

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

Date: Mar 11, 2026

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

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 New Business: 1) update office bulletin board sign and 2) letter of support for the Fanny Bay Groundwater Collective application for a grant

MOTION to approve the agenda as amended. R. Vreugde/ J. Reinhardt/ Motion carried

Minutes

The minutes of Feb 11, 2026 regular board meeting were sent to all board members via email prior to the meeting. MOTION to adopt the minutes of Feb 11, 2026 regular board meeting. R. R. Vreugde/ J. Reinhardt/ Motion carried

Business Arising From the Minutes

- Canco credit card: SPID to acquire a Canco Express Fleet card for use by the Fire Dept. vehicles. WIP
Action Required R. Vreugde
- AGM notice to ratepayers: Notice must be mailed via first class to all ratepayers no later than Apr 2, 2026
Action Required: J. Ainsworth

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.
- The SCADA presentation will be on-line and WTC members will attend.

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

- The minutes of March 2026 WTC meeting were sent to all board members via email prior to the meeting.
- New Well: Next step is to seek Island Health approval for the new well. Once approved, next step will be the engineer's report. According to WLRS (Ministry of Water, Land and Resource Stewardship) we do not require a hydrologist report. **Action required: Wm. Trussler**

Finance - Presented by I. Welch and R. Vreugde

- Review of 2025 year-end performance to budget review: R. Vreugde approved the new format and confirmed the amount of the year end operating surplus.
- Review of 2026 February monthly financial report – no comments or questions

- Progress report re: collection of 2026 taxes and tolls- significantly fewer “returns” from previous year; we have received over 125 payments via etransfer; next step is to send late notices no later than April 15, 2026
- 2026 Capital Levy: Sufficient taxes have been collected such that we can affect the required transfer to the capital reserve fund.
MOTION to transfer \$172,200 from FCU to RBC and purchase a new prime linked GIC with the same operating terms as the previous GIC. Wm. Trussler/ R. Vreugde Motion carried **Action required: I. Welch**
- 2025 Operating Surplus:
MOTION to transfer 2025 operating surplus from FCU general operating account to the new fire dept. capital reserve fund. R. Vreugde/ J. Reinhardt Motion carried. **Action required: I. Welch**
- Funding of fire dept capital reserve fund: There was a general discussion about the pros and cons of funding the reserve fund exclusively via taxpayer levies or by a combination of levies and financing. The Finance Committee to meet and recommend a funding proposal to the April board . **Action required R. Vreugde**
- Water dept. 5 year capital plan to be presented to the AGM. Numbers need to be finalized. **Action required Wm. Trussler**

Communications

- Fanny Bay Flyer suggested articles: As of April 15 burning permits required and an announcement of AGM date and time
- SPID Website: post alert re: 15% late fee after March 31st deadline for payment

Action required M. Fakaro

Other Business

- Office bulletin board signage needs to be updated. **Action required J. Ainsworth**
- Fanny Bay Groundwater Collective requests a letter from SPID to West Coast Environment Law in support of their application for a grant. Board agreed. **Action required J. Ainsworth**

Fire Chief Report - presented by R. Vreugde

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

Motion to adjourn 11:15am.