



JUAN DE FUCA WATER DISTRIBUTION COMMISSION
 Notice of Meeting on **Tuesday, June 2, 2020 at 12 p.m.**
 Goldstream Room, 479 Island Highway, Victoria, BC

During the COVID-19 pandemic, Commission meetings will be held electronically with limited in-person participation, and will not be open to the public pursuant to [Ministerial Order 083](#).

- | | |
|------------------------|----------------|
| G. Logan (Chair) | K. Kahakauwila |
| J. Rogers (Vice Chair) | E. Logins |
| G. Baird | L. Szpak |
| M. Hicks | R. Wade |
-

AGENDA
Lunch will be available
For those Commissioners who confirmed in-person attendance

- 1. APPROVAL OF AGENDA**
- 2. ADOPTION OF MINUTES3**
Recommendation: That the minutes of the March 3, 2020 meeting be adopted.
- 3. CHAIR’S REMARKS**
- 4. PRESENTATIONS/DELEGATIONS**
Not accepting delegations / presentations at this time
- 5. GENERAL MANAGER’S REPORT**
 - 5.1. Essential Water Service Delivery – COVID-19**
 - 5.2. Phone Delegations – July Meeting**
- 6. COMMISSION BUSINESS**
 - 6.1. JWDC 20-03 2020 Capital Budget Amendment6**
Recommendation: The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2020-2021 Juan de Fuca Water Distribution Service Financial Plan be amended as shown in Appendix A.
 - 6.2. Summary of Recommendations from Other Water Commissions9**
Recommendation: That the Summary of Recommendations from Other Water Commissions be received for information.

To ensure a quorum, advise Denise at 250.360.3087 if you or your alternate cannot attend.

6.3. Water Watch Report11

Recommendation: That the May 25, 2020 Water Watch report be received for information.

7. MOTIONS WITH NOTICE

7.1. Commissioner Rogers: Amendment to the Board Remuneration and Travel Expense Reimbursement Policy.....17

Recommendation: That the Juan de Fuca Water Distribution Commission requests that the CRD Board consider amending the Board Remuneration and Travel Expense Reimbursement Policy, to include remuneration for meeting attendance for JDF Water Distribution Commissioners, and direct staff to prepare a report outlining the implications of such an amendment and a recommendation, for the Board’s consideration.

7.2. Commissioner Rogers: Juan de Fuca Water Rate Structure Review.....18

Recommendation: That the Juan de Fuca Water Distribution Commission directs staff to conduct a rate structure review that considers a rate structure with a fixed charge component, such as a meter charge, and a consumption based volumetric component for comparison with the current consumption-based volumetric rate, with a goal of capturing revenue from serviced properties which are not consuming water, in order to assist with funding the operations and maintenance expenses incurred by the entire service area, for serviced developments.

8. NEW BUSINESS

9. ADJOURNMENT

Note: Next Meeting: Tuesday, July 7, 2020 or at the call of the Chair



**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, March 3, 2020 at 12 p.m., Goldstream Conference Room, 479 Island
Highway, Victoria, BC**

PRESENT: **Commissioners:** G. Logan (Chair); G. Baird; M. Hicks; J. Rogers; L. Szpak;
M. Sahlstrom for R. Wade
Staff: T. Robbins, General Manager; I. Jesney, Senior Manager, Infrastructure
Engineering; D. Dionne (Recorder)

ABSENT: K. Kahakauwila; E. Logins

MEMBER'S OF THE PUBLIC: 2

The meeting was called to order at 12:03 p.m.

1. APPROVAL OF AGENDA

Deborah Exelby and Bryon Longeway were added as delegations to the agenda.

MOVED by Commissioner Baird, **SECONDED** by Commissioner Sahlstrom,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Hicks,
That the minutes of the January 7, 2020 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair had no remarks

4. PRESENTATIONS/DELEGATIONS

4.1. Presentations

There were no presentations.

4.2. Delegations

- 4.2.1.** Delegation – Deborah Exelby and Bryon Longeway; property owner's adjacent Townview Reservoir: Re: Agenda Item 6.1: Townview Reservoir and Pump Station Decommissioning and Site Disposition Plan

Ms. Exelby provided a hand out (on file) and spoke in advocacy of Alternative 2 in the staff report, that the Capital Regional District (CRD) dispose of the Townview property "as is" by undertaking a public disposition of the property.

She spoke regarding:

- The sale of the property to an adjacent property owner; and
- Requested the inclusion of two covenants on the title, 1) that removes the

CRD and Colwood liability and 2) a restrictive covenant that prevents any structure higher than the existing reservoir.

The delegation responded to questions from the Commission.

5. GENERAL MANAGER'S REPORT

There was no report.

