

# Ships Point Improvement District Board of Trustees Meeting Minutes DRAFT

Date: June 11, 2025

Present In Person	Present via zoom	Absent
J. Ainsworth, Chair Board of Trustees R. Vreugde, Finance Officer Wm. Trussler, Chair Water Technical Committee M. Fakaro, Trustee J. Reinhardt, Trustee R. Mumblo, 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 water stage 2 under Communications

Add most recent testing of well #3 under Water Operations Report

Add 5 year capital plan for water under Finances

MOTION to adopt agenda as amended. J. Reinhardt/ R. Vreugde Motion carried.

### 2. Minutes

The minutes of May 14, 2025 regular board meeting were sent to all board members via email prior to the meeting.

MOTION to adopt the minutes of May 14, 2025 regular board meeting. R. Mumblo/ J. Reinhardt Motion carried.

### 3. Water Operations Report

Presented by D. Shepherd

The monthly operations report was sent to all board members via email prior to the meeting.

#### Well #3

D. Shepherd reported that testing of Well #3 has shown a dramatic decline in performance. He recommends that well #3 remediation should not be postponed as the well is currently not meeting fire flow and insurance requirements.

MOTION to spend up to \$8,000 from our operating budget for Well #3 remediation; work to be done as soon as possible. R. Vreugde/ J. Reinhardt Motion Carried.

D. Shepherd will contact Drillwell and make an appointment to do the work. Drillwell did previous remediation for well #2. **ACTION REQUIRED: D. Shepherd**

### 4. Water Technical Committee Report

Presented by Wm. Trussler

The minutes of the monthly WTC meeting were sent to board members via email prior to the meeting.

#### Security of Supply

In terms of a major expense, the WTC sees security of our water supply more of a priority than conservation of water. It was agreed that we will continue to research the issue of meters and report to the 2026 AGM as we agreed to do at the 2025 AGM **ACTION REQUIRED: R. Vreugde**

## 5. Finance

Presented by I. Welch

The monthly financial reports were sent to all board members via email prior to the meeting.

## Notice and Collection Procedures of Annual Tolls, Taxes and Capital Levy

Thirteen accounts are in arrears and will be receiving a third notice via registered mail to be sent June 15, 2025. Any accounts still outstanding as of June 28<sup>th</sup> will receive a hand delivered fourth and final notice of water shut-off. R. Vreugde and J. Ainsworth volunteered to hand deliver the notices as required. The notices will be delivered on Saturday, June 28, 2025 and shut-off will occur 48 hours later on Tuesday, June 30, 2025.

**Action Required: I. Welch, R. Vreugde, J. Ainsworth**

## Financial Committee Report

Presented by R. Vreugde

The minutes of the Fin'l Cttee meeting were sent to board members via email prior to the meeting.

R. Vreugde and D. Shepherd visited the pumphouse to review technology needs there. It was agreed to get estimates for a new laptop, a new router and a VPN subscription. To date, expenses for the PLC project have been paid out of the general operating account. Once the PLC project is complete, all expenses for the project (~\$40k) will be disbursed from the CRRF account and funds transferred to the operating account. A bylaw authorizing the disbursement from the CRRF will be presented to the next board meeting. I. Ingrid to work with J. Reinhardt to complete the bylaw. Purchase of SCADA to be determined.

**Action Required: I. Welch and J. Reinhardt**

## 6. Communications

Fanny Bay Flyer:

- Notice of change Water Conservation Stage from stage one to stage two; website has been updated. It was agreed that we will not send out an "alert" for stage 2 but we will if there is a change to stage 3 or stage 4.
- Notice of Advanced Care Planning presentation On Sep 14, place to be determined.

## 7. Information Technology

R. Vreugde presented.

Zoom for the office:

A microphone has been purchased. R. Vreugde will install the camera, hopefully the one we have already will work. **ACTION REQUIRED: R. Vreugde**

## 8. Class Action Suit

A work in progress. Item tabled until next board meeting. **ACTION REQUIRED: J. Ainsworth**

## 9. Fire Chief Report

Presented by R. Vreugde

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

## 10. Water Dept CRRF (Capital Renewal and Reserve Fund)

Wm. Trussler presented.

A spreadsheet was sent to board members via email prior to the meeting. It detailed CRRF revenue and projected expenses for the period 2025 to 2025.

## 11. Fire Dept CRRF

There was a general discussion about the need for a Fire Dept reserve fund and 5 year capital plan.

**MOTION:** to present a proposal to 2026 AGM to establish a capital reserve fund for fire equipment including a new truck with an initial levy of \$50 in 2027. R. Vreugde/ R. Mumblo Motion carried with one abstention.

Motion to adjourn 10:40am.