

# **Board of Trustees Report**

## **I. Infrastructure**

For the past year the Board of Trustees has been gearing up for one of the largest projects seen on the Point in decades. Board meetings have been largely devoted to Phase 2 of the Water Project. We wanted to ensure we had the infrastructure in place for a successful outcome.

We started with major renovations to the SPID office and washroom. No more fluorescent lights and cracked linoleum! A new floor, wainscoting, track lighting, drywall, fresh paint and new plumbing all make for a much friendlier office and a more professional workspace.

Next up was a comprehensive evaluation of our two main staff positions– the Administrator and the Water Operator. We reviewed salaries, job descriptions, and contracts. In terms of the Administrator position, the result was a new job description that more accurately reflects the position and duties and an increase in salary that is more in line with market rates in the Valley. In terms of the Water Operator position, newly developed operating guidelines, a more detailed job description and a new employee contract are near completion and will be important as we begin the hiring process for a new Water Operator.

Our by-laws are undergoing a much needed review. Many are out dated and new ones are needed to reflect how we actually do business.

## **II. Communication**

Communication with ratepayers during construction was and is a priority item for the board. To that end, we held an Open House in November to present the completed construction drawings. Board members were there to answer questions and discuss concerns. The Open House was held over two evenings and over 60 ratepayers attended.

We have established an email distribution list and we will be sending out regular notices. The SPID website ([spid.ca](http://spid.ca)) will have regular updates. We have extended our office hours to Tuesday to Friday 1pm to 5pm. And we have established a Project Liaison team that you will hear more about in the Water Project and Communication reports.

## **III. Provincial Association**

Rosemary Smart, the CAO of the Hagensborg Waterworks District has been active in the campaign to obtain access to capital funding for Improvement Districts. In January, we received a proposal from her to form a Provincial Improvement District Association. Our response to the proposal is attached.

## **IV. The Usual**

In addition to the water project, normal business went on as usual. Your board conducted monthly financial reviews, created an Emergency Response Plan, updated our Drought Response Plan, attended conferences and meetings with other water purveyors on the Island, addressed ratepayers concerns, collected taxes, implemented new regulations and requirements regarding water supply and fire fighting and hopefully conducted the day to day operations of the Ships Point Improvement District in the tradition of excellence to which you have become accustomed.

Jackie Ainsworth  
Chair, Board of trustees