

Ships Point Improvement District Board of Trustees Meeting Minutes

Date: Oct 8, 2025

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

J. Ainsworth chaired the meeting and took minutes.

1. Agenda

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

- Request from board member to ensure that each action item from the previous board meeting is added to the agenda to ensure follow-up
- Add insurance for training centre to Finances
- Add Northrock Technologies to Information Technology
- Add sync.com access to Information Technology
- Add signage to Other Business (request for flower reimbursement and pumphouse sign)

MOTION to adopt agenda as amended. J. Reinhardt/ B. Timbers Motion carried.

2. Minutes

- The minutes of Sep 10, 2025 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to adopt the minutes of Sep 10, 2025 regular board meeting. R. Vreugde/ J. Reinhardt Motion carried.

3. Water Operations - presented by D. Shepherd

Monthly operations reports

- Posted on the SPID website.

Water Operator License

- D. Shepherd to confirm that in addition to proof of hours, a Level 1 EOCP license includes two segments Distribution and Treatment at a cost of \$900 each. The expense will be included in the 2026 budget. **ACTION REQUIRED: I. Welch**

PLC Upgrade

- New pumphouse computer, VPN and router invoices to be sent to I. Welch as soon as possible in order to complete the reconciliation of the CRRF PLC project funds. Recon to be presented at the next board meeting. **ACTION REQUIRED: I. Welch**

VPN Update

- Confirmed that VPN is neither a one-time cost nor a subscription. It is included as part of the new PLC.

Water Conservation Stage

- Changed from to Level 1 on Oct 11, 2025; J. Ainsworth reported that in a recent review of the water conservation bylaw we are required to post any change in conservation stage on the mailbox bulletin boards as well as the website, the welcome signage and the Fanny Bay Flyer. J. Ainsworth to prepare template for M. Fakaro to post. **ACTION REQUIRED: J. Ainsworth**

4. Water Technical Committee - Presented by Wm. Trussler

- The minutes of September WTC meeting were sent to all board members via email prior to the meeting.
- Well #2: Wm. Trussler reported that there was a major discussion at the WTC meeting regarding the issue of Well #2. That is, Island Health's recommendation that we install UV filter in addition to chlorination to Well #2 as a result of the Groundwater at Risk of Containing Pathogens assessment (known as GARP) conducted by IH. The WTC recommends that we dig a new well and shut down Well #2. The Board requested that WTC get estimates for a new, drilled well to aid in further discussion. **ACTION REQUIRED: Wm. Trussler**

5. Finance - Presented by I. Welch and R. Vreugde

- Monthly and quarterly financial reports including performance to budget report sent to all board members via email prior to the meeting. There was a question regarding difference in revenue of \$10,000 budget to actual. I. Welch to research and report back. **ACTION REQUIRED: I. Welch**

Insurance for Training Centre

- The insurance is in place and we are awaiting previously board approved invoice.

Annual Tolls and Taxes Update

- There is one account outstanding and it is being closely monitored. J. Ainsworth to remind the ratepayer on Oct 19 of the Oct 20 postdated cheque to be deposited. **ACTION REQUIRED: J. Ainsworth**

Reconciliation UBCM #3

- The UBCM #3 grant income and expenses have been reconciled within .04 cents. The .xlsx recon report will be sent to board members via email. **ACTION REQUIRED: I. Welch**

2026 Budget Review

- All budget meetings at the SPID office/ 9am/ dates:

Wed Oct 15, 2025 Department budgets (fire, water, administration) to be sent to Finance Manager and Finance Officer
Tues Oct 21, 2025 Finance Committee meeting to review department budgets
Wed Oct 29, 2025 Special board meeting to review proposed budget and draft of bylaws
Wed Nov 12, 2025 Regular board meeting to approve budget and bylaws
Mon Dec 1, 2025 Send bylaws to Ministry for review and registration

6. Communications – presented by M. Fakaro

- Fanny Bay Flyer – to include fall & winter fire information and change of water conservation stage

7. Bylaws – presented by J. Reinhardt

- Revisions to Bylaw 124 Water Conservation Regulation, Schedule A Water Use Restrictions, was presented and discussed. There was no agreement regarding items #1 and #3 reference to “inground irrigation”. Further review of the definition of micro-irrigation and in drip-irrigation in the bylaw is required. TABLED to the November board meeting.

8. Information Technology

- Access to sync.com Waterworks folder requests have been completed (M. Mesford, B. Timbers). W. Trussler requested that we re-send the invitation to share. **ACTION REQUIRED: J. Ainsworth**

9. Other Business

Reimbursement Request

- Wm. Trussler presented a request from S. Murray to be reimbursed for the flowers and flower bulbs that she plants in and around the Ships Point welcome sign. The board agreed.

Pumphouse Signage

- It was agreed to get a larger sign and one not in red for the pumphouse gate. **ACTION REQUIRED: B. Timbers**

Advertising Signs

- R. Vreugde to call one of the advertisers who is posting large signs on the Ship Points hydro pole. He will call as a concerned citizen and ask that they take down the sign.

Cyber Insurance

- R. Vreugde to research costs for cyber insurance for 2026 budget. **ACTION REQUIRED: R. Vreugde**

J. Ainsworth left the meeting.

10. 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.