6. COMMISSION BUSINESS

6.1. JWDC 20-02 Townview Reservoir and Pump Station Decommissioning and Site Disposition Plan

T. Robbins introduced the report reviewing a map of the area. He provided some background on the site and reviewed details involving the public path running through the area. He reviewed the two alternatives in the report.

Staff responded to questions from the Commission and provided additional information as follows:

- The gravity pipes are municipally-owned.
- A review of the remediation work still needs to be completed.
- Other property disposition within the Service Area more recently was the Whisperwind Reservoir Sites, which reverted back to the adjacent property owners; other sites have been disposed of via public disposition.
- Financial implications related to the restoration of the property still need to be reviewed.

MOVED by Commissioner Szpak, **SECONDED** by Commissioner Rogers,

That the Juan de Fuca Water Distribution Commission directs staff to:

For the Townview reservoir and pump station site, proceed with an engineering assessment and any necessary site stabilization improvements coincident with the demolition of the existing structures, rezone the property to R1, realign the public path, grant City of Colwood a statutory right of way for sanitary sewer, and then undertake a public disposition of the property.

CARRIED

Opposed: Baird, Hicks

6.2. Summary of Recommendations from Other Water Commissions

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Baird,

That the Summary of Recommendations from Other Water Commissions be received for information.

CARRIED

6.3. Water Watch Report

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Baird,

That the February 24, 2020 Water Watch report be received for information.

CARRIED

7. NOTICE OF MOTIONS

7.1. Notice of Motion: Juan de Fuca Water Rate Structure Review – Commissioner Rogers

That the Juan de Fuca Water Distribution Commission directs staff to conduct a rate structure review that considers a rate structure with a fixed charge component, such as a meter charge, and a consumption-based volumetric component for comparison with the current consumption based volumetric rate, with a goal of capturing revenue from serviced properties which are not consuming water, in order to assist with funding the operations and maintenance expenses incurred by the entire service area, for serviced developments.

7.2. Notice of Motion: Amendment to the *Board Remuneration and Travel Expense Reimbursement Policy* – Commissioner Rogers

That the Juan de Fuca Water Distribution Commission requests that the CRD Board consider amending the *Board Remuneration and Travel Expense Reimbursement Policy*, to include remuneration for meeting attendance for the Juan de Fuca Water Distribution Commissioners, and direct staff to prepare a report outlining the implications of such an amendment and a recommendation, for the Board's consideration.

8. NEW BUSINESS

Staff were asked to provide an update on whether the COVID-19 pandemic will affect services. Staff advised that pandemic procedures are being put into place corporately that will ensure essential service delivery.

9. ADJOURNMENT

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Baird,
That the March 3, 2020 Juan de Fuca Water Distribution Commission meeting be adjourned at 12:46 p.m.

CHAIR

SECRETARY



JWDC 20-03

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, JUNE 2, 2020**

SUBJECT 2020 - 2021 Juan de Fuca Water Distribution Capital Plan Amendment

ISSUE SUMMARY

It is proposed to amend the 2020 – 2021 Capital Plan and Financial Plan to adjust the budget and schedules for the Goldstream Avenue and Walfred Road – Phase 2 Asbestos Cement (AC) Pipe Replacement projects.

BACKGROUND

The approved 2020 – 2024 Juan de Fuca Water Distribution Capital Plan includes approximately 30 projects, many of which were planned or were instream for the 2020 budget year. One of the projects, the Goldstream Avenue AC pipe replacement project, is a highly complex project due to the extensive planning required both with the City of Langford and the existing commercial and residential customers served along the route. This project has a \$5 million (M) budget and was originally scheduled to be started and completed in 2020. As a result of the impacts of COVID-19 and the logistical challenges created with stakeholder engagement, the Goldstream Avenue project design schedule has been delayed. It is now proposed to begin project design in the fall of 2020 and begin construction in the spring of 2021. This will change the budget expenditure on this project to \$0.2M in 2020 and \$4.8M in 2021.

Further, in order to utilize the capital project delivery capacity resulting from the proposed Goldstream Avenue project schedule adjustment, it is proposed to reschedule Phase 2 of the Walfred Road AC pipe replacement project in the City of Langford from 2021 to 2020. Phase 1 of the Walfred Road project is currently under construction, so all design and permits are in place to continue on with Phase 2 construction this year. Phase 2 of the Walfred Road project consists of approximately 900 metres of 300 mm diameter ductile iron pipe with a budget of \$1.2M.

ALTERNATIVES

Alternative 1

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2020-2021 Juan de Fuca Water Distribution Service Financial Plan be amended as shown in Appendix A.

Alternative 2

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

IMPLICATIONS

Financial Implications

Capital reserves are funded by transfers from the operating budget. Both projects were to be funded from capital reserve in 2020 and 2021. There is no expected impact to the current approved water rates.

