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

**Draft minutes**

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| **Date** | **Apr 13, 2022** |

Absent: W. Trussler

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| **Items/ Reports** | **Description** | **Responsibility** |
| Agenda  Minutes | Review Agenda   * Add to the Finance section: report on outstanding water toll and parcel tax accounts and review of capital loans * Motion to adopt agenda as amended M/S/C M Fakaro, J Reinhardt   Minutes   * Motion to adopt the minutes, as amended of the March 9, 2022 board meeting M/S/C J Reinhardt, M Fakaro | J. Ainsworth |
| Water Report | * Water Operations Report – sent via email and posted to shared drive. * Motion that SPID spend up to $2K to replace, install and program the replacement circuit breaker panel of the emergency diesel generator M/S/C J Wahl, R. Timbers * Confirmed that SPID water operator, D. Shepherd, is also now working as the Fanny Bay Waterworks water operator * Office Admin to add annual VIHA report requirement to the admin calendar * Water Technical Committee Report - sent via email and posted to shared drive * BWS: BWS has purchased a new meter that will make the specific conductivity testing of SPID wells much easier – the new equipment replaces a labour intensive procedure; thank you to BWS for voluntarily testing our wells along with the other wells they test. | D. Shepherd  D. Shepherd  J. Ainsworth |
| Finance | * Monthly financial reports – sent via email   **Assets**                   $ 3.89 MM  **Current**             $ 762.3 K  **CRRF**                $ 418.7 K  **Liabilities**               $ 2.38 MM  **Debt**                $ 2.16 MM  **Equity**             $ 1.51 MM  Cash Budget information   |  |  | | --- | --- | | **Loans Cash Budget** |  | | **CRRF Revenue** | **172,200** | |  |  | | Phase 1 Payment | -     4,965 | | Phase 2 Payment | -     3,575 | | Phase 3 Payment | -     5,595 | | Monthly Cash | -   14,135 | |  |  | | **Annual Cash** | **- 169,620** | |  |  | | **Cash Buffer** | **2,580** |   **Monthly**                                  215  Maturity Balance Forecast – Phase 1 Loan   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  | **Annual** |  |  |  |  | | **Balances** | **Maturity** | **Years to** |  | **Principal** | **Maturity** |  |  |  | | **Mar-22** | **Date** | **Maturity** | **Rate** | **Reduction** | **Balance** | **10% pp** |  | **Goal** | | *618,118* | *2024-07-31* | 2.34 Years | *3.38%* | *37,200* | *531,070* | **421,130** | -121,130 | **300,000** | | 467,939 | 2028-03-12 | 5.95 Years | 4.40% | 20,400 | 346,559 |  |  |  | | 1,076,627 | 2031-06-30 | 9.25 Years | 3.61% | 24,000 | 854,627 |  |  |  |  * Outstanding accounts report- 12 accounts to be billed the 15% late fee. Most account holders have approached for a payment plan to clear accounts before Oct 2022. * To date, tax and toll methods of payment: 157 e-transfers and 126 cheques. * The Water Department flushing station project is on hold due to financial constraints. * SPID Credit Card – in progress | J. Wahl  N. LeBlanc |
| Grants | * Nothing to report |  |
| Communications | * Website * links of reports will continue to be sent to trustees however the board meeting minutes will no longer repeat details in the minutes that are already in the reports * new webmaster is M. Fakaro. Many thanks to R. Timbers for helping set up new and improved website. * J. Ainsworth has created a list of documents to be posted on monthly, annually and as required basis to the website by the Office Administrator. * Fanny Bay Flyer articles: * burn permits required as of April 15 * May 12 – 14 water flushing by our water operator * Water flushing notice: will be written by M. Fakaro and sent to the Administrator for distribution to the SPID ratepayers email list | J. Ainsworth  M. Fakaro |
| By Laws Committee | * Revised Fire By-Law – Fire Chief to review the latest draft for edit and comment. | J. Reinhardt |
| Ratepayer Liaison Committee | * Ratepayer concerned about the condition of Victor Lane; RLT communicated via email that 1) the warranty for the water project has expired and 2) the area of concern is under MOTI jurisdication. Email to the ratepayer included contact information for the MOTI supervisor that SPID met with in the past. |  |
| Joint Health and Safety Committee | * Bullying and Harassment policy - motion to adopt the new policy per the JH&SC Recommendation M/S/C R. Timbers / J. Wahl | J. Reinhardt |
| Human Resources Committee | * Nothing to report |  |
| Building and Grounds Committee | * General discussion re adding “No Beach Fires Allowed” to the SPID welcome sign; no action at this time. * R. Timbers to co-ordinate removal of excessive moss on SPID building roofs; impact on environment will be considered when treating the roofs. | R. Timbers |
| Fire Dept | * Monthly report – sent via email - one item of note in the report: * CVEP/NEPP Update: Dyke Road emergency egress route has deteriorated to the point that vehicle traffic in the event of an emergency would not be safely possible; emergency evacuation plan will be updated to reflect either pedestrian, ATV or UTV usage only; this is a gazzetted road that has no funding to maintain. | T. Hoffart |
| Business Arising from the Minutes |  |  |
| New Business | * Celebrate Your Community event fka Meet your Neighbour – Fire Dept is participating. |  |
| In Camera | N/A |  |
| Adjournment | * Motion to adjourn M. Fakaro |  |