virus protection, new computer.
New Business		<ul style="list-style-type: none"> • Board members engaged in initial discussion re installation of water meters. D. Shepherd presented info from one supplier: estimate \$135K includes billing integration 		D. Shepherd to seek additional bids and potential demos; Finance Chair to begin financial modelling
Ratepayer Liaison Committee	J. Ainsworth	<ul style="list-style-type: none"> • Nothing to report 		
Building and Grounds Committee	R. Timbers	<ul style="list-style-type: none"> • Nothing to report 		
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 • FF honorariums - tax treatment of FF honorariums under review with Auditor; Fire Dept 		Admin to review with auditor and to contact FC and DFC to confirm

		current positions and honorariums confirmed: Fire Chief: T. Hoffart \$200 monthly, Deputy Chief: I. Welch \$100 monthly, Assistant Chief: R. Vreudge \$100 monthly; effective ? honorariums to be paid quarterly instead of monthly (to reduce # of cheques issued).		new quarterly arrangement of payment
In Camera		n/a		

Motion to adjourn J. Wahl Meeting concluded at 11:50 am