

Ships Point Improvement District Board of Trustees Meeting Minutes

Date: September 10, 2025

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

J. Ainsworth chaired the meeting and took minutes.

1. Agenda

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

- Delete under WTC report “sent to all board members via email prior to the meeting.”
- Delete under Monthly Finance Reports “sent to all board members via email prior to the meeting.”
- Move Water Meter Information to Other Business section
- Note that items added after agenda was sent out via email are in red print

MOTION to adopt agenda as amended. R. Mumbo/ B. Timbers Motion carried.

2. Minutes

- The minutes of July 9, 2025 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to adopt the minutes of July 9, 2025 regular board meeting. R. Mumbo/ J. Reinhardt Motion carried.

3. Water Operations - presented by D. Shepherd

Monthly operations reports

Posted on the SPID website.

Water Operator License

D. Shepherd reported that in addition to proof of hours, there is an on-line course required for Level 1 Water Operator license cost approx. \$900; there are two segments to the Level 1 license– Distribution and Treatment.

D. Shepherd to do further research to determine whether both segments are included in the \$900 cost. Wm.

Trussler commented that the career path for D. Shepherd from Small Water Operator to License 1 Water Operator had been discussed for awhile in the WTC and was pleased that it was now a formal initiative.

ACTION REQUIRED: D. SHEPHERD

Emergency Response Plan (ERP)

D. Shepherd reported that, in consultation with Wm. Trussler, the Emergency Response Plan (ERP) has been updated.

White Pacific (WP) Software Updates

The necessary PLC updates are outside the scope of the original WP/SPID contract. D. Shepherd received board approval to proceed with the updates with White Pacific. **ACTION REQUIRED: D. SHEPHERD**

Water Conservation Stage
To remain at level 3.

Well Levels
The wells are slowly recharging.

Well #1
The flow meter has failed. M. Mesford to replace.

SCADA (Supervisory Control and Data Acquisition)
White Pacific (WP) is sending SPID a monthly report. WP is looking for a new vendor to deliver the SCADA software and hardware. They are not happy with their current vendor and wish to postpone any presentation to SPID.

Upgrade of Control System (VPN, Router, Laptop)
Costs to be included as part of the \$40,000 PLC project capital allocation; D. Shepherd to confirm whether the VPN is an annual subscription or a one-time cost. **ACTION REQUIRED: D. SHEPHERD**

Water Operator Back-up
D. Shepherd logged work hours while on his recent vacation. This action prompted a discussion (Ainsworth/ Shepherd/ Mesford) about a more formal arrangement with M. Mesford as one of the two backup water operators that holds the required licensing certificate. M. Mesford agreed to meet in advance with D. Shepherd re: vacation times and committed to ensuring that he will be on the point during those times.
MOTION: That M. Mesford receive a quarterly stipend similar to the those received by SPID's Deputy Fire Chief and the Assistant Fire Chief. J. Reinhardt/ B. Timbers Motion carried. J. Ainsworth abstained from voting.
ACTION REQUIRED: I. WELCH

4. Water Technical Committee

Wm. Trussler reported that there was no WTC meeting in August.

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

Monthly and quarterly financial report

To be sent to all board members via email in the next day or so. **ACTION REQUIRED: I. WELCH**

GST

For the period January-June 2025 to be submitted this week.

SPID Credit Cards

The two SPID credit cards (Fire Chief and Water Operator) are operating in accordance with SPID procedures; transfer from the old admin card to the new water operator card for accounts payables is now complete.

2026 Budget

Budget process to commence soon.

Annual Tolls and Taxes Update

There is one account outstanding and it is being closely monitored.

Insurance Renewal

MOTION to renew SPID general insurance policy with Acera as presented by R. Vreugde with the understanding that insurance on the training centre (estimated cost \$225) is included in this motion once SPID qualifies for it. R. Vreugde/ B. Timbers Motion carried. **ACTION REQUIRED: R. VREUGDE**

Second dwellings

It came to SPID's attention that there are two additional properties with second dwellings; it was agreed to not collect the 2025 water tolls for the second dwellings but to ensure the properties are added to the 2026 list of properties with second dwellings. J. Ainsworth to advise our bookkeeper. **ACTION REQUIRED: J. AINSWORTH**

Collection of Tolls and Taxes

R. Vreugde raised the question: Can an ID use a collection agency to collect tolls and taxes. J. Ainsworth to contact gov.bc.ca to determine. **ACTION REQUIRED: J. AINSWORTH**

Insurance for Legal Costs

SPID's general insurance policy covers legal costs for wrongful dismissal suits. It was agreed not to pursue a claim for the most recent legal costs incurred given the small amount of the costs and the fact that the costs covered two different instances of legal advice and would be hard to separate.

6. Communications – presented by M. Fakaro

Fanny Bay Flyer

It was agreed to add an article about the Advance Care Planning Workshop at the Fanny Bay hall that was organized by the SPID fire dept.

7. Bylaws – presented by J. Reinhardt

Second reading of Bylaw 132 Water Conservation Regulations

MOTION: That we approve Bylaw 132 as presented. R. Vreugde/ B. Timbers Motion carried.

High Risk Fire Activities

R. Vreugde volunteered to send via email the CVRD bylaw regarding high risk fire activities to all board members. SPID is not covered by the CVRD bylaw and may want to consider our own bylaw. **ACTION REQUIRED: R. VREUGDE.**

8. Information Technology

Access to sync.com

B. Timbers requested access to the WaterWorks folder on sync.com. It was agreed that board members would have access to shared folders on a read only basis. **ACTION REQUIRED: J. AINSWORTH**

9. Other Business – presented by R. Vreugde

Water Meter Information

The board was instructed by the 2025 AGM to research costs for water metering. R. Vreugde and D. Shepherd met with Flow Systems Distribution Inc. Flow Systems sent us a quote that will be discussed at the 2026 AGM. The annual cost to the ratepayer would be approximately \$5,000.

10. Fire Chief Report - presented by R. Vreugde

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

11. New Business

Water Use Restrictions

It was agreed to set aside 15-20 minutes at the October board meeting to review the current Water Use Restrictions chart. J. Reinhardt and J. Ainsworth agreed to meet before the board meeting to discuss the rationale for the current restrictions. **ACTION REQUIRED: J. AINSWORTH AND J. REINHARDT**

Motion to adjourn 10:55.