CONCLUSION

The \$5M Goldstream Avenue AC Pipe Replacement project is unable to be completed as planned in 2020. To take advantage of timing and available resources, an alternate AC pipe replacement project originally scheduled for construction in 2021, Walfred Road – Phase 2, is now proposed to begin in 2020. The Walfred Road – Phase 2 project is valued at \$1.2M and would require no additional funding in 2020 due to the adjusted schedule for Goldstream Avenue project.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2020-2021 Juan de Fuca Water Distribution Service Financial Plan be amended as shown in Appendix A.

Submitted by:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, M.B.A., C.P.A., C.M.A., Chief Financial Officer
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer

APPENDIX A

PROPOSED AMENDMENT TO THE 2020-2021 JUAN DE FUCA WATER DISTRIBUTION SERVICE FINANCIAL PLAN

Project	Current 2020 Budget	Current 2021 Budget	Amended 2020 Budget	Amended 2021 Budget
AC Pipe Replacement Program	\$3.0M	\$3.0M	\$4.2M	\$1.8M
Goldstream AC Replacement Project	\$5.0M	0	\$0.2M	\$4.8M
Total	\$8.0M	\$3.0M	\$4.4M	\$6.6M



Making a difference...together

CAPITAL REGIONAL DISTRICT REGIONAL WATER SUPPLY COMMISSION
Wednesday, May 20, 2020 at 11:30 AM

MEETING HOTSHEET
(ACTION LIST)

The following is a quick snapshot of the FINAL Regional Water Supply Commission decisions made at the meeting. The minutes will represent the official record of the meeting.

2. Adoption of the Minutes

That the minutes of the March 20, 2020 meeting be adopted.

CARRIED

8. Commission Business

8.1. 20-272 Appointment of Watershed Security Officers

That the Regional Water Supply Commission recommends to the Capital Regional District Board to:

Appoint Patrick McCoubrey and Devon Barnes as Watershed Security Officers; and that Don Herriott (retired) be removed from appointment; for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681.

CARRIED

8.2. 20-300 Sooke Lake Reservoir – Intake Tower Screen Replacement and Financial Plan Amendment

1. The Regional Water Supply Commission recommends that the Sooke Lake Reservoir Intake Tower Screen Replacement Project proceed as planned; and,
2. That the Regional Water Supply Commission recommends to the Capital Regional District Board, that the 2020 – 2021 Regional Water Supply Service Financial Plan be amended as follows:

Project	Current 2020 Budget	Current 2021 Budget	Amended 2020 Budget	Amended 2021 Budget
SLR Intake Screen Replacement	0	0	\$1.8M	0
RWS Strategic Plan Development	\$0.5M	0	\$0.1M	\$0.4M
St Giles & Cecelia Meter Replacement	\$1.0M	0	0	\$1.0M
Butchart Dam No.5 Remediation	\$3.2M	0	\$0.3M	\$2.9M
Sooke Lake Dam Instrumentation	\$0.75M	\$0.2M	\$0.2M	\$0.75M
Charters Dam Decommissioning	\$0.9M	\$0.9M	\$0.15M	\$1.65M
Total	\$6.35M	\$1.10M	\$2.55M	\$6.70M

CARRIED

8.3. Water Watch Report

That the May 11, 2020 Water Watch report be received for information.

CARRIED

CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

Water Watch

Issued May 25, 2020

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	May 31 5 Year Ave		May 31/19		May 24/20		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	87,331	19,213	87,340	19,215	88,283	19,422	95.2%
Goldstream	7,492	1,648	6,096	1,341	8,127	1,788	82.0%
Total	94,823	20,861	93,436	20,556	96,410	21,210	94.0%

2. Average Daily Demand:

For the month of May	141.6 MLD	31.16 MIGD
For week ending May 24, 2020	145.0 MLD	31.90 MIGD
Max. day May 2020, to date:	176.3 MLD	38.79 MIGD

3. Average 5 Year Daily Demand for May

Average (2015 - 2019)	153.9 MLD ¹	33.85 MIGD ²
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¹MLD = Million Litres Per Day ²MIGD = Million Imperial Gallons Per Day

4. Rainfall May:

Average (1914 - 2019):	47.7 mm
Actual Rainfall to Date	43.1 mm (90% of monthly average)

5. Rainfall: Sep 1- May 24

Average (1914 - 2019):	1,540.2 mm
2019/2020	1,593.4 mm (103% of average)

6. Water Conservation Action Required:

CRD's Stage 1 Water Conservation Bylaw is now in effect through to September 30, 2020.
Visit www.crd.bc.ca/water for scheduling information.

