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Minutes of the Regular Meeting of the Cedar Lane Water Service Commission
Held December 3, 2012 in the Portlock Park Meeting Room, Salt Spring Island, BC

Present: **Alternate CRD Director:**
Peter Lake
Commission Members:
Chris Dixon - Chair, Jane Squier, Osman Phillips
Staff:
Ted Robbins, Acting GM of Integrated Water Services; Janice Poncelet, CRD Senior Business Analysis; Kees Ruurs, CRD EA Senior Manager; Ralf Waters, CRD EA Engineer; Sarah Shugar, Recording Secretary

Excused: Wayne McIntyre, CRD Director

C. Dixon called the meeting to order at 10:28 am.

1. Approval of Agenda

MOVED by J. Squier, **SECONDED** by C. Dixon,
That the agenda be approved as presented.

CARRIED

2. 2013 Operating and Capital Budget

T. Robbins reviewed the 2011 Annual Report. He highlighted the following items:

- The 2012 actual revenue is projected to be $757 higher than budget due to higher than budgeted consumption charges.
- Expenditures are expected to be $3,728 below budget mainly due to lower expenditures and unused contingency fund
- A $4,485 surplus is anticipated at 2012 year end.
- A net decrease in operating expense of $1,068 is proposed.
- The debt expenditure budget for 2013 is $15,700.
- There are no new capital projects planned for 2013.
- It is expected to complete the Strategic Asset Management Plan (SAMP) that was initiated for the service in 2012.
- The annual fixed user charge and consumption rates are proposed to remain at 2012 levels.
- A five-year capital and operating budget forecast is provided.

MOVED by O. Phillips, **SECONDED** by C. Dixon,
That the Cedar Lane Water Service Commission recommends that the CRD Board approve the 2013 Operating and Capital Budget for the Cedar Lane Water Service as amended.

CARRIED

MOVED by J. Squier, **SECONDED** by O. Phillips,
That the Cedar Lane Water Service Commission recommends that the CRD Board balance the 2012 actual revenue and expenditures on the 2013 transfer to reserve.

CARRIED

MOVED by J. Squier, **SECONDED** by O. Phillips,
That the Cedar Lane Water Service Commission recommends that the CRD Board approve the 2013 fixed annual user charge and the consumption charge rates and reduce the parcel tax by $210 for a total of $615.94 per user.

CARRIED

MOVED by O. Phillips, **SECONDED** by C. Dixon,
That the Cedar Lane Water Service Commission would not fund any aspect of the Strategic Asset Management Plan.

CARRIED

It was generally agreed that:

- *Staff would schedule the line flushing prior to April 2013 to ensure that there is adequate water in the system and water would not need to be trucked in.*
- *T. Robbins would send the 2009 feasibility study to R. Waters.*
- *J. Poncelet would provide a document on the option to refinance the loans.*

3. New Business

There were no new business items for consideration at this time.

4. Adjournment

The meeting was adjourned at 11:38 am.