

**Ships Point Improvement District (SPID)
Board of Trustees Meeting Minutes**

Date of Meeting	June 12, 2024
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Present in person	Present via Zoom or phone	Absent	Meeting Delegation
W. Trussler, Chair Water Technical Committee J. Reinhardt, Trustee R. Timbers, Interim Chair, Finance Committee R. Vreugde, Trustee		J. Wahl, Chair Finance Committee (on medical leave until further notice) J. Ainsworth, Chair Board of Trustees M. Fakaro, Chair Communications	None
D. Shepherd, Water Operator N. LeBlanc, Office Administrator Ingrid Welch- Finance Manager			

Items/ Reports	Description	Motion	Action Required
Agenda	Trustees acclaimed R Timbers chair the meeting The agenda was sent to board members via email prior to the meeting. Note: the draft AGM meetings are still under review. J Ainsworth will send out again for the July meeting	MOTION R. Vreugde/ W. Trussler That the agenda be approved Motion carried.	AGM draft minutes will be sent out again after J Ainsworth has reviewed and amended.
Minutes	Motion to adopt the minutes of the May 8th, 2024, board meetings including the In Camera meeting. The meeting procedures bylaw will be reviewed to define the requirements of returning draft minutes to the board. R. Vreugde suggested that one week after the meeting would meet the standard set by Robert's Rules.	MOTION W Trussler/R Vreugde That the minutes of May 8, 2024 board meetings be approved as presented. Motion carried.	

	<p>Motion to suspend the order of the agenda to accommodate presentations.</p> <p>Finance Manger presentation first, bylaw info then water dept.</p>	<p>MOTION R Vreugde/ R. Timbers to suspend the order of the agenda to accommodate presentations.</p>	
Finances	<p>Presentation by Ingrid Welch, newly hired Finance Manager. Good question period with Ingrid. Learning curves for all involved. Changes to the financial reports are ongoing to make them more user friendly. Work to date includes the Sage chart of accounts “clean up” ie inactive DNU accounts being repurposed for better order of financial information.</p> <p>It was determined the \$100K matured investment from FCU is NOT CRRF but in fact deposited in RBC to paydown the loan. N. LeBlanc reviewed the historical RBC deposits and their purpose. More discussion and sorting on the Capital funds will take place.</p> <p>Delinquent accounts were reviewed prior to the meeting. The need to collect owed funds is essential to SPID operations. Outstanding balances should be cleared no later than October 1, 2024.</p>	<p>MOTION J. Reinhardt/ R Timbers that the delinquent accounts that have not set up a mutually agreed upon payment plan will be send a letter and copies of the outstanding invoices via registered mail. Accounts not responding to this letter will have water services turned off July 5.</p>	<p>Ingrid will prepare and distribute the Excel spreadsheet of new/changed chart of accounts to FC Hoffart, W. Trussler, R Timbers and N. LeBlanc</p> <p>New YTD Performance to budget format will be reviewed at the July board meeting.</p> <p>Monthly expenses form for review will also be ready for July 2024.</p> <p>N. LeBlanc will draft the water service notice and send it out to J Ainsworth, W. Trussler and R. Timbers. The final draft will be printed, the outstanding invoices enclosed and mailed registered mail as soon as possible.</p>
Business Arising from Minutes	<p>All trustees now have access to on-line banking at FCU.</p>		

	<p>Water bylaws need to be reviewed by the Inspector as they are regulatory. A long-emailed response from the Ministry rehashed the use of current templates from the Ministry. Some work is to be done to meet SPID's needs and the Ministry's requirements- D. Shepherd, J. Ainsworth and J. Reinhardt</p>		<p>D. Shepherd, J. Ainsworth and J. Reinhardt will meet to work on this item before the next meeting. WIP</p>
<p>Water Operations Report</p>	<p>Please refer to SPID website for the monthly water operations report as presented. Note that leak rates are noted in winter months and minimum flow rates are reported during the balance of the year. Cooler weather compared to last year resulted in less water consumption.</p> <p>One large long-term leak was discovered by R. Vreugde on a neighbouring property. It has been repaired. SPID may want to encourage folks to review their automated watering systems for leaks.</p> <p>D. Shepherd completed the flushing but no notices were posted on the mailboxes and no emails went to the ratepayers.- In viewing the past minutes, the actions column did not get filled out for recording the action required for the May flushing. M. Fakaro did post a notice on Facebook.</p> <p>Metering was knocked out by power bumps and the supplier support to correct the situation was excellent. Data we have is not accurate for May.</p> <p>D. Shepherd will be connecting with White Pacific about being our SCADA support .</p> <p>June 15, 2024, there is a free course on SCADA (with ECU for Water Operator's ongoing education) in Parksville. Dave Shepherd will be attending and the Board agreed to pay for mileage and meal allowance as per current policies.</p> <p>D. Shepherd will request our Island Health contact Ella for the 6 months of Raw Water tests.</p>		<p>Note: the Water Operator report for May could not be opened by N. LeBlanc. She does not have access to Sync cloud storage as yet.</p> <p>Better communications via mailboxes and emails required for the water flushing in the future. Acknowledged by N. LeBlanc</p> <p>D. Shepherd to submit mileage and meal receipts for expense</p>