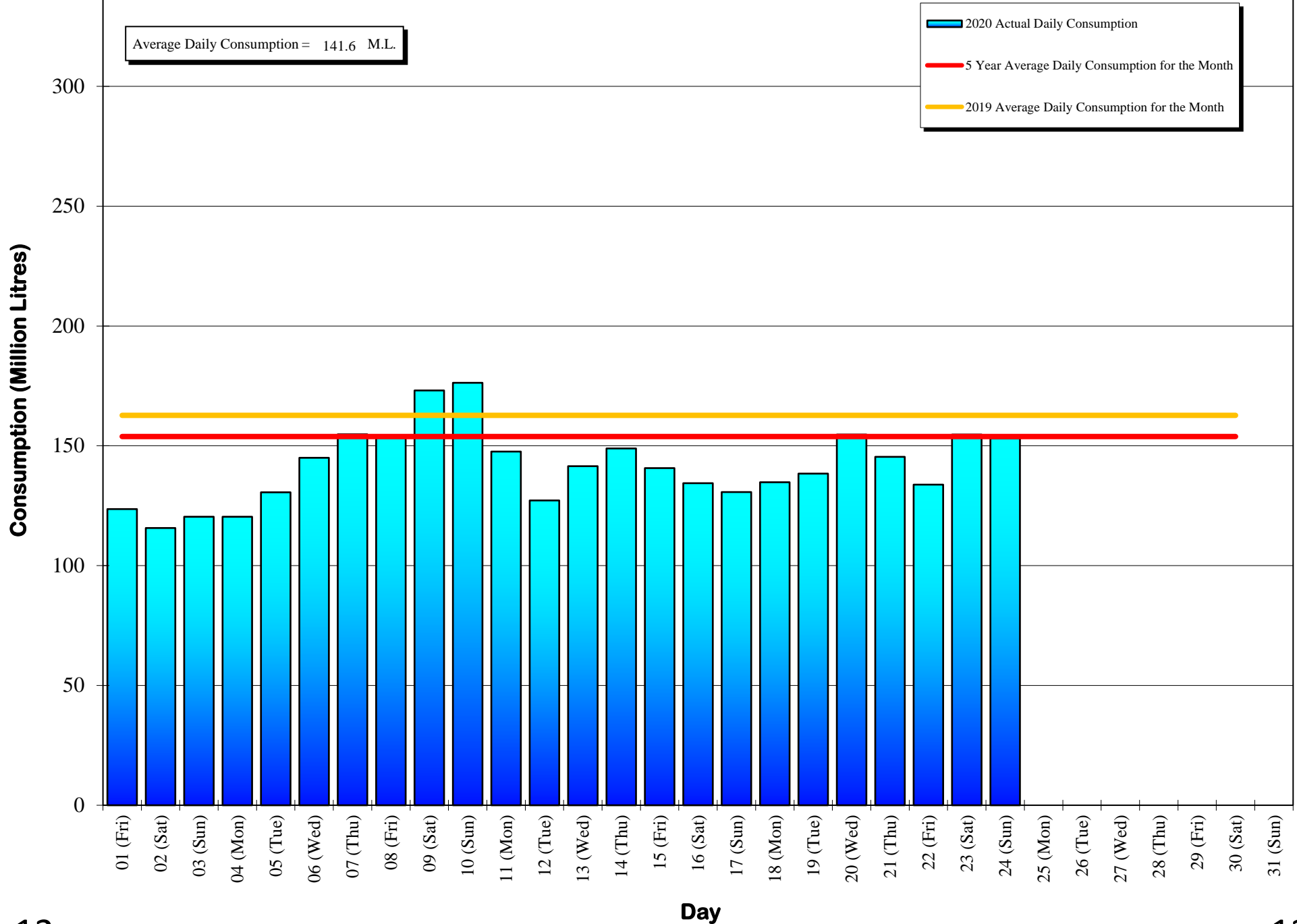
If you require further information, please contact:

Ted Robbins, B.Sc., C.Tech
General Manager, CRD - Integrated Water Services
or
Glenn Harris, Ph D., RPBio
Senior Manager - Environmental Protection

Capital Regional District Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7
(250) 474-9600

