

# Ships Point Improvement District Board of Trustees Meeting Minutes

Date: March 12, 2025

Present IN PERSON	Present VIA PHONE OR ZOOM	Absent
J. Ainsworth, Chair Board of Trustees Wm. Trussler, Chair Water Technical Committee R. Vreugde, Trustee M. Fakaro, Trustee J. Reinhardt, Trustee R. Timbers, Trustee arrived at 9:50am.  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 to the agenda under Finance section: Billing of vacant lots
- ADD to the agenda under Information Technology: Equipment needed to enable office Zoom
- ADD to the agenda under Building and Grounds: Native Garden program

MOTION to adopt agenda as amended. Wm.Trussler/ J. Reinhardt/ Motion carried.

## 2. Minutes

The minutes of Feb 12, 2025 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to adopt the minutes of Feb 12, 2025 regular board meeting. J. Reinhardt/ R. Vreugde. Motion carried.

## 3. Water Operations Report

Presented by D. Shepherd

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

Water Shut-off: There was a discussion re: request from ratepayer for water shut-off on Saturday, March 15, 2025 in order to move their service connection; the water shut-off will affect 7 properties. J. Ainsworth met with D. Shepherd and created a notice for the effected properties. D. Shepherd will deliver the notices. WTC recommends a \$300 charge for our water operator services. **ACTION REQUIRED: D. Shepherd**

Pipe size requirement for service connection: There was a question as to whether our bylaws required a specific pipe size for the service connection. J. Ainsworth will review the pertinent bylaws. **ACTION REQUIRED: J. Ainsworth**

Provincial notice of permit to spray pesticide of invasive species: It was agreed that we would refer the notice to BWS. J. Ainsworth to forward the SPID notice to J. Reinhardt and Wm. Trussler.

MOTION that SPID support any BWS recommendations regarding the spraying permit. R. Vreugde/ J. Reinhardt Motion carried. **ACTION REQUIRED: J. Ainsworth**

#### 4. Water Technical Committee

Presented by Wm. Trussler

The minutes of the WTC meeting Mar 8, 2025 were sent to all board members via email prior to the meeting.

Water Leak Policy: Wm. Trussler proposed an amendment to the water leak policy approved at the last board meeting:

*Once a water leak has been discovered, SPID will hand deliver a notice to the property owner stating that, if the repair is not fixed within 72 hours, then SPID will shut off the water at the service connection. **If receipt of the delivered notice is not acknowledged within 24 hours the water may be shut-off. If unable to repair the leak in 72 hours, the property owner will contact SPID immediately to discuss further action.***

MOTION to amend the policy (addition of sentence in red). Wm. Trussler/ R. Vreugde Motion carried.

#### 5. Finance

Presented by I. Welch

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

EI, CPP, WorkSafe: These expenses will be moved to the Water Operator budget.

New PLC: Review of the White Pacific quote for purchase and installation of the new PLC; Wm. Trussler reported that there will be sufficient funds in the CRRF in 2025 to handle our debt obligations and the cost of the new PLC. Work to proceed in April 2025 under the supervision of D. Shepherd.

MOTION that SPID contract with White Pacific to provide and install a new PLC according to the quote WP provided in the amount of \$33,750.30 including taxes. Wm. Trussler/ M. Fakaro Motion carried. **ACTION REQUIRED: Wm. Trussler and D. Shepherd.**

RBC Investments:

MOTION that we invest the 2025 capital levies (\$172,200) in an RBC cashable GIC tied to the prime interest rate and confirm the current procedure in place to pay monthly loan interest. Wm. Trussler/ R. Vreugde Motion carried.

FCU operating funds:

MOTION that 2025 parcel taxes and water tolls be invested in laddered term GIC's (30, 60, 90 days) based on 2025 budget requirements. Wm. Trussler/ R. Timbers Motion carried.

