



Making a difference...together

**Minutes of the Regular Meeting of the Cedars of Tuam Water Service Commission
Held March 10, 2017 in Portlock Portable Meeting Room, 145 Vesuvius Bay Road,
Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Peter Wypkema, Ron Aird
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Keith Wahlstrom, Manager, Engineering SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo, Financial Analyst; Tracey Shaver, Recording Secretary

The Senior Manager Campbell called the meeting to order at 10:15 AM.

1. Approval of Agenda

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,
That the Cedars of Tuam March 10, 2017 agenda be approved with the addition of item
1.5 Election of Chair

CARRIED

1.5 Election of Chair

Senior Manager Campbell conducted the election for the Chair of Cedars of Tuam.
Commissioner Aird nominated Peter Wypkema for the position of Chair. Director McIntyre
seconded the nomination and Peter Wypkema accepted and presided over the remainder
of the meeting.

2. Adoption of Minutes of September 22, 2016

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the Cedars of Tuam minutes of September 22, 2016 be approved.

CARRIED

3. Chair and Director Report

3.1 Chair

Chair Wypkema had three items for comment:

1. Requesting clarification on the Capital Project Fund Table on page 7.
2. Seeking explanation for using the term "estimated actuals" for 2016 budget report versus final numbers.
3. Relief that the well agreement has been signed by the School District and is looking forward to moving project ahead and consulting with the residents.

3.2 Director

Director McIntyre briefly reported on the following:

1. Harbour Walk Project Steering Committee has been selected; seeking a project manager.
2. CRD Governance Committee is seeking enhanced web streaming of meetings to increase quality, access and transparency.
3. Electoral Area Service Committee is recommending to the CRD Board to allow approval of electronic participation in meetings under specific guidelines.

4. Drake Road Affordable Housing- Hydrology study to be conducted to seek alternative water source for project due to NSSWD moratorium on connecting to their system.
5. CRD has endorsed the use of the CREST Radio Services for five years.
6. KPMG will be conducting the 2016 Capital Regional District Audit Plan.
7. Terms of reference established for new housing and hospital committee.

4. Reports

4.1 Operating and Capital Budget

Staff reviewed the report and briefly discussed the following topics:

- Explanation of CRD internal accounting systems for capital projects.
- Clarification of allocations vs. supplies; Allocations are internal transfers for CRD administrative services such as finance, human resources, legislative services, while supplies refer to chemicals, small replacement valves, gravel etc.
- Request for list of items which can be paid for out of maintenance reserves. List to include differences between annual, unexpected and periodic work.
- Definitions for Capital Reserve Funds and Maintenance Funds to be presented with 2018 Budget.
- SAMP to be complete by fall of 2017.
- Currently no parcel tax for Cedars of Tuam; high annual user charge established to maintain service as there are many absentee owners. High consumption fees.
- Each year the plan shows a transfer to maintenance reserves. Funds could be used to truck in water should it become necessary. Transfers to capital reserves must be used for a specific capital project and therefore are more restricted. Capital reserve funds can be used in situations which extend the life cycle of the asset. (eg: new pump)
- No mechanism in place to charge absent owners for water leaks. To qualify for a leak adjustment it must be verified that repairs have been made and it was not an oversight. (eg: leaving hose running does not qualify for adjustment)
- 2016 deficit to be balanced by transferring funds from the maintenance and capital reserves.
- Budget and report accepted.

MOVED by Commissioner Aird, **SECONDED** by Commissioner Wypkema,

That the Cedars of Tuam Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Cedars of Tuam Water Service as presented;
2. Authorize the fixed annual user charge of \$1,623.75 and consumption charge rate of \$0.90/m³ for the first 38m³ and \$7.70/m³ for consumption over 38m³ per billing period for the Cedars of Tuam Water Service; and,
3. Authorize the transfer of \$2,882 from the Capital Reserve Fund to the 2016 Operating Budget.

CARRIED

5. **New Business**

6. **Outstanding Business**

7. **Adjournment**

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,

The meeting was adjourned at 11:20 am.

CHAIR

SENIOR MANAGER