	<p>Well 2 has been turned off to help get the chlorine levels right.</p> <p>Review of Stage 2 Water Conservation- to be determined by the change in the weather; the water operator will determine and inform the office, fire chief and trustees.</p>		<p>reimbursements from SCADA free course in Parksville</p>
	<p>The minutes of the May 6, 2024 Water Technical Committee meeting were sent to board members via email prior to the meeting. D. Shepherd is to purchase a replacement flowmeter that connects to the UPS.</p> <p>Re Well #2 - UV costs estimate to date : \$50k Paying down the current debt might be a better option for SPID at this time..</p> <p>Well 2 could always be turned off.</p> <p>Wildfire protection course at CWSA Recommends cartridge filter masks for water operators. One mask is to be placed at pumphouse and the other at SPID office in breezeway.</p> <p>SPID is looking for exterior support for O and M for the PLC system. D Shepherd communicating with White Pacific.</p>		<p>SPID will discuss and determine what actions to take after sorting the financial needs for debt repayment for the next three years.</p> <p>D. Shepherd to source two cartridge filter masks rated for wildfire protection (2.5um) and purchase.</p> <p>D Shepherd communicating with White Pacific soon.</p>
Communications	<p>ALL TABLED to next meeting. Information leaflet to short term rental/ Air BnB owners - progress report tabled until next meeting</p> <p>Fanny Bay Flyer</p> <ul style="list-style-type: none"> • Items for next issue <p>SPID Website- Reports and adopted minutes to be updated by Office Administrator</p> <p>A better way of communicating about signing cheques in a timely manner. The Finance Chair does not need to sign every cheque. Anyone signing cheques needs to review and initial the source documents. The Office manager will send messages by text to get cheque signers.</p>		<p>M. Fakaro absent from meeting</p> <p>N. LeBlanc to update website</p>

<p>Bylaws</p>	<p>Digitization Project – progress report-file retention and sort is happening first. A written filing framework is required so everyone will use the same filing protocols. Trustees may come into the office to help with this scanning project once the sorting is done. WIP</p> <p>Bylaws Several administrative bylaws require updates:</p> <ul style="list-style-type: none"> • Connection Charges • Service Fees and Charges • Procedures for Calling Meetings <p>Item tabled until the next meeting when J. Ainsworth can attend. Discussions with N. LeBlanc will determine recommendations and required changes.</p>		<p>J. Reinhardt will determine the time of being in the office outside of reg office hours whenever possible.</p> <p>J. Ainsworth and N. LeBlanc will review the bylaws prior to the next meeting.</p>
<p>IT</p>	<p>Nothing to report</p>		
<p>Building and Grounds</p>	<p>Septic Inspection / Clean out completed but the smelly problems persist. Plumbing expert required.</p>		<p>N. LeBlanc will call the local plumber and seek the remedy.</p>
<p>Fire Dept</p>	<p>Fire Chief monthly report was sent to board members via email prior to the meeting.</p> <p>Notice to AirBnb Owners There was an incident where there was a live campfire on the beach at an AirBnb and the guests had already left the premises. The Fire Chief has requested that we create a document that we could give to owners of short term rentals that they would include in their welcome package. The document would include information about fire bylaws (in particular, no beach fires) and water bylaws (including conservation stages).</p> <p>In addition, we will confirm with the Fire Chief that we should send a letter to the AirBnb owner involved in the current incident.</p>		
<p>Adjournment</p>	<p>The regular meeting adjourned at 10:45 am.</p>		