

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

<b>Date of Meeting</b>	<b>Nov 13, 2024</b>
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**Attendance:**

<p>Present in person: J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee Wm. Trussler, Chair Water Technical Committee R. Vreugde, Trustee J. Reinhardt, Trustee R. Timbers, Trustee</p> <p>D. Shepherd, Water Operator I. Welch, Finance Manager</p>	<p>Present by Zoom or phone:</p>	<p>Absent: M. Fakaro, Chair Communications</p>
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**Agenda and Minutes:**

<p>Agenda</p>	<p>J. Ainsworth chaired the meeting</p> <p>The agenda was sent to all board members via email.</p> <p>J. Ainsworth request to add to the agenda. Under Finance section: Cover letter with invoice versus annual newsletter. Under Information Technology section: Email from Cynthia Perchaylo</p>	<p>MOTION: J. Wahl/ R. Timbers That the agenda be approved as amended. Motion carried.</p>
<p>Minutes</p>	<p>Motion to adopt the minutes of Oct 9, 2024, Oct 21, 2024 and Oct 28, 2024 board meetings sent to board members via email.</p>	<p>MOTION: R. Vreugde/ J. Reinhardt That the minutes of the board meetings Oct 9, 2024, Oct 21, 2024 and Oct 28, 2024 be approved. One opposed. Motion carried.</p>

**Items and Reports:**

	<b>Description</b>	<b>Motion</b>	<b>Action Required/ Responsibility</b>
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	<p>Water Operations Report The report was sent to all board members via email prior to the meeting.</p> <p>Board confirmed that we will stay at Water Conservation Stage One until further notice.</p>		
Water Technical Committee	<p>WTC Report See minutes of the WTC meeting of Nov 4, 2024 sent Nov 6, 2024 via email to all board members from Wm. Trussler.</p> <p>PLC It was confirmed that the existing PLC will function OK with the new meter and UV/filter system; the issue is the lack of expertise in the area to service it.</p> <p>Wm. Trussler agreed to research and update expense for a new PLC.</p> <p>Flow Meter The new flow meter for well #4 is in transit; installation will require shut down of the system and potentially a boil water advisory. J. Reinhardt and I. Welch agreed to take the lead regarding communication with ratepayers including drafting and distribution of a letter to all ratepayers. The hope is that the meter can be installed, invoiced and paid prior to year end in order to be part of 2024 capital expenses.</p> <p>Purchase Order: I. Welch to create a SPID specific purchase order.</p> <p>UV/Filtration Financing: Discussion regarding financing of UV/filtration project for well #2 referred to the Finance Committee for recommendation to the board. J. Wahl to send email to Finance Committee members re: possible meeting dates.</p>		<p>Wm. Trussler</p> <p>Wm. Trussler</p> <p>I. Welch</p> <p>J. Wahl</p>
Finances	<p>Monthly Financial Reports sent to all Board Members prior to the meeting.</p> <p>Finance Manager Communication: J. Wahl to ensure SPID Finance Manager has notice of any financial items that are approved by the board</p>		I. Welch/ J. Wahl

	<p>when she is not present.</p> <p>Capital Expenses processed as Operating Expenses: Welch and Wm. Trussler to review and report all such items for fiscal years 2023 and 2024.</p> <p>Payroll Processing: As Finance Manager, I. Welch to send notice of pending transactions requiring two signature on-line approval to J. Ainsworth and J. Wahl initially. If no response then other board members will be contacted via text for authorization.</p> <p>Access to First Credit Union bank accounts: There was a discussion regarding the number of signatories required for the First Credit Union bank accounts. Currently, all board members have signing authority on the accounts and SPID Finance Manager has “delegate” authority only.</p> <p>J. Wahl indicated that, as SPID Financial Officer, he will discuss his concerns with the auditor.</p> <p>Accrued Sick Leave: I. Welch reported discussion with auditor who confirmed that accrued sick leave amounts need to stay on our balance sheet as a contingent liability until resolved with individual employees. J. Ainsworth reported discussion with the lawyer that the issue can be resolved with the new employment agreements.</p> <p>Cover letter with annual invoices: It was agreed that, going forward, we send a short, friendly cover letter with the invoices instead of the lengthier annual newsletter and send the annual newsletter with the notice of the AGM.</p> <p>Fire Protection Services Capital Reserve &amp; Renewal Fund: Per Bylaw 81, the current CRRF covers the “repair, upgrade and renewal of existing works”. It is not specific to our waterworks though it has been assumed by previous boards as such.</p>	<p>MOTION J. Wahl That we reduce the number of required signatories on the FCU bank accounts to four board members and increase the number of delegates to two. Motion failed for lack of a seconder.</p> <p>MOTION R. Vreugde/ J. Reinhardt That we setup a sub-committee</p>	<p>I. Welch/ Wm. Trussler</p>
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It was agreed though that a separate CRRF was needed for the fire dept.

to put together a proposal to present to the 2025 AGM regarding a Fire Dept. CRRF. In addition to board members, the sub-committee to include the Fire Chief and Deputies. Motion carried unanimously.

Communications	<p>Fanny Bay Flyer: Items for next issue Success of Fire Dept open house and tours of the new training centre (approx. 100 people attended).</p> <p>Website: R. Timbers requested that when posting the active bylaws to the website, to include the name of the bylaw as well as the number. Board members agreed.</p>		
Bylaws	<p>Bylaw 129 Parcel Taxation for 2025: The Ministry of Municipal Affairs requested revisions to the above bylaw previously submitted by SPID. All revisions were accepted by the Board. The bylaw was read two times.</p> <p>Bylaw 130 Service Charges: Both a redlined and a clean copy of the above bylaw were sent to board members via email. The bylaw was read two times.</p>	<p>MOTION: J. Wahl/ R. Timbers To approve Bylaw 129 as presented on second reading. Motion carried.</p> <p>MOTION: J. Reinhardt/ Wm. Trussler To approve Bylaw 130 as presented. Motion carried.</p>	
Ratepayers Liaison	Nothing to Report		
Building and Grounds	Chairs in the office require pads on each leg. They are scratching the floor.		J. Ainsworth

Information Technology	<p>IT Support: R. Vreugde reported that Cynthia Perchaylo had recently sent a report via email detailing her recommendation for a file structure for the SPID office and is willing to help us set it up. Cynthia, an IT expert, is SPID office's next door neighbour and is currently working part time at the CVRD.</p> <p>J. Ainsworth questioned whether there was an issue deleting and reorganizing the emails and files of the Office Admin who is currently on leave. It was agreed that the emails and files were the property of</p>		
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	<p>SPID and as such, there was not an issue beginning to restructure and/or delete existing emails and files.</p>		
<p>Fire Dept</p>	<p>The Fire Chief's Report: The report was sent to all board members via email prior to the meeting; R. Vreugde presented the report.</p> <p>There was a general discussion about the very successful Fire Dept. Open House and the number of children that were there and thoroughly enjoyed themselves.</p>		
<p>New Business</p>	<p>A ratepayer called the SPID office to request that their water be shutoff while their new home is under construction. Move in date set for 2026. Further requested that they not pay water tolls for 2025. Board agreed though ratepayer will still have to pay parcel taxes and the capital levy. The board requested that our water operator lock the water connection until the ratepayer requests to turn it back on.</p>		
<p>Adjournment</p>	<p>Meeting adjourns at 11.00 am.</p>		