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**Minutes of the Meeting of the CEDAR LANE WATER SERVICE COMMISSION
Held Wednesday January 16, 2019 in the Creekside Meeting Room 108 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **CRD Director:** Gary Holman
 Commission Members: Lynda Wilcox, Jason Griffin, Cathy Lenihan
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Chris
 Davidson, Manager Engineering; Tracey Shaver, Recording Secretary
 Present: Jane Squire

Karla Campbell, Senior Manager called the meeting to order at 1:05 pm with a call for nominations for the position of Chair.

1. Election of Chair

Jason Griffin was nominated for the position of Chair. No other nominations were put forth; Jason Griffin accepted the position of chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Wilcox, **SECONDED** by Commissioner Griffin,
That the Cedar Lane Water Service Commission meeting agenda of January 16, 2019 be amended and approved to include the following items 6.2 Emergency Rates; 6.3 Fourth Tier Rates; 6.4 Pump Expenses; 6.5 Green House Investigations; 6.6 Bullock Lake Cottages; 6.7 Cleaning of tank; 6.8 Second Pump House – dismantled & assets; 6.9 Gas Tax Funding; 6.10 Emergency numbers.

CARRIED

3. Adoption of Minutes of October 9, 2018

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the Cedar Lane Water Service Commission Minutes of October 9, 2019 be approved.

CARRIED

4. Director, Chair and Commissioner Reports

4.1 Previous Chair- Ralph Dom recently circulated information regarding the power outage and emergency response. CRD Staff provided a detailed response on protocol.

4.2 Director Holman briefly reported on:
Holding a CRD Budget meeting on January 22, 2019
Debriefing on storm event-possible town hall meeting
SSIWPA technical group working on ground water research; Cedar Lane is to be included

5. New Business- none

6. Outstanding Business

6.1 CEDAR LANE WATER RATE REVIEW

- Staff provided draft budget to show effect of rates
- Anticipated that between 1 to 5 rate payers will be effected
- Changes to start in second quarter billing

MOVED by Commissioner Lenihan, **SECONDED** by Commissioner Griffin,
That staff be directed to bring forward amendments to the Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges bylaw and the Five Year Financial Plan and to include the proposed new tiered water consumption rates to be effective the second quarter of 2019.

CARRIED

6.2 Emergency Rates

- Policy on what would trigger emergency rates
- Cost of additional 2 meter readings at start and end of event
- 10% remaining water in tank would cause emergency response and result in trucking in water
- All users would pay 3rd tier rates until reservoir recovers
- User of water pay and no reserve funds used

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That staff be directed to develop a protocol which defines the rate structure and cost recovery methods during a water trucking emergency.

CARRIED

6.3 Fourth Tier Rates

Proposal to develop a 4th tier water consumption rate will be discussed after it is know how the new rate structure effects water sales and budget.

6.4 Pump Expenses

Staff to investigate and report back.

6.5 Green House Investigations

- Building permit issued based on proof to the Ministry of sufficient ground water.
- Property owner working with building inspection to get in compliance.

6.6 Bullock Lake Cottages

- Identify cost for staff to review well data

6.7 Cleaning of tank

- Proposed in budget for 2020
- Consider less expensive way to clean tank
- Request to hold off until there is a quality issue
- Discuss at AGM

6.8 Second Pump House – dismantled & assets

- Staff to investigate and report back on decommissioned pumps from 2008.

6.9 Gas Tax Funding

- Consideration of a second communal reservoir tank
- Cluster of tanks for non-potable uses
- Community owned for resilience

6.10 Emergency numbers

- Island wide emergency providers are in process of debriefing after wind storm
- Power outages widespread; several roads blocked
- During loss of power the scada system notifies standby water operators whom then notify BC Hydro
- Water in tank was safe and ready to drink; no need to call boil water advisory for power outage
- Resident must sign up for the PAN System to receive notification and all clear messages
- CRD water system emergency call centre: toll free 1-855-822-4426 & toll 1-250-474-9630

7. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan,
That the meeting be adjourned at 3:03 pm.

CARRIED

CHAIR

SENIOR MANAGER