Daily Consumption

May 2020



Daily Consumptions: - May 2020

Date	Total Consumption		Air Temperature @ Japan Gulch		Weather Conditions	Precipitation @ Sooke Res.: 12:00am to 12:00am			
	(ML) ¹	(MIG) ²	High (°C)	Low (°C)		Rainfall (mm)	Snowfall ³ (mm)	Total Precip.	
01 (Fri)	123.6		27.2	15	7	Cloudy / P. Sunny	0.0	0.0	0.0
02 (Sat)	115.7	<=Min	25.5	13	6	Cloudy / Showers / P. Sunny	2.3	0.0	2.3
03 (Sun)	120.4		26.5	13	5	Sunny / P. Cloudy / Showers	3.6	0.0	3.6
04 (Mon)	120.4		26.5	14	4	Sunny / P. Cloudy / Showers	1.5	0.0	1.5
05 (Tue)	130.6		28.7	18	5	Sunny / P. Cloudy	0.0	0.0	0.0
06 (Wed)	145.0		31.9	14	6	Sunny / P. Cloudy / Showers	0.3	0.0	0.3
07 (Thu)	154.8		34.1	18	4	Sunny	0.0	0.0	0.0
08 (Fri)	153.3		33.7	24	8	Sunny	0.0	0.0	0.0
09 (Sat)	173.1		38.1	26	10	Sunny	0.0	0.0	0.0
10 (Sun)	176.3	<=Max	38.8	27	11	Sunny	0.0	0.0	0.0
11 (Mon)	147.6		32.5	24	11	Cloudy / Showers	7.6	0.0	7.6
12 (Tue)	127.2		28.0	17	10	Cloudy / Showers	3.3	0.0	3.3
13 (Wed)	141.5		31.1	15	8	Cloudy / Showers / P. Sunny	4.3	0.0	4.3
14 (Thu)	148.9		32.8	16	7	Sunny / P. Cloudy / Showers	1.5	0.0	1.5
15 (Fri)	140.7		31.0	18	7	Sunny / P. Cloudy	0.0	0.0	0.0
16 (Sat)	134.4		29.6	13	9	Rain	15.7	0.0	15.7
17 (Sun)	130.7		28.8	18	8	Sunny / P. Cloudy / Showers	1.0	0.0	1.0
18 (Mon)	134.8		29.7	20	7	Sunny / P. Cloudy / Showers	2.0	0.0	2.0
19 (Tue)	138.4		30.4	21	8	Sunny / P. Cloudy	0.0	0.0	0.0
20 (Wed)	154.7		34.0	18	9	Sunny / P. Cloudy	0.0	0.0	0.0
21 (Thu)	145.4		32.0	15	7	Cloudy / P. Sunny	0.0	0.0	0.0
22 (Fri)	133.8		29.4	15	8	Sunny / P. Cloudy	0.0	0.0	0.0
23 (Sat)	154.7		34.0	18	7	Sunny / P. Cloudy	0.0	0.0	0.0
24 (Sun)	153.1		33.7	17	9	Cloudy / P. Sunny	0.0	0.0	0.0
25 (Mon)									
26 (Tue)									
27 (Wed)									
28 (Thu)									
29 (Fri)									
30 (Sat)									
31 (Sun)									
TOTAL	3399.1 ML	747.83 MIG					43.1	0	43.1
MAX	176.3	38.79	27	11			15.7	0	15.7
AVE	141.6	31.16	17.8	7.5			1.8	0	1.8
MIN	115.7	25.46	13	4			0.0	0	0.0

