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**Minutes of a Meeting of the Skana Water Service Committee
Held Thursday, September 29, 2016 in the Main Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: **Committee Members:** J. Sanders (C), G. Fryling, R. Johnston, Alternate Southern Gulf Islands Regional Director, P. LeBlond (for D Howe)
Staff: M. Cowley, Acting Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, S. Mason, Manager, Water Engineering and Planning, P. Dayton, Senior Financial Analyst, L. Siemens (recorder)

ABSENT: R. Hagkull

The meeting was called to order at 10 a.m.

1. Approval of Agenda

MOVED by G. Fryling, **SECONDED** by R. Johnston,
That the agenda be approved as distributed.

CARRIED

2. Election of Chair

Nominations were called for Chair of the Skana Water Service Committee for a one-year term. Graham Fryling was nominated and declined. Jon Sanders was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, Jon Sanders was elected as Chair.

3. Adoption of Minutes of April 12, 2016

MOVED by G. Fryling, **SECONDED** by R. Johnston,
That the minutes of April 12, 2016 be adopted as previously distributed.

CARRIED

4. Quarterly Water Bill Updates

M. McCrank presented a written report.

MOVED by J. Sanders, **SECONDED** by G. Fryling,
That the Skana Water Service Committee receive the report for information and request verbal updates as to the progress of the Juan de Fuca Billing Software Enhancement Project.

CARRIED

5. **2017 Operating and Capital Budget**

M. McCrank presented a written report and the 2017 Operating and Capital Budget documents.

MOVED by J. Sanders, **SECONDED** by G. Fryling,
That the Skana Water Service Committee recommend to the CRD Board:

1. Approve the 2017 operating and capital budget for the Skana Water Service as presented;
2. Approve the 2017 Parcel Tax Rate of \$278.98 and User Charge of \$864.57 for the Skana Water Service;
3. Balance the 2016 actual revenue and expense on the 2016 transfer to the capital reserve fund; and
4. Authorize the proposed transfer of \$6,033 from the Capital Project Fund WSV185143 to the Capital Reserve Fund 1067.

CARRIED

6. **New Business**

A discussion took place on the new *Water Sustainability Act* and the use of exploratory wells by residents within the Skana water service area.

MOVED by J. Sanders, **SECONDED** by R. Johnston,
That the Skana Water Service Committee direct staff to determine the locations of the exploratory wells, determine the liability ramifications, and develop options for mitigation. And that the cost to complete this investigation will come from the 2016 operating budget

CARRIED

7. **Adjournment**

MOVED by J. Sanders, **SECONDED** by G. Fryling,
That the meeting be adjourned at 11:18 a.m.

CARRIED