**Ships Point Improvement District (SPID) Board Meeting**

**Draft minutes**

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| **Date** | **October 12, 2022** |

**Absent- J. Wahl**

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|  **Items/ Reports**  | **Description**  | **Responsibility**  |
| AgendaMinutes | Review Agenda* New Business: add R.Timbers’ presentation of budgeting process document
* Water Dept: add Island Health water drought survey

Motion to adopt revised agenda M/S/C Timbers/ ReinhardtMinutes Motion to adopt the minutes, as amended of the Sep 14, 2022 board meeting M/S/C Fakaro/ Timbers | J. Ainsworth |
| Water Dept | Water Operations Report  * Motion to set $500 limit without board approval for water operator expenses. M/S/C Trussler/ Timbers
* Fault still coming up in generator (Cullen software issue)
* PLC programming – Troy from Bowser needs an official proposal to present to management in order to provide PLC software support. It was suggested SPID contact the CVRD for further contacts that might be able to provide support.
* There was a general discussion about possibly adding independent contractors to our insurance policy under the D&O schedule if insurance is an issue for the contractor.
* Chlorinator quill is now in place- need to source an additional one for backup

Water Technical Committee Report * Discussion regarding requirements necessary to qualify as an additional dwelling with a water connection and therefore an additional water toll. As a result of the discussion, the board determined the criteria for determining “Additional Dwelling” water connection are as follows:
1. Intent of use
2. Is it self contained
3. Does it have 1) washing 2) cooking or 3) bathroom facilities? Note: this is the social service definition of a dwelling used by previous boards of trustees.
* Water Operator confirmed no change to current Water Stage - remains at Stage 2
* Water drought survey to be completed by Administrator and Water Operator and submitted to Island Health.
 |  D. ShepherdW. Trussler |
| Finance  | * Monthly financial reports – to be reviewed in November.
* One Delinquent water toll account - next step: a registered letter to the ratepayer to be written by J. Ainsworth informing the ratepayer that the balance owing plus any applicable penalties and interest will be forwarded to 2023 billing and to offer a repayment program if the ratepayer is unable to pay at this time.
* W. Trussler to be reimbursed for expenses for an appreciation gathering for the SPVFFA volunteers at his home (per Sept 2022 board meeting minutes). S. Murray sent along her thank you for the food and drink.
* Our auditor resigned due to a staff shortage in his office. Discussion of a Request For Proposal (RFP) for a new Auditor – 5 yr contract request to be sent to selected parties shortlisted by the Finance Chair.
 | J. Wahl -absent |
| Grants | * Nothing to report
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| Communications | * Fanny Bay Flyer articles:
* Note to “snowbirds” that Year 2023 invoices will be mailed the end of January 2023 and are due March 31 2023.
* Website – news release updates
 | M. Fakaro |
| By Laws Committee | * Revised Fire By-Law – work in progress.
* 2023 taxation and water toll bylaws are prepared and ready to mail to the Inspector of Municipalities.
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| Ratepayer Liaison Committee | * Water overuse/wasted resource email from a concerned ratepayer. Home in question was inspected by our Water Operator – there is minimal overuse. J Ainsworth to follow up.
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| Joint Health and Safety Committee | * Nothing to report
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| Human Resources Committee | * Nothing to report
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| Building and Grounds Committee | * New groundskeeper contract with Keith Thibault signed. Keith toured the location of work and discussed the scope of work with Water Operator; retirement card and small gift sent to Curtis Johnson
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| Fire Dept | * Monthly report – sent via email
* Fire Dept Review with CVRD consultants. A 1.5 hr meeting about the SPID operation; request for a copy of the report from the CVRD when it has been received.
 | T. HoffartJ. Ainsworth |
| Business Arising from the Minutes |  |  |
| New Business | * CWSA Annual Conference – Nov 16 (Operator Training) and Nov 17 (AGM). No water operator ECU required this year. An email for a trustee or admin to attend will follow.
* Budget process review- R Timbers presented handouts. Discussion tabled until next meeting when Finance Chair will be in attendance.
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| In Camera |  |  |
| Adjournment | * Motion to adjourn M Fakaro
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