Vacant Lots: An issue arose when a ratepayer with two lots was invoiced for water tolls on both lots. The ratepayer disputed the tolls on one of the lots since, even though there was a service connection box, it was raw land and they were not using water. They were sent a revised invoice for parcel tax and the capital levy only. I. Welch and D. Shepherd will review the properties that we know are vacant lots to ensure that our billing is consistent. D. Shepherd will ensure that all vacant lot service connection boxes are locked. **ACTION REQUIRED: I. Welch and D. Shepherd**

**Resignation of Financial Officer: J. Wahl has resigned as a Trustee and the SPID Financial Officer. R. Vreugde agreed to act as Interim Financial Officer until the AGM when the position will be open to all ratepayers. R. Vreugde requests a Finance Committee meeting next week.**

Administration Credit Card: I. Welch proposed that SPID assign a credit card to the water operator to replace the administrator card.

MOTION that SPID replace the administrator credit card with a card for the water operator. J. Reinhardt/ R. Vreugde ACTION REQUIRED: J. Ainsworth

2025 Taxes and Tolls: I. Welch reported that we had charged an additional \$400 to 21 ratepayers (versus 9 last year) who were assumed to have additional suites. J. Ainsworth reported that 5 ratepayers had disputed the additional charge. In discussion with the ratepayers, it was confirmed that 1 did indeed have an additional suite

so there would be no change in the invoice and 4 were determined to not have the additional suite as defined in our water tolls bylaw and were sent revised bills. Additional revenue: ~\$3,200 [*Update: Since the meeting another property disputed the additional charge. Their suite qualified as an additional suite and there was no change to the invoice.*]

Audit Update: I. Welch has received the test cases from the auditor (~100!). The auditor will be meeting with her next Wednesday March 12, 2025 to discuss Sage issues and then will conduct test review for most of the day on Friday, March 14, 2025 in addition to a site visit with D. Shepherd at the pumphouse.

#### 6. Bylaws

Meeting procedures bylaw: The new bylaw including provisions for electronic meetings (via Zoom) was reviewed and approved. We will send to the province to review and ensure it is in compliance with ID regulations prior to second reading and final approval.

#### 7. Communications

Website: M. Fakaro has volunteered to post the following reports to the website on a monthly basis: board meeting minutes, water operator report and fire chief report.

Fanny Bay Flyer: the Flyer will resume publishing on a monthly basis with an interim editor; deadline will be 15<sup>th</sup> of each month for the next month publication; SPID article to include information on fire season and WASP kits; R. Vreugde requested that we remove N. LeBlanc as the SPID contact in the Flyer. **ACTION REQUIRED: M. Fakaro**

#### 8. Information Technology

If our bylaw allows for electronic meetings we need to purchase equipment to enable the Zoom app for use in the office. The fire dept. has a Zoom subscription that we can use.

MOTION that SPID purchase the required equipment (cables, possibly a camera, microphone, etc.) to enable use of Zoom in SPID office. R. Vreugde/ J. Reinhardt Motion carried. **ACTION REQUIRED: R. Vreugde**

#### 9. Building and Grounds

M. Fakaro is applying to the CVRD for a Neighbourhood Small Grant (up to \$500). She would like to build a native garden in the front yard of the SPID office. It would be on either side of the sidewalk and would include a footpath. The board was keen on the idea and supports the grant proposal. M. Fakaro will speak with H. Wahl before proceeding as she had attempted something similar previously. **ACTION REQUIRED: M. Fakaro**

#### 10. Fire Chief Report

Presented by R. Vreugde

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

Fire Garage Heater: a work in progress

Dyke Road remediation request by ratepayer: It was agreed that SPID had no authority to request the wildlife permit. As well, the area in question is not within our physical boundaries. J. Ainsworth to send email to ratepayer and to suggest that perhaps they might apply for the permit themselves. **ACTION REQUIRED: J. Ainsworth**

#### 11. AGM

M. Fakaro volunteered to be the recording secretary at the AGM; reports deadline end of March.

#### 12. Other Business

Outdoor bulletin board sign: it was agreed to provide further explanation as to the closure of the office as opposed to just a notice saying office is closed. **ACTION REQUIRED: J. Ainsworth**

Motion to adjourn 11:30am. Meeting moved to In Camera.