

Ships Point Improvement District Board of Trustees Meeting Minutes DRAFT

Date: July 9, 2025

Present In Person	Present via zoom	Absent
J. Ainsworth, Chair Board of Trustees R. Vreugde, Finance Officer Wm. Trussler, Chair Water Technical Committee M. Fakaro, Trustee J. Reinhardt, Trustee R. Mumblo, Trustee R. Timbers, 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.

Add CivicInfo grant information under Other Business

MOTION to adopt agenda as amended. Wm. Trussler/ R. Timbers Motion carried.

2. Minutes

The minutes of June 11, 2025 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to adopt the minutes of June 11, 2025, regular board meeting. R. Mumblo/ J. Reinhardt Motion carried.

3. Water Operations Report

Presented by D. Shepherd

The monthly operations report was sent to all board members via email prior to the meeting.

Island Health Assessment and Security Report

J. Ainsworth reported that after a discussion with the Island Health Program Co-Ordinator and Josh Moran, SPID's Drinking Water Officer, it was agreed that SPID should be classified as a Small Water System (SWS) and as such was not required to complete the Source and System Assessment survey (approximately 21 pages) sent by Island Health last month.

Water Operator License

D. Shepherd to confirm with EOCP the licensing requirements for a Level I Water Operator. **ACTION REQUIRED: D. Shepherd**

4. Water Technical Committee Report

Presented by Wm. Trussler

The minutes of the monthly WTC meeting were sent to board members via email prior to the meeting.

Emergency Response Plan (ERP)

The ERP was last updated in 2023. D. Shepherd to review plan and revise as needed. He will present updated plan to the next board meeting. As well, annual review of the plan in July of each year will be added to Water Operator task calendar. **ACTION REQUIRED: D. Shepherd**

5. sync.com

- Access: R. Timbers confirmed that he now has access to the Waterworks folder in sync.com; D. Shepherd confirmed that he had also shared the folder with Wm. Trussler. Requests for access will be authorized by the board on an individual basis.
- Downloading documents: Further testing is required to confirm download capabilities **Action Required: J. Ainsworth**
- Administrator password: J. Ainsworth to ensure that R. Vreugde has access to the sync.com Vault folder. **Action Required: J. Ainsworth**

6. Finance

Presented by I. Welch

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

Operating Funds at First Credit Union (FCU)

There was a general discussion regarding the feasibility of investing operating funds in fixed term deposits at FCU. More information is needed before deciding. J. Ainsworth to contact FCU for current savings rates and potential penalties if it is necessary to redeem the deposits. **Action Required: J. Ainsworth**

Capital Renewal Reserve Fund (CRRF) at RBC

Presented by J. Reinhardt and I. Welch

A bylaw is required in order to withdraw funds from the CRRF for the PLC project. The board has authorized up to \$40,000 for the project. There was confusion about whether the figures in the bylaw should be book balances or cash (i.e. bank) balances. It was agreed to use bank balances from Jan 1, 2025 to date. The bylaw was tabled til the next board meeting in order to revise the draft bylaw as presented.

Annual Tolls and Taxes Update

- Approximately 200 accounts were paid via e-transfer or the bill payment option (i.e. deposited directly to the SPID account at FCU) and approximately 90 were by paid via cheque requiring manual entry to our deposit book and a trip to the bank to deposit.
- Three shut-off notices were hand delivered; two accounts paid in full within the 48 hour shut-off period and one account now has a payment plan in place.

Insurance Renewal

SPID's current general insurance expires September 13, 2025. J. Ainsworth reported that in the past year we had received queries from two ID's asking what insurance company we used. Both the ID's use Acera, the same as SPID and reported that they had not been able to find better pricing and coverage. R. Vreugde agreed to review our current coverage. **Action Required: R. Vreugde.**

7. Communications

M. Fakaro presented.

Fanny Bay Flyer: R. Vreugde reported that a total fire ban will most like be in place shortly. Also, it is expected that the Fire Danger rating will increase to Extreme. M. Fakaro will check prior to Flyer publication.

Website: Nothing to report

8. Information Technology

R. Vreugde presented.

Zoom for the office: The test on R. Vreugde's laptop was successful. A test needs to be performed on J. Ainsworth's laptop. **Action required: J. Ainsworth and R. Vreugde**

Office Security Camera

It was agreed that a security camera is not required at this time.

9. Class Action Suit

We received a lengthy email from Steve Arstand, Chairperson of the Kaleden ID, detailing the reasons that the provincial Improvement District Association initiative, like several other initiatives in recent years, has been abandoned. From the email:

The majority of those responding were interested in the initiative, but:

- a) wanted more information (which couldn't be provided without retaining legal advice)
- b) couldn't participate due to budgetary restraints
- c) were reluctant to use taxpayers' money to fund legal action.

A couple of respondents disagreed with the use of legal action against the province.

10. Fire Chief Report

Presented by R. Vreugde

The FC Report was sent to all board members via email prior to the meeting.

11. New Business

J. Reinhardt brought a grant program to the attention of the Board – see CivicInfo B.C.

12. August 2025 Board Meeting

It was agreed to cancel the August 2025 board meeting as several members will be out of town and it was not clear if there would be a quorum. As such the Board agreed that the third reading and approval of the CRRF bylaw would be done via email.

Motion to adjourn 10:55.