

Ships Point Improvement District Board of Trustees Meeting Minutes

Date: May 14 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. 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.

MOTION to adopt agenda. R. Vreugde/ J. Reinhardt/ Motion carried.

2. Minutes

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

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

3. AGM

Debrief: Board members received positive feedback from ratepayers and board members were generally pleased with the turnout.

Committee Assignments:

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 – Wm. Trussler
5. Communications Officer – M. Fakaro
6. Bylaws Officer – J. Reinhardt
7. Technology Officer – R. Vreugde
8. Building and Grounds Officer – R. Timbers

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

4. Water Operations and Water Technical Committee Reports

Presented by Wm. Trussler (D. Shepherd absent)

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

Underperformance of Well #3

Drawdown tests confirmed that well #3 is underperforming by about 25-30%. There was discussion regarding when to do the required redevelopment work in terms of financial planning. The WTC recommends that redevelopment be postponed til the fall. There was a question as to why we wouldn't do it immediately if funds are available.

MOTION: That SPID withdraw funds from the CRRF to finance required well #3 redevelopment. Wm. Trussler/ R. Timbers

It was agreed to table the motion until discussion with our auditor regarding CRRF funds availability.

ACTION REQUIRED: I. Welch

PLC

The WTC recommends upgrading the pumphouse router for security reasons. In addition, the WTC recommends purchasing a new computer and the SCADA (Supervisory Control and Data Acquisitions) software which will allow for increased data collection, analysis and remote control of the system.

It was agreed to further discuss the financials for the purchases at the next board meeting pending the auditor information (see above). It was agreed to draft a bylaw authorizing withdrawal of funds from the CRRF for review and possible action at the next board meeting.

ACTION REQUIRED: J. Reinhardt

5. Finance

Presented by I. Welch

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

SPID Small Business Credit Card

J. Wahl removed as Account Business Representative (ABR) and R. Vreugde added. J. Ainsworth remains as second ABR; Office Administrator card cancelled, Water Operator card added, Fire Chief card remains as is.

Approval Procedure of Credit Card Purchases

It was agreed that the Water Operator and the Fire Chief will have a discretionary limit of up to \$1,000 and anything over that amount would require board approval. The policy requires documentation.

ACTION REQUIRED: J. Ainsworth

Notice and Collection Procedures of Annual Tolls, Taxes and Capital Levy

The Board agreed to the procedures as presented with an additional note referencing Local Government (LGA) regulations re: interest and liens and tax sale. The procedures require documentation.

ACTION REQUIRED: J. Ainsworth

Late Fee Waiver Requests

Based on the Finance Manager's recommendation, the board agreed to waive the 15% additional tax assessment for late payments for three of the four ratepayer who requested waivers.

MOTION: The Board will approve exceptions to the payment of late fees at its discretion. R. Timbers/ R.

Mumblo Motion carried.

The policy requires documentation. **ACTION REQUIRED: J. Ainsworth**

CRA Account Ownership

The new Financial Officer, R. Vreugde, to replace previous Finance Officer, J. Wahl, as Account Owner on the SPID Canada Revenue Agency (CRA) account. **ACTION REQUIRED: J. Ainsworth**

Vacant Lots – Update tabled to the next meeting.

6. Bylaws

Bylaw 131 (To establish the procedures for the calling of meetings of the board and for the conduct of business) received second and final reading.

MOTION: to approve Bylaw 131 as presented. J. Reinhardt/ R. Mumblo Motion carried.

Send to the province for filing.

ACTION REQUIRED: J. Ainsworth

7. Communications

Website: Board contact info requires update. **ACTION REQUIRED: M. Fakaro**

Fanny Bay Flyer:

Remove N. LeBlanc as the SPID contact in the Flyer; SPID report to include burning information and water conservation information with a positive note to ensure sprinklers are not watering driveways and roads

ACTION REQUIRED: M. Fakaro

8. Information Technology

R. Vreugde presented.

Zoom

Update regarding use of Zoom on office display screen: Apple TV has been added, office camera to be tested and microphone to be purchased. **ACTION REQUIRED: R. Vreugde**

Office Router

The board agreed to update the router for the office. **ACTION REQUIRED: R. Vreugde**

Fire Dept. Printer

The FC reported problem with the printer. The printer is the old one from the office and may require replacement. R. Vreugde to confirm. **ACTION REQUIRED: R. Vreugde**

9. Class Action Suit

Email from Board Chair of Kaleden Improvement District sent to board members via email prior to the meeting.

MOTION: That SPID contribute up to \$3,000 to the class action suit legal effort. That is, to contribute to the initial legal research to determine if the suit is feasible. R. Vreugde/ R. Timbers Motion Carried. J. Ainsworth to contact Chair of Kaleden ID to advise and discuss further. **ACTION REQUIRED: J. Ainsworth**

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: in working order

Motion to adjourn 10:45am. Meeting moved to In Camera.