

## Ships Point Improvement District (SPID) Board Meeting Minutes

<b>Date</b>	<b>Jan 13, 2021</b>
<b>Meeting #</b>	<b>ZOOM #593</b>

**Absent:**

<b>Items/ Reports</b>	<b>Description</b>	<b>Responsibility</b>
Agenda  Minutes	<p>Review Agenda Motion to adopt the agenda, as amended M/S/C Reinhardt / Fakaro</p> <p>Minutes</p> <ul style="list-style-type: none"> <li>• Motion to adopt the minutes of the Nov 10.20 board meeting, as amended. M/S/C Reinhardt / J. Wahl</li> </ul>	J. Ainsworth
Water Report	<p>Water Operations Report</p> <ul style="list-style-type: none"> <li>• Full load generator test – John Lowe to replace Dave Newman; Lowe moved to Ships Point 3 years ago and is qualified to perform the required generator tests; annual test hasn't been done for 2 years; WTC to follow-up with John</li> <li>• PLC software support- in progress (Kyle and Mike)</li> <li>• BC Water and Waste Association (BCWWA) on-line focus group: D. Shepherd attended. Attendees discussed many small water purveyor issues. J. Ainsworth agreed to send a followup email to the BCWWA Administrator, Marian Hands.</li> </ul> <p>Water Technical Committee Report</p> <ul style="list-style-type: none"> <li>• Well #4 pump update : McGill Well Service estimate \$9,000 before GST. Pump is on order. Contract in progress. ETA for arrival of new pump and motor not determined yet. #2 well should be able to supply water to ratepayers during installation. Operator suggests a notice to ratepayers. Silting up of screen or damage to screen to be checked by McGill with camera. Hoping to avoid \$20K for new well due to damaged screen.</li> </ul>	D. Shepherd

Finance	<ul style="list-style-type: none"> <li>➤ Monthly financial reports provided via email.</li> </ul> <p><b>Assets</b>      \$2.76 MM  <b>Current</b>      \$739.7 K  <b>CRRF</b>        \$464.6 K  <b>Liabilities</b>   \$2.73 MM  <b>Equity</b>        \$30.9 K</p> <ul style="list-style-type: none"> <li>➤ J. Wahl reviewing possible penalty for early cashing redeemable investment at RBC. Performance to budget- 34K surplus is not correct- 14k of interest is CRRF – not available for operations.12k in equipment sales.</li> <li>➤ Performance to budget. Overages require further review and reporting to the board.</li> <li>➤ Issue regarding use of proceeds from the sale of SCBA raised. Discussion followed.</li> <li>➤ M/S/C J. Wahl, K. Gardave that \$7,750 obtained from the sale of SCBAs be allocated to the Fire Dept. small equipment budget. KG and RT abstained.</li> <li>➤ Water connection charges- Current Bylaw to remain in force.</li> <li>➤ Resolution for signing authority- resolve that all trustees and the Administrator have signing at operating UBCU and with financial investments at UBCU / The RBC accounts signatures will remain as the Chair, Finance Chair , Water Technical Chair and Administrator. M/S/C J.Wahl R.Timbers</li> <li>➤ Late Fees: It was noted that tax sales cannot be initiated due to outstanding late fees and interest only</li> </ul> <p>UBCU investment to be cashed to fund expenses and payments while SPID awaits taxes and tolls to be paid by ratepayer for the Yr 2021. Financial Chair J Wahl to review to determine which UBCU investment.</p>	J. Wahl

Grants	<ul style="list-style-type: none"> <li>➤ Follow-up letter to J. Osborne requesting a meeting - in progress</li> </ul>	J. Ainsworth
Communications	<ul style="list-style-type: none"> <li>➤ Articles for the February 2021 Fanny Bay Flyer: <ul style="list-style-type: none"> <li>• 2021 billing information</li> <li>• Dog licenses</li> <li>• Donations received from Fanny Bay Inn, Baynes Lions Club, Ships Point Fire Fighters Associations</li> </ul> </li> <li>➤ Annual newsletter needed by Jan 22.21 to include in invoice mailing.</li> </ul>	M. Fakaro
Ratepayer Liaison Committee	<ul style="list-style-type: none"> <li>➤ Update re: Ratepayer letter of concern re late fees and water tolls increase and request for a meeting. JA sent a letter responding to ratepayer issue and received no response.</li> <li>➤ Drainage issue at the corner of Baynes/ SPR is likely a MOTI issue. D. Shepherd spoke with the ratepayer that raised the issue. It was determined that this is not an RLT (SPID) issue.</li> </ul>	J. Ainsworth
Joint Health and Safety Committee	<ul style="list-style-type: none"> <li>➤ Two new board reps required J. Reinhardt has volunteered.</li> </ul>	
Human Resources Committee	<ul style="list-style-type: none"> <li>➤ Nothing to report</li> </ul>	J. Ainsworth
Building and Grounds	<ul style="list-style-type: none"> <li>➤ Acrylic desk shield per office administrator's request; B. Timbers noted that there was some acrylic in the fire dept garage that might work; K. Gardave and B. Timbers to follow-up</li> <li>➤ A camera and a mic were added to the office admin computer in order to facilitate zoom meetings.</li> </ul>	K. Gardave

By Laws	➤ Nothing to report	J Reinhardt
Fire Dept	➤ Monthly report – sent via email	T. Hoffart
Business Arising from the Minutes	➤ Borrowing Limit: M/S/C J. Wahl, R. Timbers that SPID cash in a UBCU investment and transfer \$40K to the CRRF account at RBC in order to ensure we are in compliance with the borrowing limit mandate; the amount will be replaced by the approx \$53K in GST rebate that will be received in 2021 that is earmarked for the CRRF RBC account.	
New Business	➤ Website <a href="http://spid.ca">spid.ca</a> : Review of “alert” function on the new website (text or email). It was agreed to continue with ratepayer broadcast emails until more ratepayers have subscribed to website alerts; confirmed the website is in compliance of Canadian privacy rules; if we use any photos from local photographers we should be sure to acknowledge the photographer; suggest using a on watermark on any photos used on the website	
Adjournment	Motion to adjourn 11am Bob Timbers	