Ships Point Improvement District
Board of Trustees Meeting Minutes

Date: May 13, 2026

Present In Person	Present via zoom	Absent
J. Ainsworth, Trustee Wm. Trussler, Trustee R. Vreugde, Trustee R. Mumblo, Trustee M. Fakaro, Trustee E. Adams, Trustee M. Leroux, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator		

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 Board Elections: Recording Secretary
Add under Finance: Bookkeeper announcement
Add under Bylaws: High risk activities
Add under New Business: SPVFA request re: donation to cover insurance
MOTION to approve the agenda as amended. R. Mumblo/ M. Leroux Motion carried

Minutes
The minutes of Apr 8, 2026 regular board meeting were sent to all board members via email prior to the meeting.
MOTION to accept the minutes of Apr 8, 2026 regular board meeting. Wm. Trussler/ R. Vreugde Motion carried

Announcements
Email update: WTC Chair to update email distribution list; E. Adams will send her email to all board members and Finance Manager **Action required: Wm. Trussler and E. Adams**

AGM Debrief
Attendance was very good ~ 50 ratepayers, the most in several years; positive feedback regarding reports and discussion.

Board Portfolio Assignments
The following positions were assigned by acclamation:

1. Chair of the Board of Trustees and Corporate Administration Officer – J. Ainsworth
2. Deputy Administration Officer – M. Fakaro
3. Financial Officer and Chair of Finance Committee – R. Vreugde
4. Chair of the Water Technical Committee (WTC) and Investment Manager– Wm. Trussler

5. Communications Officer – Michelle Leroux
6. Bylaws Officer – Robin Mumblo
7. Recording Secretary – Eve Adams

The board agreed there is no need for a Technology Officer or a Building and Grounds Officer. Any tasks would be assigned on a one off basis.

The current standing committees (assigned by position) remain unchanged:

- HR Committee: Board Chair, WTC Chair, Financial Officer
- Finance Committee: Financial Officer, Finance Manager, Investment Manager, Board Chair
- Ratepayers Liaison Committee: Water Operator and Board Chair

Business Arising From the Minutes
Transfer of 2025 operating surplus to new Fire dept. capital reserve fund:
MOTION: To transfer 2025 operating surplus funds in the amount of $34,000 from the VanCity chequing account to a new RBC cashable GIC. R. Vreugde/ Wm. Trussler. **Action required: I. Welch**

Fanny Bay Groundwater Collective (FBGC): presented by J. Ainsworth

- Report: The FBGC was successful in obtaining approval for ~$3,800 grant from West Coast Environmental Law. The grant will help pay legal fees as the FBGC requests that the Province suspend the applications for groundwater licenses of Cermaq (owned by Mitsubishi) and Natural Glacial Waters for 3-4 years. The suspension would allow time for the Fanny Bay community to develop a WSP (Water Sustainability Plan) under the 2016 BC Water Sustainability Act.
- Website: SPID has received a request from FBGC to add SPID's name to the FBGC website as a "community partner". The board agreed that a designation of "Local Supporter" was more appropriate in terms of the relationship SPID/ FBGC.
- Donation: SPID has received a request from FBGC to donate to the FBGC legal fund. A condition of the WCEL grant requires FBGC to match the grant.
  MOTION: That SPID approve an initial donation of $500 to the FBGC legal fund. R. Vreugde/ M. Leroux Motion Carried. **Action required: I. Welch**

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.
- D. Shepherd confirmed that he should continue to draw water from Well #1
- Water Conservation Stage II was implemented on May 2, 2026- a monthly earlier than usual. The water conservation stage has been updated on the matrix and history in Sync.com as well as on the SPID website. There were announcements on Facebook and J. Ainsworth volunteered to put up notices on the 3 Ships Point bulletin boards. **Action required: J. Ainsworth**
- D. Shepherd attended a video seminar on how to complete the Island Health Source and System Assessment Survey. He reported that we should be careful in terms of expressing any concerns about our system as we could end up with conditions on our license relating to the concerns. However, there are critical concerns that are out of our control e.g. drought and logging practices. Should we include them in our survey? The WTC will bring a recommendation (i.e. limit response to IH to concerns within our control vs broader concerns that are outside our control) to the June board meeting regarding the approach to survey completion. The deadline for submission of the survey is Oct 9, 2026. D. Shepherd and J. Ainsworth to meet to complete the survey. **Action required: WTC and D. Shepherd and J, Ainsworth**