1. ML = Million Litres

2. MIG = Million Imperial Gallons

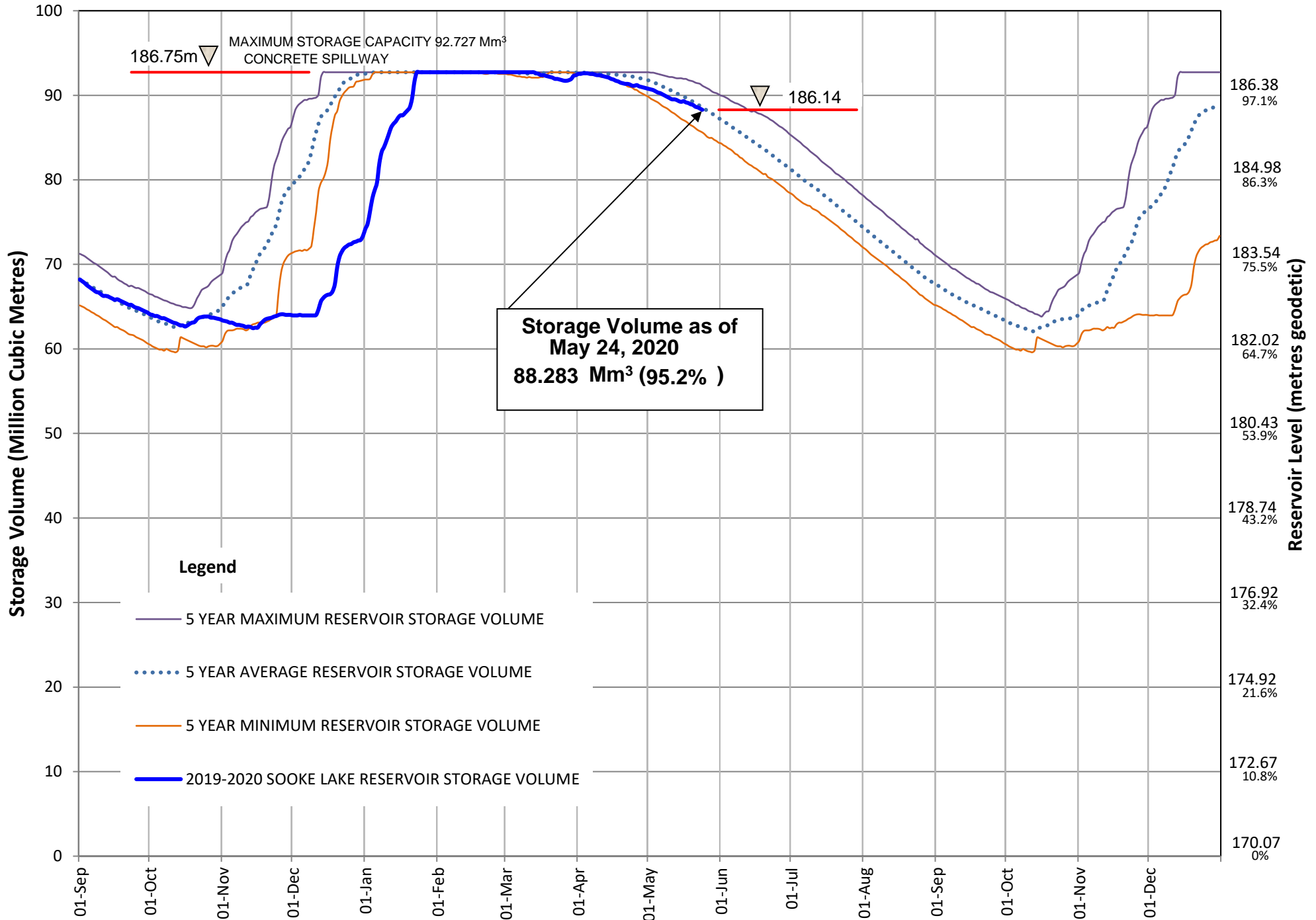
3. 10% of snow depth applied to rainfall figures for snow to water equivalent.

Average Rainfall for May (1914-2019)	47.7 mm
Actual Rainfall: May	43.1 mm
% of Average	90%
Average Rainfall (1914-2019): Sept 01 - May 24	1,540.2 mm
Actual Rainfall (2019/2020): Sept 01 - May 24	1,593.4 mm
% of Average	103%

