

Ships Point Improvement District Board of Trustees Meeting

Date: Feb 12, 2025

Present IN PERSON	Present VIA PHONE OR ZOOM	Absent
J. Ainsworth, Chair Board of Trustees J. Wahl, Chair Finance Committee Wm. Trussler, Chair Water Technical Committee R. Vreugde, Trustee M. Fakaro, Trustee J. Reinhardt, Trustee I. Welch, Finance Manager D. Shepherd, Water Operator		R. Timbers, 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.
- ADD to the agenda under Finance section: transfer from FCU savings account to FCU operating account, cancellation of safety deposit box, RBC investments, FCU account signing authorities, access to Admin audit files on office computer, ratepayer issue with billing
- ADD to the agenda under Water Technical Report water shut-off policy for water leaks
- MOTION to adopt agenda as amended. J. Reinhardt/ Rob Vreugde. Motion carried.

2. Minutes

- The minutes of Jan 8, 2025 regular board meeting and In Camera board meeting were sent to all board members via email prior to the meeting.
- MOTION to adopt the minutes of Jan 8, 2025. M. Fakaro/ R. Vreugde. Motion carried.

3. Water Operations Report

Presented by D. Shepherd

- The report was sent to all board members via email prior to the meeting.
- D. Shepherd confirmed that he migrated all the files where he was the owner from Google Shared Drive to Sync.com. M. Mesford and R. Timbers need to transfer or delete the files where they are the owners. Once confirmed that all files have been transferred or deleted, J. Ainsworth will cancel the shared Google Drive. **ACTION REQUIRED: J. Ainsworth, R. Timbers, M. Mesford**

4. Water Technical Committee

Presented by Wm. Trussler

- The minutes of the WTC meeting Feb 11, 2025 were sent to all board members via email prior to the meeting.
- Water leak: There is currently a significant water leak on Tozer Road. D. Shepherd asked that the board develop a policy regarding what action should be taken with leaks in order to ensure consistency. In particular, once it is determined that the leak is on the property owner's side of the water system when should we shut off the water if the leak is not repaired?
- MOTION: That SPID enact the following water leak policy: *Once a water leak has been discovered, SPID will hand deliver a notice to the property owner stating that, if the repair is not fixed within 72 hours, then SPID will shut off the water at the service connection. If unable to repair the leak in 72*

hours, the property owner will contact SPID immediately to discuss further action. J. Reinhardt/ Wm. Trussler Motion Carried.

- J. Ainsworth to create notice for D. Shepherd to hand deliver to the property owner on Tozer Rd. today. **ACTION REQUIRED: J. Ainsworth and D. Shepherd**

5. Monthly Finance Reports

Presented by I. Welch

- The monthly financial reports were sent to all board members via email prior to the meeting; Finance Manager reviewed the monthly reports on a line by line basis.
- Wm. Trussler requested during the audit review that we confirm with our auditor
 - if interest earned on RBC investments should be credited to the RBC operating account or the FCU operating account. Current SPID practice is to credit interest earned to the RBC operating account
 - the accounting procedures for a UBCM grant if approved since there were issues with the accounting of previous UBCM grants. **ACTION REQUIRED: I. Welch**
- Administration Credit Card – Work in process **ACTION REQUIRED: J. Ainsworth**
- Cash flow: there are sufficient funds in the RBC operating account to cover debt obligations for February 2025
- RBC Investment: Total of 2024 capital levies will be transferred from FCU to RBC at the end of March; details of new RBC GIC's to be determined
- FCU signing authority: J. Wahl proposed a reduction in the number of signing authorities on the FCU accounts. The issue was discussed at previous meetings and a motion to reduce the signers had failed for lack of a seconder. As such, there was no further discussion.
- The board agreed to close our safety deposit box at FCU. J. Ainsworth confirmed the box is empty. **ACTION REQUIRED: J. Ainsworth**
- Finance Manager requested access to the Admin files on the office computer in order to review 2023 audit files as they prepare 2024 audit files. MOTION: that Antelope Accounting be granted access as requested. J. Wahl/ J. Reinhardt Motion carried.

6. Fire Heater:

- R. Vreugde reported that repair parts have been ordered.

7. Billings:

- I. Welch succeeding in enabling batch processing of invoices from Sage to office printer
- Three ratepayers to date have disputed the inclusion of an additional dwelling on their invoice. J. Ainsworth spoke by telephone with each of the ratepayers. In each case, the calls resulted in good discussion. Two will be sent revised invoices deleting the additional dwelling amount and one will stay as is.
- ratepayer billing issue raised by J. Wahl was known to I. Ingrid and a resolution underway. **ACTION REQUIRED: I. Welch**

8. Office iPhone

- iPhone 8 is available for donation or sale

9. 2024 Audit:

- confirmed all day field testing date March 14, 2025 at the SPID office
- engagement letter has been executed with Robbins & Co.
- meeting with board members/ auditor to review draft of audit reports confirmed for April 9 after the regular board meeting.

10. Bylaws

- Meeting Procedures Bylaw #75: re: Electronic meetings, the board determined there will be no limit on:
 - 1) the number of electronic meetings that a board member can attend in one year

- 2) the number of electronic meetings that a board member can attend consecutively
- 3) the number of board members that can attend electronically at one time.
- Send new bylaw to Ministry for review before approval by the board to ensure bylaw is in compliance with Ministry requirements. **ACTION REQUIRED: J. Ainsworth and J. Reinhardt**
- Once bylaw is approved, we will use SPID's Zoom account on board member's laptop and will need to purchase a microphone for the table. **ACTION REQUIRED: R. Vreugde**

11. Communications

- Fanny Bay Flyer: the Flyer editor, Wendy Keating has moved to French Creek and will no longer be involved with the Flyer; next publishing date unknown
- Website: R. Vreugde requested update to office hours and admin contact info **ACTION REQUIRED: M. Fakaro**
- Subscribers: J. Ainsworth reported that we have 112 subscribers for email and/or text alerts
- Contact Information: I. Welch confirmed that ratepayer contact information e.g. phone number and/or email is not available in Sage for most ratepayers. Even if available, we would have to research B.C. and Canadian privacy laws to use such information for issues other than billings.

12. Information Technology

- J. Ainsworth requested help developing an Office calendar in Outlook. J. Reinhardt agreed to help. **ACTION REQUIRED: J. Reinhardt and J. Ainsworth**

13. Building and Grounds

- Nothing to report

14. Fire Chief Report

Presented by R. Vreugde

- The FC Report was sent to all board members via email prior to the meeting.
- There were many compliments about the Firefighter Awards Dinner: décor, food, speeches were all wonderful. Kudos and many thanks to Rob and Leesa Vreugde.

15. AGM

- Trustees Terms ending this year: R. Timers intends to run again, J. Wahl is not running again
- Hall rental confirmed for April 24th
- It was agreed to print only the financial statements for AGM attendees and the rest of the reports would be presented on a projector and summaries given by board members
- J. Reinhardt volunteered to sign in ratepayers at the AGM

Motion to adjourn 11:30am. Meeting moved to In Camera.