

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

<b>Date of Meeting</b>	<b>August 9, 2023</b>
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<b>Attending in person</b>	<b>Attending online</b>	<b>Absent</b>
J. Wahl, Chair Finance Committee M. Fakaro, Chair Communications R. Vreudge, Trustee J. Reinhardt, Trustee	W. Trussler, Chair Water Technical Committee	R. Timbers, Trustee J. Ainsworth, Chair Board of Trustees
N. LeBlanc, Office Administrator D. Shepherd, Water Operator		

<b>Items/ Reports</b>	<b>Description</b>	<b>Motion</b>	<b>Action Required</b>
Chair / Agenda	Wahl chaired the meeting in the absence of Ainsworth.  The agenda was sent to board members via email prior to the meeting.	MOTION Reinhardt / Fakaro That the agenda, as amended, be approved. Motion carried.	
Minutes	The draft minutes of July 12, 2023 board meeting, as amended, were sent to board members via email prior to the meeting.	MOTION Vreudge / Reinhardt That the minutes, as amended, of the July board meeting be approved. Motion carried.	LeBlanc to post the approved minutes on the website.
Business arising from the minutes	Sync update <ul style="list-style-type: none"> <li>Report tabled until the next meeting in the absence of Ainsworth.</li> </ul> Water stage <ul style="list-style-type: none"> <li>Per policy, water conservation stage to be reviewed by board monthly May-Sep; board confirmed Stage 3 to continue until well levels come up.</li> </ul> Dyke Road emergency egress <ul style="list-style-type: none"> <li>Report tabled until the next meeting in the absence of Ainsworth.</li> </ul>		Add to the agenda for Sep 2023 board meeting.  Add to the agenda for Sep 2023 board meeting.  Add to agenda for Sep 2023 board meeting.

	<p>SPID information leaflet and letter to owners of Air BNB and short-term vacation rentals</p> <ul style="list-style-type: none"> <li>• Leaflet is a work in progress</li> <li>• Fakaro is checking with FC Hoffart for a list of short term rentals that have approved fire pits.</li> </ul> <p>Installation of water meters</p> <ul style="list-style-type: none"> <li>• Shepherd is seeking more quotes.</li> </ul> <p>Virus protection</p> <ul style="list-style-type: none"> <li>• 2023 auditor recommendation to add virus protection to office desktop computer.</li> </ul>		<p>Fakaro and Ainsworth to continue to work on leaflet and letter; add to agenda for Sep 2023 board meeting.</p> <p>Shepherd to gather further quotes for installation of water meters; add to agenda for Sep 2023 board meeting.</p> <p>Vreugde to review and bring suggestions to the board re: virus protection.</p>
<p>Water Operations – D. Shepherd</p>	<ul style="list-style-type: none"> <li>• See SPID website for monthly water operations report as presented.</li> <li>• The consumption levels for July 2022 and July 2023 were the same; there has been a great response from residents to the water conservation notices and signage. Water consumption has been holding steady since the end of May.</li> <li>• Well #2 back on-line: Well was shocked with a dose of chlorine before being put back online. Well #2 pump is set manually. It is now set to be on 24/7 at a low flow rate. This will help reduce the water drawdown in Well #4.</li> <li>• Commencing August 2023, the water operator will test Well #4 for drawdown and recharge levels monthly. The timing of the recharge after drawdown may be because of fluctuating hydrostatic pressure in our aquifer.</li> <li>• Before and after photos of waterworks yard remediation were sent to several individuals including Ainsworth, Mesford, Trussler and Ian McGill. The plan is to send the photos to Island</li> </ul>		<p>LeBlanc will post the water operator's report on the website as a PDF.</p>

	<p>Health for review after comment from McGill.</p> <ul style="list-style-type: none"> <li>The quote from McGill for Well #2 UV and filtration systems, as recommended by Island Health, has not been received.</li> </ul>		
Water Technical Committee– W. Trussler	<ul style="list-style-type: none"> <li>The minutes of the August 7, 2023 WTC meeting were sent to board members via email prior to the meeting.</li> <li>Cost to meet Island Health’s recommended remediation of Well #2: Trussler estimates up to \$20K although no formal estimates have been received or requested; financing options for work TBD.</li> </ul>		
Finance – J. Wahl	<p>The monthly financial reports were sent to board members via email prior to the meeting.</p> <ul style="list-style-type: none"> <li>There was no discussion or questions regarding the reports.</li> </ul> <p>Insurance</p> <ul style="list-style-type: none"> <li>The 2023-2024 renewal invoice was received via email.</li> <li>Insurance premiums are increasing at a considerable rate</li> </ul>	<p>MOTION Wahl / Reinhardt That SPID approve payment in the amount of \$17,523 for the following insurance coverage effective 9.13.23: commercial property, equipment breakdown, general liability and directors &amp; officers liability Motion carried.</p>	<p>Wahl to create a forecasting model of insurance costs.</p>
Communications – M. Fakaro	<p>Signage</p> <ul style="list-style-type: none"> <li>“Water wise” signs were added in high visibility locations around the point</li> </ul> <p>Fanny Bay Flyer</p> <ul style="list-style-type: none"> <li>Seacan training facility and grant were discussed as possible subjects in the future. .</li> <li>SPID report for next issue of the Fanny Bay Flyer TBD.</li> </ul>		<p>Fakaro will discuss content of the SPID report with Ainsworth.</p>

Bylaw Committee – J. Reinhardt	<p>Water Bylaws</p> <ul style="list-style-type: none"> <li>Amended water distribution bylaw and new water conservation bylaw are works in progress.</li> </ul> <p>Officer Bylaw</p> <ul style="list-style-type: none"> <li>SPID is still awaiting registration by the province of new Bylaw 118 Establishment of Officer Positions (replaces existing bylaw 61).</li> </ul>		Ainsworth and Reinhardt to continue to work on the water bylaws
Information Technology – R. Vreugde	<p>Printer</p> <ul style="list-style-type: none"> <li>There was a discussion of critical functional requirements.</li> </ul> <p>Desktop computer</p> <ul style="list-style-type: none"> <li>N. LeBlanc reported that Apple computers are 1) not compatible with Sage accounting applications without a potentially complicated workaround 2) CVRD uses only PC's in their finance and billing depts 3) water meter applications appear to all be PC based.</li> </ul>	<p>MOTION</p> <p>Vreugde / Fakaro</p> <p>That SPID purchase an HP colour LaserJet printer MFP 4301 FDW printer that includes the following functionality: colour print, scan, copy, fax, wireless, ethernet and auto 2-sided printing</p> <p>Motion carried.</p>	Vreugde to research the best pricing for the printer.
New Business	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		
Ratepayer Liaison Committee – J. Ainsworth	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		

Building and Grounds Committee – R. Timbers	<ul style="list-style-type: none"> <li>• Locks on office windows have been fixed.</li> <li>• Window screens for office have been located onsite.</li> </ul>		
Fire Department – R. Vreudge	<p>Fire Chief monthly report</p> <ul style="list-style-type: none"> <li>• The report was sent via email to all board members prior to the meeting.</li> </ul> <p>Recruitment</p> <ul style="list-style-type: none"> <li>• The Fire Dept is seeking new recruits.</li> </ul>		
In Camera	n/a		
Adjournment	The meeting adjourned at 10:35 am.	MOTION Wahl That the meeting be adjourned.	

Date Approved: \_\_\_\_\_

Meeting Chairperson: \_\_\_\_\_  
J. Wahl

Recorder of Minutes: \_\_\_\_\_  
N. LeBlanc