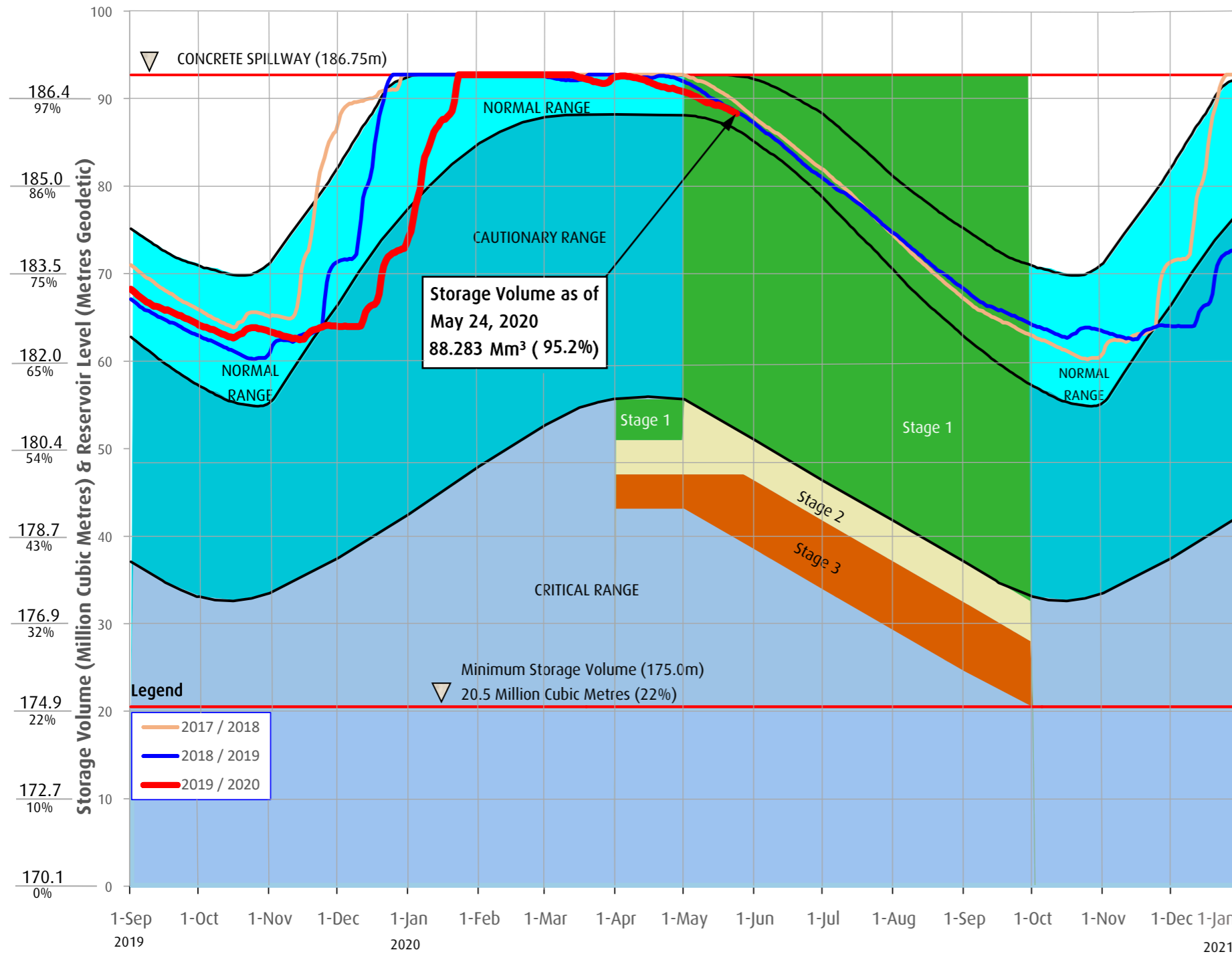
Number days with precip. 0.2 or more
11

Water spilled at Sooke Reservoir to date (since Sept. 1) = 6.49 Billion Imperial Gallons
 = 29.50 Billion Litres

SOOKE LAKE RESERVOIR STORAGE SUMMARY 2019 / 2020



Sooke Lake Reservoir Storage Level Water Supply Management Plan



FAQs

How are water restriction stages determined?

Several factors are considered when determining water use restriction stages, including,

1. Time of year and typical seasonal water demand trends;
2. Precipitation and temperature conditions and forecasts;
3. Storage levels and storage volumes of water reservoirs (Sooke Lake Reservoir and the Goldstream Reservoirs) and draw down rates;
4. Stream flows and inflows into Sooke Lake Reservoir;
5. Water usage, recent consumption and trends; and customer compliance with restriction;
6. Water supply system performance.

The Regional Water Supply Commission will consider the above factors in making a determination to implement stage 2 or 3 restrictions, under the Water Conservation Bylaw.

At any time of the year and regardless of the water use restriction storage, customers are encouraged to limit discretionary water use in order to maximize the amount of water in the Regional Water Supply System Reservoirs available for nondiscretionary potable water use.

Stage 1 is normally initiated every year from May 1 to September 30 to manage outdoor use during the summer months. During this time, lawn watering is permitted twice a week at different times for even and odd numbered addresses.

Stage 2 is initiated when it is determined that there is an acute water supply shortage. During this time, lawn water is permitted once a week at different times for even and odd numbered addresses.

