

Ships Point Improvement District Board of Trustees Meeting

Date: Dec 11, 2024

Present IN PERSON	Present VIA PHONE OR ZOOM	Absent
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 M. Fakaro, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator		

J. Ainsworth chaired the meeting and took minutes.

1. Agenda

- The agenda was sent to all board members via email prior to the meeting.
- Motion to adopt agenda. R. Timbers/ J. Wahl. Motion carried.

2. Minutes

- The minutes of Nov 13, 2024 board meeting were sent to all board members via email prior to the meeting.
- R. Vreugde noted that the minutes state that C. Perchaylo works part time at CVRD, should be full time.
- Motion to adopt the minutes of Nov 13, 2024, as amended. J. Reinhardt/ Wm. Trussler. Motion carried.
- J. Wahl requested that all “draft” watermarks be removed from minutes posted on the website. **ACTION REQUIRED: J. Ainsworth and M. Fakaro**

3. Water Operations Report

Presented by D. Shepherd

- There is a performance issue with the new flow meter when there is low flow. This issue is a manufacturer issue not an installer issue. Wm. Trussler will send a letter to White Pacific regarding the issue. **ACTION REQUIRED: Wm. Trussler**

4. Water Technical Committee

Presented by Wm. Trussler

- The minutes of the WTC meeting Dec 9, 2024 were sent to all board members via email prior to the meeting.
- It was agreed to install a new PLC prior to the installation of a new UV/Filtration system to Well #2 since the new Well #2 system will need to integrate with the PLC. The approximate amount for a new PLC is \$20K. We need an updated cost estimate. **ACTION REQUIRED: Wm. Trussler**

5. Monthly Finance Reports

Presented by I. Welch

- The monthly financial reports were sent to all board members via email prior to the meeting.

6. Ratepayer Notices (Taxes, Tolls, Capital Levy)

- Previously, notices were created manually. In order to automate, first we require a complete list of ratepayer information.
- R. Vreugde volunteered to assist I. Welch building a spreadsheet of all ratepayers with their information. **ACTION REQUIRED: R. Vreugde and I. Welch**

7. Secondary Suite Policy

- The Board confirmed that whether a secondary suite generates income or not, it will be classified, per our 2025 Water Toll Bylaw, as an “additional suite”.

8. Fire Dept. Capital Reserve and Renewal Fund (FD CRRF)

- The sub-committee for the FD CRRF consists of the FC, the Deputy FC, the Assistant FC, and the Board Finance Committee. The sub-committee will present the initial proposal for a FD CRRF to the board by end of 1Q 2025.

9. RBC CRRF Account

J. Ainsworth reported.

- The account now requires two of three signatories on account transactions: J. Wahl, J. Ainsworth and Wm. Trussler.

10. Bylaws Update

J. Ainsworth reported.

- The 2025 Parcel Taxes bylaw has been reviewed and registered by the Minister of Municipalities; the 2025 Water Tolls and the new Connection and new Service Charges bylaws have been reviewed and filed.
- New Meeting Procedures Bylaw – Work in Progress **ACTION REQUIRED: J. Reinhardt and J. Ainsworth**

11. Communications

Presented by M. Fakaro.

- Fanny Bay Flyer: Publication of the Flyer has been postponed due to the postal strike. SPID report will include success of the FD Open House and specifically the tours of the new training centre. **ACTION REQUIRED: M. Fakaro**
- Website: OK to post the recently approved bylaws since they have been reviewed and filed by the province. **ACTION REQUIRED: M. Fakaro and J. Ainsworth**
- Cover letter for invoices to be sent no later than January 31, 2025. **ACTION REQUIRED: M. Fakaro and J. Ainsworth**

12. Information Technology

- R. Vreugde reported that the door security camera has been ordered and he will install upon receipt.

13. Building and Grounds

- The fire dept. garage heater is not working properly. R. Vreugde has asked Climatec Mechanical, who is working at his home, to check the heater to determine if it can be repaired or if we need a new one.

14. Fire Chief Report

R. Vreugde presented.

- The FC Report was sent to all board members via email prior to the meeting.
- Cathy MacIver has retired from the Fire Dept. Cathy has been a valued member of the Fire Dept. for many years and will be greatly missed.

15. Other Business

J. Ainsworth presented.

- The proposal from FBCA to hold a joint AGM in 2025 was rejected.

Motion to adjourn 10:30am. Meeting moved to In Camera.