

# Ships Point Improvement District (SPID) Board Meeting Minutes

<b>Date</b>	<b>Oct 13, 2021</b>
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**Via Zoom: Board trustees , water operator and admin also attending.**

Items/ Reports	Description	Responsibility
<p>Agenda</p> <p>Minutes</p>	<p>Review Agenda</p> <ul style="list-style-type: none"> <li>➤ Add bathroom light to Building &amp; Grounds; add report of Water Supply meeting to New Business section</li> <li>➤ Motion to adopt agenda as amended <b>MSC J. Reinhardt, M. Fakaro</b></li> </ul> <p>Minutes</p> <ul style="list-style-type: none"> <li>➤ Motion to adopt the minutes, as amended of the Sep 8, 2021 board meeting <b>MSC M. Fakaro, R Timbers</b></li> </ul>	<p>J. Ainsworth</p>
<p>AGM</p>	<ul style="list-style-type: none"> <li>➤ The following positions were filled by acclamation: <ul style="list-style-type: none"> <li>▪ Chairperson- J. Ainsworth</li> <li>▪ Water Technical Committee Chairperson – W. Trussler</li> <li>▪ Finance Committee Chairperson- J. Wahl</li> <li>▪ Human Resources Committee Chairperson- J. Ainsworth</li> <li>▪ Communications Committee Chairperson- M. Fakaro</li> <li>▪ Building &amp; Grounds Committee Chair- R. Timber</li> <li>▪ By-Laws Committee Chair- J. Reinhardt</li> </ul> </li> </ul>	
<p>Water Report</p>	<ul style="list-style-type: none"> <li>➤ Water Operations Report- also posted to Google drive <ul style="list-style-type: none"> <li>▪ Chlorine check valve replaced</li> <li>▪ Some arterial plaque and system flushing needed.</li> <li>▪ Ph levels checked and Well #2 is slightly more acidic (it is the shallowest well)</li> <li>▪ Well #2 not used in summer months</li> <li>▪ Well flushing project – a work in progress</li> </ul> </li> </ul> <p>Water Technical Committee Report  Proposal: That any time the water conservation stage is 2 or higher, the board will review and confirm the water</p>	<p>D. Shepherd</p> <p>W. Trussler</p>

	<p>conservation stage on a monthly basis. Well levels will be reviewed to ensure the board can take actions required.</p> <ul style="list-style-type: none"> <li>• Drought Response Plan – how to revert to stage 1. Based on Sept water report, the board has discussed and determined SPID is now at Stage 1.</li> </ul>	
Finance	<ul style="list-style-type: none"> <li>➤ Monthly financial reports <ul style="list-style-type: none"> <li>- Capital Assets 3.8 MM</li> <li>- Current Assets 700K</li> <li>- CRRF 450K</li> <li>- Loans outstanding 2.5 MM</li> <li>- Equity 1.2MM</li> </ul> </li> </ul> <p>Performance to budget: mostly on track for the year. Extra water testing is a one off situation not budgeted.</p> <ul style="list-style-type: none"> <li>➤ E-transfer payments – update. Awaiting how to avoid triggering any negative reaction to our operating account. First Credit Union meeting suggests we have the ability to offer e-transfer payment options in 2022</li> <li>➤ Principal paydown of loans <b>MSC J Wahl, W Trussler</b> that RBC investment funds matured now moved into RBC chequing be used to pay down debt in the following manner: 10% principal payments on Phase 1 and 2 loans for the next 3 years, subject to any bank restrictions on the payments. First payments on principal: \$71K Ph 1 \$53.2K Ph 2 loans .</li> </ul>	J. Wahl
Grants	<ul style="list-style-type: none"> <li>➤ Nothing to report</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>➤ Fanny Bay Flyer articles <ul style="list-style-type: none"> <li>▪ Fire dept and backyard burns.</li> <li>▪ Recruiting for new trustee.</li> </ul> </li> </ul>	M. Fakaro

By Laws Committee	<ul style="list-style-type: none"> <li>➤ Review By-law No.83 - fire dept bylaw - Jeannette and Jackie to meet with FC T. Hoffart to clarify and possibly amend.</li> <li>➤ Bylaw 110 Water Tolls and Bylaw 111 Parcel Tax will be approved via email.</li> </ul>	J. Reinhart
Ratepayer Liaison Committee	<ul style="list-style-type: none"> <li>➤ Ratepayer request to replace bulletin board at the Baynes &amp; SPR mailboxes – in progress with private ratepayer</li> </ul>	J. Ainsworth
Joint Health and Safety Committee	<ul style="list-style-type: none"> <li>➤ Recommendation that SPID purchase the OK Alone application for five employees including the live call centre support. <b>MSC J Reinhardt, J Wahl</b></li> <li>➤ Internal procedures to be developed regarding use of the app</li> </ul>	J. Reinhart
Human Resources Committee	Nothing to report	J. Ainsworth
Building and Grounds Committee	<ul style="list-style-type: none"> <li>➤ Light switch in bathroom needs repair – R Timbers to look after it</li> </ul>	R Timbers
Fire Dept	<ul style="list-style-type: none"> <li>➤ Monthly report – sent via email; board has given FC permission to donate the old Fire Dept computer as he sees fit.</li> </ul>	T. Hoffart
Business Arising from the Minutes		
New Business	<ul style="list-style-type: none"> <li>➤ Coastal Water Suppliers Association – Annual conference – awaiting further info</li> <li>➤ J. Ainsworth attended a CVRD hosted elected officials only meeting regarding water supply issues in the Comox Valley. The meeting was recorded and a You Tube link will be sent to board members following today’s meeting. Very</li> </ul>	

	<p>good information on supply/ scarcity issues. Critical question posed: How can watersheds be managed in the public interest when 60% to 100 % of watersheds are owned and controlled by private forest companies.</p> <ul style="list-style-type: none"><li>➤ Recruiting and seeking new trustee for board.</li></ul>	
Adjournment	<ul style="list-style-type: none"><li>➤ Motion to adjourn</li></ul>	