

# Ships Point Improvement District Board of Trustees Meeting Minutes

Date: Feb 11, 2026

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

J. Ainsworth chaired the meeting and took minutes.

## 1. Agenda

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

- Amendment to add under Bylaws section: Transitioning bylaw portfolio
- Amendment to add under Finance section: Canco credit card

MOTION to approve the agenda as amended. J. Reinhardt/ Wm. Trussler Motion carried.

## 2. Minutes

The minutes of Jan 14, 2026 regular board meeting were sent to all board members via email prior to the meeting; Wm. Trussler requested to remove sentence under Water Technical New Well report “All information to be presented to SPID board for approval before approaching Island Health for their requirements.” Board agreed.

MOTION to adopt the minutes as amended of Jan 14, 2026 regular board meeting. R. Vreugde/ Wm. Trussler Motion carried.

## 3. Business Arising From the Minutes - presented by J. Ainsworth

- Sign petition to Ministry of Housing and Municipal Affairs requesting access to infrastructure grants and MFA financing. Done.
- Rental of Fanny Bay hall for AGM; change of date to Thursday, April 23, 2026 Done.
- Disposal of old pumphouse computer. Done
- SCADA – M. Mesford and D. Shepherd to compile a list of questions for when they meet with White Pacific. Done

## 4. Water Operations - presented by D. Shepherd

Monthly operations report: There was a discrepancy in the monthly average consumption to be corrected; corrected report to be posted on the SPID website. **Action required: D. Shepherd and J. Ainsworth**

## 5. Water Technical Committee (WTC) - Presented by Wm. Trussler

- The minutes of January 2026 WTC meeting were sent to all board members via email prior to the meeting.
- New Well: Wm. Trussler continues to gather cost information. It appears the new well will cost more than first thought. There was a general discussion regarding splitting the costs over 2026 and 2027. A major expense issue is whether or not we need to involve a hydrologist and that is still to be determined. D. Shepherd reported that our Water Drinking Officer, Josh ?, noted that the source of the water will have to be

approved by Island Health but it shouldn't be an issue since we have IH approved wells operating near the proposed site for the new well. In general terms, Island Health approval is based on water quality and the provincial Ministry of Water, Land, and Resource Stewardship (WLRS) approval is based on quantity. We require approval from both entities. **Action required: Wm. Trussler to continue to refine new well costs and seek necessary approvals.**

#### 6. Finance - Presented by I. Welch and R. Vreugde

- 2025 year end performance to budget review: R. Vreugde requested revisions to revenue reporting. **Action Required: I. Ingrid to make revisions and resend Performance to Budget report to board members.**
- 2026 January monthly financial report – no comments or questions
- Progress report re: collection of 2026 taxes and tolls- all invoices were sent out via first class mail on Friday, Jan 30, 2026; we have started to receive payments via etransfer and on-line bill payment
- Finance Committee meeting Jan 21, 2026
  - Convert SPID accounting system: MOTION: to accept Finance Committee recommendation to convert from Sage accounting app to QuickBooks effective January 2027 R. Vreugde/ Wm. Trussler Motion carried.
  - I. Welch will run parallel apps for 2026 to ensure a smooth conversion effective Jan 1, 2027. Action Required: I. Ingrid
  - There will be a significant saving as SPID will piggyback on Antelope Bookkeeping Services commercial license for QuickBooks On-line Plus and QuickBooks On-line Payroll.
- Capital plans: five year capital plans for SPID waterworks and fire protection services will be presented to the AGM. Wm. Trussler (waterworks) and R. Vreugde (fire protection) will prepare and present drafts for review at the March board meeting. Action Required: Wm. Trussler and R. Vreugde
- Canco credit card: MOTION: That SPID acquire a Canco Express Fleet card for use by the Fire Dept. vehicles. R. Vreugde/ J. Reinhardt Motion carried **Action Required: R. Vreugde**

#### 7. Bylaws

J. Reinhardt and J. Ainsworth will meet with R. Mumblo after the April AGM to transition bylaw portfolio from J. Reinhardt to R. Mumblo. The Water Conservation bylaw is currently outstanding.

#### 8. Communications

- Fanny Bay Flyer suggested articles:
  - Notice that invoices have been sent and are due no later than March 31<sup>st</sup>
  - Reminder to check vent index
  - Ask residents to watch for water leaks when they are out and about
  - April 15<sup>th</sup> fire permits required
  - Recent incident re: unattended fire
  - AGM announcement

**Action Required: M. Fakaro**

- AGM notice to ratepayers: to include information re: capital plans; per Letters Patent; notice must be mailed via first class to all ratepayers no later than Apr 2, 2026 (14 days before AGM). J. Ainsworth to draft notice. **Action required: J. Ainsworth**

#### 9. Information Technology

- Nothing to report

#### 10. Other Business

- Annual General Meeting: There are three trustees' terms expiring and one vacancy. R. Vreugde and Wm. Trussler will stand again. M. Leroux has agreed to stand. J. Reinhardt declined to stand again.

#### 11. Fire Chief Report - presented by R. Vreugde

The FC Report was sent to all board members via email prior to the meeting. There was a discussion about the recent fire callout to an unattended fire. Kudos to I. Welch, Deputy FC, for an excellent Incident Report. R. Vreugde will email report to all board members. **Action required: R. Vreugde**

**Motion to adjourn 11:05am.**