

Ships Point Improvement District (SPID) Board Meeting Minutes

Date	Feb 9, 2022
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Absent: J Ainsworth. Chair of meeting: James Wahl
All other trustees in attendance via Zoom. 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"> ➤ Motion to adopt agenda M/S/C M Fakaro, W. Trussler <p>Minutes</p> <ul style="list-style-type: none"> ➤ Motion to adopt the minutes, as amended of the Jan 12, 2022 board meeting M/S/C W Trussler, J Reinhardt 	<p>J. Wahl</p>
<p>Water Report</p>	<p>Water Operations Report –</p> <ul style="list-style-type: none"> ➤ Minimum leak rate was 11.3 litres – has been as low as zero. #2 well is supplying the bulk of water consumed. ➤ Repairs at the pump house: dehumidifier used to dry interior previously flooded due to freezing issue. New OGD have the automatic fan in the winters months and keeping the door open when entering the pump house to keep the room ventilated.- ➤ Generator testing went well. Simpson Maxwell will contact us when their diesel tech is in the area to do a group of load tests. ➤ Well sensor #4 replaced under warranty and when reinstalled, did not working on PLC – reading 30 meters instead of approx. 12. Spoke with tech support. Determined the sensor is ok. Contacted Troy from PBX . Troy to come help us determine what is going on with sensor. ➤ Cold weather had SPID dealing with a crack in the flushing station at end of Tozer- part of de-chlorinator puck system. Repair successfully completed by the operator. <p>Water Technical Committee Report:</p> <ul style="list-style-type: none"> ➤ In reviewing Water levels, they are maintaining quite well and relatively static even in summer. The water source is robust at this time. Costs of reverse osmosis are being reviewed. 	<p>D. Shepherd</p> <p>W. Trussler</p>

	<ul style="list-style-type: none"> ➤ Discussion on SPID’s data backup storage. B. Timbers will also bring privacy info required to next meeting. What is the requirement for Local Government? Admin will check with CVRD and local IDS for their storage of data information. J. Reinhardt will check into the costs of a 4 terabyte hard drive and a fireproof onsite storage unit. B. Timbers will check out cloud storage versus privacy. The goal is to have all SPID business backed up in one storage area/site. 	
Finance	<ul style="list-style-type: none"> ➤ Monthly financial reports: January all items lines under budget <ul style="list-style-type: none"> Assets \$ 3.96 MM Current Assets \$ 834 K CRRF \$ 289 K Liabilities \$ 2.40 MM Equity \$ 1.56 MM ➤ Credit card application still in progress 	J. Wahl
Grants	<ul style="list-style-type: none"> ➤ Nothing to report 	
Communications	<ul style="list-style-type: none"> ➤ Fanny Bay Flyer articles: reminder of invoice payments due March 31 2022. SPVFFA has set May 14/15 for the chipping program- volunteers accepted. ➤ Website: Admin to meet with B. Timber webmaster to get updates done after audit work is completed and delivered to their office. 	M. Fakaro
By Laws Committee	<ul style="list-style-type: none"> ➤ Nothing to Report 	
Ratepayer Liaison Committee	<ul style="list-style-type: none"> ▪ Nothing to Report 	

<p>Joint Health and Safety Committee</p>	<ul style="list-style-type: none"> ▪ Continue discussion of resources issue: requirements of the formal WorkSafe BC program vs internal SPID only program (info re firefighter roster on SPID insurance docs) M/S/C That SPID conduct an annual assessment of the number of employees for the JH&S committee for the purpose of meeting the correct WorkSafe BC regulations. J Wahl, W Trussler ▪ As of today Feb. 9 2022 SPID has 19 employees. There will be a monthly email sent out from the JH&S committee requesting a check-in for issues in all depts. ▪ Anti-bullying and harassment policies tabled to next meeting. 	
<p>Human Resources Committee</p>	<ul style="list-style-type: none"> ▪ Nothing to report 	
<p>Building and Grounds Committee</p>	<ul style="list-style-type: none"> ▪ Nothing to report 	
<p>Fire Dept</p>	<ul style="list-style-type: none"> ➤ Monthly report – sent via email No concerns. 	<p>T. Hoffart</p>
<p>Business Arising from the Minutes</p>		
<p>New Business</p>		
<p>In Camera</p>		

Adjournment	➤ Motion to adjourn 945am B Timbers	
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