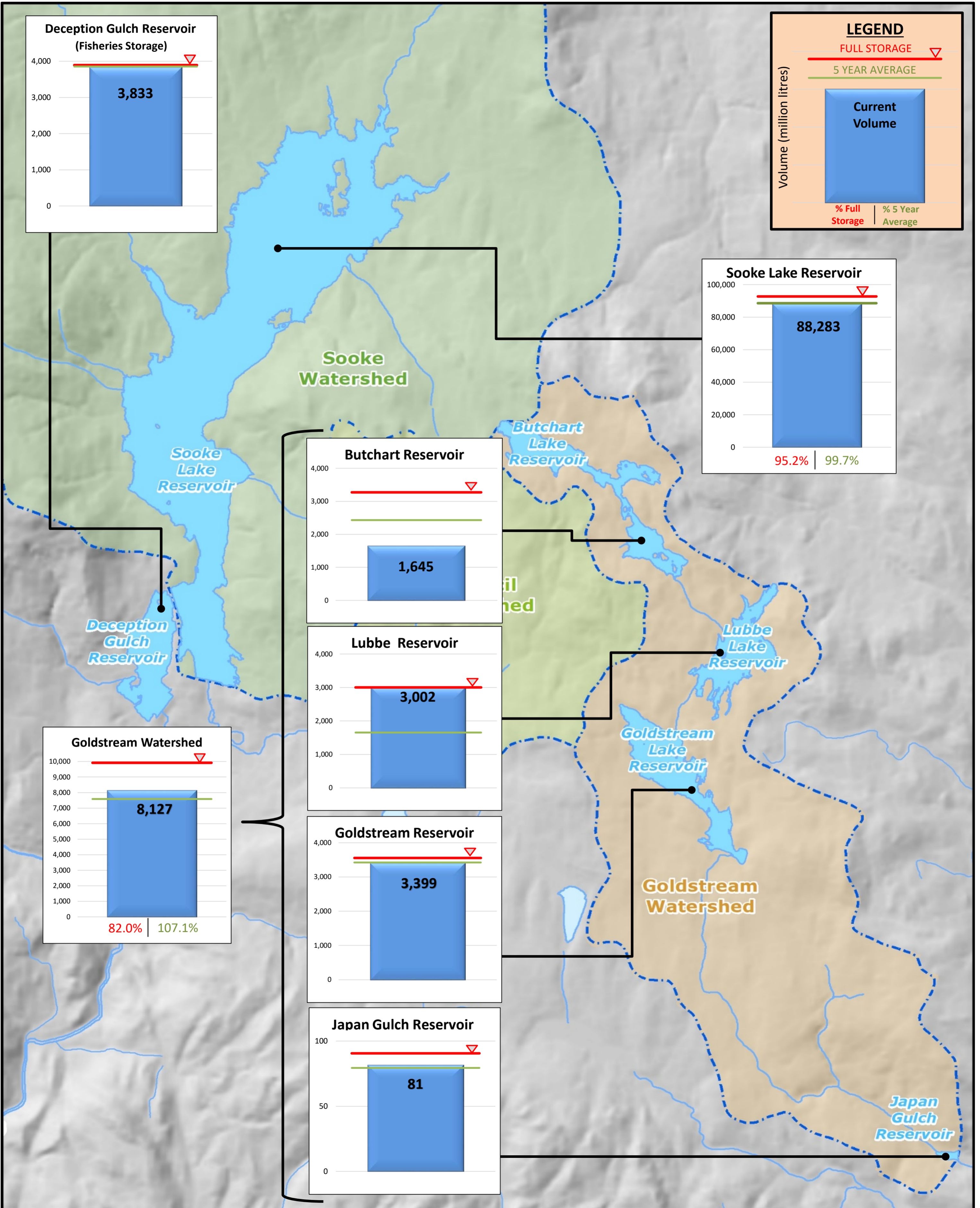
Stage 3 is initiated when it is determined that there is a severe water supply shortage. During this time, lawn watering is not permitted. Other outdoor water use activities are restricted as well.

For more information, visit www.crd.bc.ca/drinkingwater





Useable Reservoir Volumes in Storage for May 24, 2020



Motion with Notice
Juan de Fuca Water Distribution Commission
June 2, 2020

SUBJECT Juan de Fuca Water Rate Structure Review

BACKGROUND

Several large residential developments are occurring in the Juan de Fuca (JDF) Water Distribution Service Area. As with any large scale, multiphase development that is constructed over a period of years, large water (and other utility) infrastructure is typically installed in the initial phase of the development and this infrastructure requires operation and maintenance from the outset. The service incurs the operation and maintenance expense, but during the initial phases and the buildout period while homes are being constructed, the water sales revenue resulting from consumption does not completely offset the operations and maintenance costs. The variance between the revenue and expense in this situation is partly a result of the JDF Water rate structure which is entirely consumption based. With the objective of determining a water rate structure that assumes a 'cost/revenue neutral' outcome for existing customers and generates revenue through a fixed charge that would take affect at the time of meter installation.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission directs staff to conduct a rate structure review that considers a rate structure with a fixed charge component, such as a meter charge, and a consumption based volumetric component for comparison with the current consumption-based volumetric rate, with a goal of capturing revenue from serviced properties which are not consuming water, in order to assist with funding the operations and maintenance expenses incurred by the entire service area, for serviced developments.

SUBMITTED BY

Commissioner Rogers

Motion with Notice
Juan de Fuca Water Distribution Commission
June 2, 2020

SUBJECT Amendment to the *Board Remuneration and Travel Expense Reimbursement Policy*

BACKGROUND

The Regional Water Supply Commissioners receive a \$100 stipend per meeting for their attendance at a Regional Water Supply Commission meeting. Capital Regional District (CRD) Directors and other sub-regional and local Commission/Committee members receive remuneration for their responsibilities. The CRD Board approved the Board Remuneration and Travel Expense Reimbursement Policy in 2016 which includes a summary of stipends and per meeting payments for those appointed to various CRD Boards, Commissions and Committees. The Juan de Fuca Water Distribution Commissioners do not receive any remuneration yet the Commission's commitment and responsibilities are comparable to the CRD Commissions and Committees who's appointed members receive remuneration in the form of per meeting payments.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission requests that the CRD Board consider amending the *Board Remuneration and Travel Expense Reimbursement Policy*, to include remuneration for meeting attendance for JDF Water Distribution Commissioners, and direct staff to prepare a report outlining the implications of such an amendment and a recommendation, for the Board's consideration.

SUBMITTED BY

Commissioner Rogers