

**Ships Point Improvement District
Board of Trustees Meeting Minutes**

Date: Apr 8, 2026

Present In Person	Present via zoom	Absent
J. Ainsworth, Chair Board of Trustees Wm. Trussler, Chair Water Technical Committee J. Reinhardt, Trustee R. Mumblo, Trustee M. Fakaro, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator Michelle Leroux, Ratepayer Guest Eve Adamas, Ratepayer Guest		R. Vreugde, Finance Officer

J. Ainsworth chaired the meeting and took minutes.

Agenda

The agenda was sent to all board members via email prior to the meeting.
 Add under Water Operations: Island Health Source and System Assessment survey
 MOTION to approve the agenda as amended. M. Fakaro/ J. Reinhardt Motion carried

Minutes

The minutes of Mar 11, 2026 regular board meeting were sent to all board members via email prior to the meeting.
 MOTION to adopt the minutes of Mar 11, 2026 regular board meeting. Wm. Trussler/ M. Fakaro Motion carried

Business Arising From the Minutes

- Canco credit card: SPID to acquire a Canco Express Fleet card for use by Fire Dept. vehicles. DONE
- Update notice on outside bulletin board re: no staff on site. DONE
- AGM notice to ratepayers: Notice must be mailed via first class to all ratepayers no later than Apr 9, 2026
DONE
- Transfer of capital levy from FCU chequing account to RBC capital reserve account DONE
- Transfer of 2025 operating surplus to new Fire dept. capital reserve fund. TABLED until May board meeting
- Finance Committee recommendation to the April board meeting re: financing option for Fire Dept capital reserve fund – referred to Finance section on the agenda for discussion
- Fanny Bay Groundwater Collective requests a letter from SPID to West Coast Environment Law in support of their application for a grant. DONE
- AGM– assignment of tasks
 - Chair and table set-up and breakdown – board members and ratepayers who register early usually help
 - Registration desk – J. Reinhardt and M. Fakaro
 - Two voter lists by name and by address – I. Welch
 - Election officer – L. Laguë has agreed to act as election officer
 - Sound – M. Mesford

Water Operations - presented by D. Shepherd

- Monthly operations report sent to board members via email prior to the meeting; the report is posted to the SPID website.
- Two significant leaks were identified, both on the homeowner side; owners have been notified and repairs are in progress; the operator's report seems to indicate there is still a leak; there was a discussion about how to identify leaks when folks are out and about– there will be an article on the issue in the next Flyer. **Action required: M. Fakaro**
- SCADA – WTC members attended a Zoom presentation by White Pacific on the software. The functionality was as expected and our Water Operators were impressed with the flexibility and the potential for new, helpful reports for SPID; the cost (~\$4,000) is in line with the 2026 projected budget item (\$5,000). There are a couple of minor outstanding issues and once resolved, White Pacific will send SPID an invoice.
- Island Health Source and System Assessment Survey: Island Health has sent SPID, as a small water system, a 20 page survey to complete by May 31, 2026. **Action Required: D. Shepherd, Wm. Trussler, J. Ainsworth**

Water Technical Committee (WTC) - Presented by Wm. Trussler

- The minutes of April 2026 WTC meeting were sent to all board members via email prior to the meeting.
- New Well: Work in progress; the DWO (Drinking Water Officer) for our area is away on vacation. **Action required: Wm. Trussler**
- Water meter report review: There was a general discuss: estimated cost numbers per ratepayer are confusing, budget considerations are not understood. Should the information be part of another report? Finance? Water? Or a one-off 'leaflet' at the registration desk? J. Ainsworth to meet with R. Vreugde upon his return to discuss. **Action Required: J. Ainsworth and R. Vreugde**

Finance - Presented by I. Welch and J. Ainsworth

- March financial reports: The fact that the board meeting is early this month (8th) along with the easter weekend meant that bank statements and reports were not available until yesterday (6th); 1Q performance to budget and March and April financial statements will be reviewed at the May board meeting.
- Collection of 2026 taxes and toll report: as of March 31, the payment deadline, there are approx. 22 outstanding accounts (similar to last year); next step is to assess a 15% late charge and send new notices by April 15, 2026.
- 2025 Operating Surplus: transfer of 2025 operating surplus from FCU operating account to the new RBC fire dept. capital reserve account; the details of the transfer will be finalized at the next board meeting once R. Vreugde is present.
- Capital Plans:
 - Fire Dept: The Finance Committee recommendation is to fund the reserve account initially with the 2025 operating surplus and potentially with future operating surpluses and via debt financing. The fire dept 5 year capital plan was reviewed:
 - Add note about critical nature of the SBCA's, add projected expiry date (3-5 years) of the SBCA's and add cost in today's \$'s
 - Under equipment list only emergency pagers and SCBA's (other items will be out of operating budget under fire dept. equipment)
 - Change format to be similar to water dept format
 J. Ainsworth to meet with R. Vreugde upon his return to revise for AGM presentation. **Action Required: J. Ainsworth and R. Vreugde**
 - Water Dept: The water dept 5 year capital plan was reviewed. J. Ainsworth and Wm. Trussler to meet to confirm accuracy of the running balances on the Excel spreadsheet. **Action Required: Wm. Trussler and J. Ainsworth**

Communications

- Fanny Bay Flyer suggested articles:
 - Ratepayers help to identify water leaks
 - Repeat notice that burn permits are required

- Advertise Chipping dates May 13 and 14

Action required M. Fakaro

New Business

Announcement: Beaufort Watershed Stewards town hall meeting on Saturday April 25, 2026 2pm – 4pm at the Fanny Bay hall.

Fire Chief Report - presented by J. Ainsworth

The FC Report was sent to all board members via email prior to the meeting. Of note is the resignation of I. Welch as the Deputy Fire Chief and a resulting change in the organizational structure. R. Vreugde has taken over as Deputy Fire Chief and L. Vreugde has taken over as Assistant Fire Chief. The board congratulates I. Welch on her “retirement” and many, many kudos for her work as the Deputy Fire Chief and many, many thanks that she is staying on as a fire fighter.

Motion to adjourn 10:15am.