



Making a difference...together

CEDARS OF TUAM WATER SERVICE COMMISSION
Notice of Meeting on **December 3, 2012 at 2 pm**
Fulford Hall OAP, Anderson Room, Salt Spring Island, BC

R. Bain (Chair)

M. Gillies

W. McIntyre

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of:
 - November 16, 2009
 - March 15, 2010
 - January 10, 2011
 - March 10, 2011
 - March 19, 2012
 - April 13, 2012
3. 2013 Operating and Capital Budget
4. New Business
5. Adjournment

To ensure a quorum, advise Tracey Shaver at 250.537.4448 if you cannot attend.



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**Minutes of the Cedars of Tuam Water Service Committee
Held Monday 16 November 2009
206 – 118 Fulford-Ganges Road, Salt Spring Island, BC**

Present: Ron Bain (Chair), Mary Gillies
CRD Electoral Area Director: Garth Hendren
CRD: Ted Robbins, Colwyn Sunderland, Brian MacDonald, Lorrie Siemens (Recording Secretary)
Two members of the public

Chair Bain called the meeting to order at 3 p.m.

1. Approval of Agenda

MOVED by Director Hendren, **SECONDED** by Ron Bain that the agenda be approved as distributed.

CARRIED

2. Election of Chair

Director Hendren assumed the chair to conduct the election of chair for the Cedars of Tuam Water Service Committee for a one-year term.

Director Hendren called for nominations. Ron Bain was nominated and agreed to stand. Nominations were called for three times, and hearing none, Ron Bain was elected as chair.

Ron Bain assumed the chair.

3. Approval of Minutes of 24 January 2009

The following changes were made to the minutes:

- Item 5, second paragraph – delete last section of first sentence.

MOVED by Director Hendren, **SECONDED** by Ron Bain that the minutes of 24 January 2009 be adopted as amended.

CARRIED

4. Approval of Minutes of 23 February 2009

MOVED by Director Hendren, **SECONDED** by Ron Bain that the minutes of 23 February 2009 be adopted as presented.

CARRIED

5. Approval of Minutes of 23 May 2009 (AGM)

MOVED by Ron Bain, **SECONDED** by Director Hendren that the minutes of 23 May 2009 be adopted as presented.

CARRIED

6. **Capital Project Plan**

Colwyn Sunderland, Local Services Engineering Coordinator presented a report to seek approval by the committee of scope and budget for capital works to be completed in 2010.

MOVED by Mary Gillies, **SECONDED** by Director Hendren that the Cedars of Tuam Water Service Committee authorize the expenditure of up to \$30,000 from the Cedars of Tuam capital fund to complete SCADA and filtration upgrades to the existing well system.

CARRIED

MOVED by Ron Bain, **SECONDED** by Mary Gillies that the Cedars of Tuam Water Service Committee authorize the expenditure of up to \$50,000 to drill and test a well at the former Isabella Point School site and obtain an agreement with School District #64.

CARRIED

7. **2010 Budget**

Ted Robbins, Acting Senior Manager of Operations and Local Services presented the 2010 budget document.

The following changes were made to the budget:

- remove \$5,000 one-time supplementary (to be deferred to 2010 as part of long range planning)
- internal time recoveries 2009 estimated actuals – reduce to \$3,644 from \$6,610
- 2009 estimated actual balance C/F from current to next year – change from (\$3,981) to (\$1,015)
- 2010 user charge – change to \$1,312.50 + variable
- Five year capital plan 2010 – water system improvements: change to 95 (capital funds on hand = 21, grants = 74)

Changes to Page 7:

2010 Key Objectives: remove first bullet and replace with:

- achieve access and reliability improvements to existing well site
- look at long range plan for system to 2030 contingent on capital funds being available

2009 Key Accomplishments:

- remove first bullet

Major Budget Impacts and Five-Year Capital Plan Budget Major Impacts: Remove

The committee requested that a new capital plan report be brought to the committee at a future meeting.

MOVED by Ron Bain, **SECONDED** by Mary Gillies that the 2010 budget be approved as amended.

CARRIED

MOVED by Mary Gillies, **SECONDED** by Ron Bain that if there are changes to the 2009 estimated actuals, to balance on user fees if budget is below estimated actuals and to balance on transfer to reserve if budget is above estimated actuals.