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

- The minutes of May 2026 WTC meeting were sent to all board members via email prior to the meeting.
- Well #5 (NEW): Work in progress; next step is the engineering report and design. We will use McElhanney (as opposed to issuing an external RFP) as they did the work for our previous wells and should suffice in terms of due diligence. I. Welch noted that any contract with McElhanney executed on or after Oct 1, 2026 will incur 7% PST per expansion of PST by the Province to cover professional services. **Action required: Wm. Trussler**

Finance - Presented by I. Welch and J. Ainsworth

- Bookkeeper announcement: I. Welch reported that she will be moving to West Kelowna in June; with a couple small exceptions all tasks currently handled by I. Welch will continue to be handled by her remotely with meetings handled by Zoom. The board greatly appreciates that SPID will continue to be a client of Antelope Bookkeeping Services.
- Monthly Financial Reports: March and April 2026 reports were sent to all board members via email prior to the meeting. There were no comments or questions.
- 1Q 2026 performance to budget report: Sent to all board members via email prior to the meeting. I. Welch reported that there were no significant variances and that budget to actuals are on track.
- Collection of 2026 taxes and toll report: There are approx. 11 overdue accounts. The second late notice to be sent to ratepayers on May 15 will include an option for a payment plan if they contact the office immediately. **Action Required: I. Welch**
- Banking Signing Authorities
  - RBC: Current RBC signing authorities to remain unchanged i.e. any TWO of Finance Officer (R. Vreugde), Chair of the Water Technical Committee (Wm. Trussler), and Chair of the Board, (J. Ainsworth.) are required to execute financial transactions.
  - VanCity Credit Union(fka Union Bay Credit Union):

  MOTION: That any TWO of the following trustees are required to sign in order to execute any and all transactions, including on-line transactions, on the SPID bank accounts at VanCity in Union Bay:

  Jackie Ainsworth
  William Trussler
  Rob Vreugde
  Robin Mumblo
  Melina Fakaro
  Eve Adams
  Michelle Leroux

  R. Vreugde/ Wm. Trussler Motion carried. J. Ainsworth to send VanCity the required AGM minutes i.e. the minutes confirming the election of the above trustees. (2024, 2025 and 2026). Next step will be Vancity instructions regarding in person presentation of ID and signatures. **Action required: J. Ainsworth**
- Utility Searches: Board to consider increasing utility search charge at the next board meeting agenda. The current charge is $60. **Action required: J. Ainsworth and I. Welch**

CRA Representative: Currently J. Ainsworth is the only trustee authorized on the SPID CRA account. I. Welch has limited 'delegate' representation. R. Vreugde, as Financial Officer, to be added as authorized trustee. **Action required: J. Ainsworth**

Bylaws

- Bylaws training: R. Mumblo to meet with J. Ainsworth and J. Reinhardt to review bylaw portfolio. J. Ainsworth to setup meeting before next board meeting. **Action required: J. Ainsworth**
- Water Conservation Regulations Bylaw 124: Confirm with province best practice to update Schedule A Water Use Restrictions – amend existing bylaw? create a new bylaw? delete schedule from bylaw and update any changes via board resolution? The goal is efficiency and how to ensure enforcement provisions. **Action required: R. Mumblo and J. Ainsworth**
- High Risk Activities: The CVRD bylaw was reviewed. It was agreed that SPID needed a high risk activity bylaw and the CVRD bylaw could be customized for SPID use. Action required: **R. Mumblo and J. Ainsworth**

Communications:

- M. Fakaro and M. Leroux to meet to transition Communication portfolio. **Action required: M. Fakaro and M. Leroux**
- Fanny Bay Flyer articles:
    - Water conservation stage change from 1 to 2 effective May 2, 2026
    - Total fire ban

Action required M. Fakaro

Information Technology

The printer has been replaced. The new Brother printer was slightly cheaper than new ink cartridges for the old HP printer. I. Welch has installed the new printer driver on the office PC.

Building and Grounds

The office/Fire Dept. training building needs to be sprayed to control carpenter ants. **Action required: R. Vreugde**

New Business

M. Leroux presented a request from the SPVFA for a donation to cover their costs of insurance.
MOTION: That SPID approve a $1,738 donation to SPVFA for insurance expense. R. Mumblo/ M. Fakaro Motion carried. **Action required: I. Welch and M. Leroux**

Fire Chief Report - presented by R. Vreugde

- The FC Report was sent to all board members via email prior to the meeting.
- Board members confirmed that they appreciated the FC report in full versus highlights only.

Motion to adjourn 11:15am