



## Notice of Meeting and Meeting Agenda Fernwood and Highland Water Service Commission

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Thursday, June 13, 2024

11:00 AM

SIMS Boardroom  
124 Rainbow Road  
Salt Spring Island BC

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### Special Meeting

MS Teams Link: [Click here](#)

G. Holman, B. Travelbea, L. Travelbea, and C. Wentworth

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

- 1. Territorial Acknowledgment**
- 2. Election of Chair**
- 3. Approval of Agenda**
- 4. Presentations/Delegations**

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) for "Addressing the Fernwood and Highland Water Service Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Fernwood and Highland Water Service Commission at [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca).*

- 4.1. Presentations**
- 4.2. Delegations**
- 5. Special Meeting Matters**

5.1. [24-512](#) Request Additional Funds to Complete the Highland Fernwood Water Intake Project

**Recommendation:** That the Highland Fernwood Water Service Commission recommends to the Electoral Area Committee to recommend the Capital Regional District Board amend the Highland Fernwood Water Service 2024 Capital Plan by including the Highland Fernwood Water Intake Project (19-01) in the Capital Plan with \$155,500 of carry forward from 2023 and increasing the budget by \$67,000, resulting in the total project budget from \$200,000 to 267,000 to be funded \$27,000 from Capital Reserve Fund and \$40,000 from Community Work Fund.

**Attachments:** [Staff Report:Request Additional Funds to Complete the Highland Fernwood Wa](#)

## 6. Adjournment

### Next Meeting:

TBA

To ensure quorum, please advise MacKenzie Williamson ([mwilliamson@crd.bc.ca](mailto:mwilliamson@crd.bc.ca)) if you or your alternate cannot attend



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**REPORT TO HIGHLAND FERNWOOD WATER SERVICE COMMISSION  
MEETING OF Thursday, June 13, 2024**

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**SUBJECT**     **Request Additional Funds to Complete the Highland Fernwood Water Intake Project**

**ISSUE**

Additional funds are needed to complete the Highland Fernwood Water Intake Project.

**BACKGROUND**

The Highland Fernwood Water Intake Screen project was first initiated in 2019 to address the following issues.

- To improve intake system performance to prevent fouling and potential fish impingement.
- To improve system capacity to meet peak flow demand and mitigate seasonal fluctuations.

The detailed design for the “onshore” and “offshore” portion are essentially complete. The only work remaining is to gain regulatory approval for the work and the construction of the intakes and associated onshore piping. An amendment to the 2024 capital plan is required to include the project with actual carry forward from 2023 of \$155,500 and additional funding of 67,000, representing work to be completed in 2024.

Additional funding of \$67,000 is required to support CRD project management, consultants, and construction costs. Additional consultant efforts are required for regulatory approval applications and environmental monitoring during construction. Revised construction cost estimates are higher than initially budgeted.

The Salt Spring Island Electoral Area Director has approved \$40,000 of Community Works Funding (CWF) and \$27,000 will be funded from the service Capital Reserve Fund (CRF).

**ALTERNATIVES**

*Alternative 1*

That the Highland Fernwood Water Service Commission recommends to the Electoral Area Committee to recommend the Capital Regional District Board amend the Highland Fernwood Water Service 2024 Capital Plan by including the Highland Fernwood Water Intake Project (19-01) in the Capital Plan with \$155,500 of carry forward from 2023 and increasing the budget by \$67,000, resulting in the total project budget from \$200,000 to 267,000 to be funded \$27,000 from Capital Reserve Fund and \$40,000 from Community Work Fund.

*Alternative 2*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

*Service Delivery Implications*

If additional funding is not secured, based on the current cost estimates, there will not be sufficient funds to complete construction of the intake in 2024. Construction might not then occur until 2025.

*Financial Implications*

The table below quantifies the costs to date, costs to complete and the balance needed to be funded.

<b>Highland Fernwood Water Intake and Screen</b>	
Total Approved Project Budget	\$200,000
Spending to Date	\$70,000
Remaining Budget	<b>\$130,000</b>
<b>Costs to Complete</b>	
Construction Cost	\$158,500
Permitting, Environmental Monitoring,	\$4,500
Consultant Additional Fees (incl 15% contingency)	\$21,000
CRD Project Management	\$13,000
<b>Total Costs to Complete</b>	<b>\$197,000</b>
<b>Additional Funding Required – Amendment</b>	<b>(\$67,000)</b>
<b>Additional Funding Sources</b>	
CRF	\$27,000
CWF	\$40,000

Staff are coordinating the construction of the Highland Fernwood water intake project with the Beddis water intake project to obtain economies of scale cost advantages by combining both projects for tender, construction, construction services and project management.

**CONCLUSION**

The project was initiated in 2019 and the scope and costs have increased since that time resulting in this request for additional funding. With this additional funding in place and the designs now complete, the project will be ready to execute construction within the environmental window for the protection of marine life.

**RECOMMENDATION**

That the Highland Fernwood Water Service Commission recommends to the Electoral Area Committee to recommend the Capital Regional District Board amend the Highland Fernwood Water Service 2024 Capital Plan by including the Highland Fernwood Water Intake Project (19-01) in the Capital Plan with \$155,500 of carry forward from 2023 and increasing the budget by \$67,000, resulting in the total project budget from \$200,000 to 267,000 to be funded \$27,000 from Capital Reserve Fund and \$40,000 from Community Work Fund.

**Highland Fernwood Water Services Commission – June 13, 2024**  
**Request Additional Funds to Complete the Highland Fernwood Water Intake Project 3**

Submitted by:	Doug Weihing, Engineering Tech, Salt Spring Electoral Area
Concurrence:	Karla Campbell, BPA, MBA, Senior Manager, Salt Spring Electoral Area
Concurrence:	Lia Xu, M. Sc., CPA, CGA, Manager, Manager Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer