**Ships Point Improvement District (SPID) Board Meeting**

**Draft minutes**

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| **Date** | **Jan 12, 2022** |

Absent: J. Wahl

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| **Items/ Reports** | **Description** | **Responsibility** |
| Agenda  Minutes | Review Agenda   * Motion to adopt agenda M/S/C M. Fakaro J. Reinhardt   Minutes   * Motion to adopt the minutes, as amended of the Dec 8, 2021 board meeting. M/S/C M. Fakaro J. Reinhardt | J. Ainsworth |
| Water Report | * Water Operations Report:   See monthly report posted to SPID Google drive   * Water Technical Committee Report:  1. Operations Report – additional notes: Increased volume over last year thought to have been caused by frozen/thawed supply lines to several residences; recent experience demonstrated that #4 pump can be an adequate substitute for #2; leaking peristaltic tubes under investigation- possible manufacturing defect; historical Data on PLC removed and stored to allow easier access to pertinent data on PLC 2. Data Storage: Currently water system data kept on Google drive, memory stick, dedicated laptops, SPID website and Admin desktop computer. We have no organised classification or index for the data; M. Mesford volunteered to create a  “strawman” classification system for the data which will be reviewed at next meeting; 3. Control Room Flooding: Major flooding to Cl room caused by frozen water supply line Temp repair /permanent repair within the pump operator financial authority; damaged drywall to be replaced with cement board or waterproof drywall. Dave to organize; design and operating changes to the exhaust fan system to be reviewed to avoid repeat of the freezing episode. 4. Electrical Contractor: Dave /Bill to assess electrical contractors to develop a go to electrician for pump house. Dave to contact FB waterworks electrician and Bill to contact Dieter 5. Hazard Assessment document – work in progress | D. Shepherd  B. Trussler |
| Finance | * Fiscal Snapshot:  |  |  | | --- | --- | | **Assets** | $ 3.6 MM | | **Current Assets** | $ 501 K | | **CRRF** | $ 289 K | | **Liabilities** | $ 2.4 MM | | **Equity** | $ 1.2 MM |      * 2021 Performance-to-Budget Information:   In 2021 SPID realized a small budget deficit of $1,600; breakdown by department:  Administration - over budget ~ $ 7,340 primarily due to higher than anticipated insurance, software, and labor costs.  Fire – over budget ~ $ 120  Water – under budget ~ $ 1,910 primarily due to lower-than-expected labor costs  Revenue – SPID received ~ $ 1,900 more than expected in water tolls and ~ $ 460 more than expected in penalties and interest     * 2021 Fiscal Year Notes:  1. Of the $10, 170 in interest income, $1,041 was earned in the operating account and $9,129 in the CRRF. Consequently, transfers to the CRRF show as $9,129 over budget 2. The New Equipment Program will carry forward $ 1,988 to 2022 making the available funds in 2022 $8,363 (1,988 + 6,375) 3. [For Bob’s question] Variance is equal to the budgeted amount minus the actual amount… so a negative variance in revenue is good and a negative variance for an expense is bad.  * Company credit card for SPID – work in progress | J. Ainsworth for J. Wahl |
| Grants | * Nothing to report |  |
| Communications | * Annual newsletter is progress. * Fanny Bay Flyer articles: deadline is now 1st week of the month. * Website – nothing to report | M. Fakaro |
| By Laws Committee | * Review of fire bylaws a work in progress |  |
| Ratepayer Liaison Committee | * Nothing to Report |  |
| Joint Health and Safety Committee | * WorkSafe BC regulations and requirements for employers with over 20 employees are difficult for SPID to meet given our volunteer based resources. The issue is that, depending on the fire department’s current roster, SPID is on the cusp regarding the number of employees; check the number of firefighters listed on our insurance documents. |  |
| Human Resources Committee | * Nothing to report |  |
| Building and Grounds Committee | * Nothing to report |  |
| Fire Dept | * Monthly report – sent via email | T. Hoffart |
| Business Arising from the Minutes |  |  |
| New Business | Purchase of snow blower for Fire hall and pump house suggested and discussed. Tabled for possible future discussion. |  |
| In Camera |  |  |
| Adjournment | * Motion to adjourn M/C R Timbers |  |