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

**DRAFT Minutes**

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| **Date** | **May 11, 2022** |

**Absent: R Timbers, M. Fakaro, D. Shepherd**

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|  **Items/ Reports**  | **Description**  | **Responsibility**  |
| AgendaMinutes | Review Agenda* Motion to adopt agenda MSC J.Reinhardt, J.Wahl

Minutes * Motion to adopt the minutes, as amended of the April 13, 2022 board meeting - pending spelling corrections MSC J.Wahl, W. Trussler
 | J. Ainsworth |
| Water Dept | * Water Operations Report – monthly report previously emailed to board members. Additional Notes:
* Leak rate is registering zero.
* Flushing is postponed due to water operator absence; new date to be determined on his return to work; broadcast email notice to be sent to ratepayers announcing postponement.
* Water stage will automatically change May 15th from stage 1 to stage 2 per the current Drought Response Plan.
* We received the annual Certificate of Analysis report from BV Labs for 2022. The report includes a chemical, microbiological and metals analysis of SPID's drinking water. There was a slight increase in manganese in well #1, which is not in use. The test results have been posted to the SPID website.
* Diesel generator repair; we are awaiting shipping of part; good news is that Cullen Diesel Power was able to do the programming based on the original program
* Recently 5 new tree seedlings were planted over a service line (on the public right of way) on Michael Place. A letter will be sent to residents on Michael Place detailing the issue, requesting removal of the trees and giving a deadline date for removal. After which, SPID will remove them.
* Thank you to Dave Henderson and Mike Mesford for backing up the water operator position for the next month in the absence of D. Shepherd.
* Water Technical Committee Report
* Drought Response Plan under review including triggers for water conservation stages; currently water volumes are read monthly - WTC suggests a weekly reading during high consumption times – typically May to Sept- then determine water stage based on volume triggers
* Well flushing project will be postponed indefinitely due to cost considerations.
* GAARP testing and analysis to be done by VIHA; raw water tests take 2 days to get results. CRVD having technical issues for their information.
 |  D. Shepherd |
| Finance  | * Financial reports – monthly reports previously emailed to board members.
* SPID credit card update : SPID credit cards have been issued to Nina LeBlanc as office administrator and Terry Hoffart as fire chief. Nina and Jackie are meeting weekly to convert various expenses that are currently paid by manually via cheque to auto payment via the new credit cards.
* Next admin project: direct deposit payroll
 | J. WahlJ. Ainsworth |
| Grants | * Nothing to report
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| Communications | * Fanny Bay Flyer articles
* Reminder to residents about gardening – some user friendly bylaw information about keeping water service lines clear of vegetation
* Reminder re: fire regulations – April 15 burn permits are required
* Announcement re: water conservation stage
* Announcement re vacant trustee position
* Website – Add a notice re: April 15 burn permits required
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| By Laws Committee | * Revised Fire By-Law update:
* The committee met with Fire Chief Hoffart.
* It was determined that a new fire bylaw will be created.
* It will consist of almost all of the existing bylaw requirements with the addition of a section on the venting index.
* As well, there will be a new Schedule A attached - a chart listing the various types of fire (e.g. beach fire, campfire, yard burn) and what the various seasonal requirements are for each.
* It will be posted on the website.
 | J. Reinhardt |
| Ratepayer Liaison Committee | * SPID received an email from a concerned ratepayer regarding some new tree seedlings that were planted near their water line; see details under Water Operations report.
 | J. Ainsworth |
| 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 | * Moss removal – table to next meeting
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| Fire Dept | * Monthly report sent via email; no items to note.
 | T. Hoffart |
| Business Arising from the Minutes |  |  |
| New Business | * Streamlining meetings;
* The following regular, monthly reports will be sent to all board members prior to the meeting and only questions about the reports or items that require discussion will be part of the actual board meeting: 1)Water Operator Report, 2) Financial Report 3) Fire Chief Report
* Exception: the Water Operator will continue to present page 1 of his report to the board in detail
* Water operator attendance at board meetings: confirm with the water operator that, after water reports, his attendance is optional.
 | J. Wahl |
| In Camera |  |  |
| Adjournment | * Motion to adjourn 10 am.
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