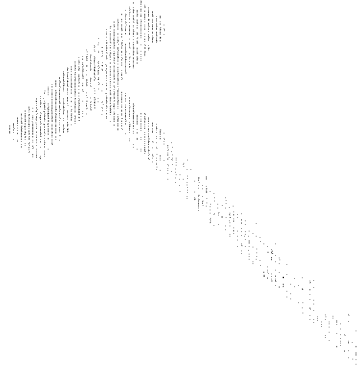
CARRIED

8. Other Business

Colwyn Sunderland updated the committee on the CRD proposal to standardize utility billing procedures to quarterly billing. A report will be brought to the committee at a future meeting.

9. Adjournment

The meeting was adjourned at 5:30 p.m.





Making a difference...together

**Minutes of the Cedars of Tuam Water Service Committee
Held Monday 15 March 2010
Salt Spring Island Baptist Church
520 Lower Ganges Road, Salt Spring Island, BC**

Present: Ron Bain (Chair), Mary Gillies
CRD Electoral Area Director: Garth Hendren
CRD: Colwyn Sunderland, Local Services Engineering Coordinator
Lorrie Siemens (Committee Secretary)

Chair Bain called the meeting to order at 3:05 p.m.

1. Approval of Agenda

The following changes were made to the agenda:

- Postpone approval of minutes of 16 November 2009 to the next meeting
- Change order of agenda by moving Item #3 to follow Item #7
- Add item to New Business: Liability Insurance

MOVED by Mary Gillies, **SECONDED** by Director Hendren that the agenda of the Cedars of Tuam Water Service Committee meeting of 15 March 2010 be approved as amended.

CARRIED

2. Approval of Minutes of 16 November 2009

Postponed.

3. Capital Project Update

Staff presented a written report for information and an update on the status of capital works relating to the Cedars of Tuam water service area.

The committee requested various changes to the report as written. Staff advised that information reports to committees are prepared by CRD staff for information purposes and not subject to changes by committee members unless inaccuracies are identified.

4. Cedars of Tuam Water Conservation Manual

Ron Bain referred to a document prepared by the committee on water conservation and requested that it be presented at the Annual General Meeting. Director Hendren suggested that the report be distributed to the community as information only and could not be considered for enforcement of water use.

It was agreed that Ron Bain would provide a copy to Director Hendren for comment prior to distribution to the community.

5. Bylaw Changes for Salt Spring Island Utility Services

Staff presented a written report to provide information on bylaw changes relating to the Cedars of Tuam water service.

Staff reported that a new "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010 will be presented to the CRD Board for approval in April 2010. The existing committee bylaws respecting individual water and sewer service areas on Salt Spring Island would be repealed by enactment of the Commissions Bylaw. The new bylaw would retain the current committee structures and Board delegated authority, but would rename the committee to a Service Commission. The bylaw would also enable the Annual General Meeting to occur any time between January and November, and would make Board appointments of new commission members effective 1 January of the following year.

6. Operations Update

Staff presented a verbal report on the operations to date. A review of the most recent Revenue and Expenditure statement was conducted.

7. Review of Action List

The action list was deferred to the next meeting.

8. New Business

Concerns were expressed by the committee regarding liability insurance. Staff agreed to provide information to the committee after consulting with the CRD Risk Manager.

9. Adjournment

The meeting was adjourned at 5:15 p.m.



Making a difference...together

**Minutes of the Cedars of Tuam Water Service Commission
Held Monday 10 January 2011
Fulford Hall, Senior's Centre
2591 Fulford-Ganges Road, Salt Spring Island, BC**

Present: Ron Bain (Chair), Mary Gillies
CRD Electoral Area Director: Garth Hendren
CRD: Ted Robbins, Senior Manager, Water Management, Tim Tanton, Senior Manager,
Infrastructure Engineering, Colwyn Sunderland, Local Services Engineering Coordinator
Lorrie Siemens (Recording Secretary)

Chair Bain called the meeting to order at 3 p.m.

1. Approval of Agenda

Chair Bain provided written questions from the commission to CRD staff to be addressed as part of the budget discussion in Item 3. The written questions were received by CRD staff on January 3, 2011.

MOVED by Ron Bain, **SECONDED** by Mary Gillies that the agenda of the Cedars of Tuam Water Service Commission meeting of 10 January 2011 be approved as amended.

CARRIED

2. Election of Chair

Director Hendren called for nominations of Chair of the Cedars of Tuam Water Service Commission for a one-year term. Ron Bain was nominated and agreed to stand. Nominations were called for two more times, and hearing none, Ron Bain was elected as Chair.

3. 2011 Operating and Capital Budget

The Chair referred to Bylaw No. 3693 Item 9(b):

"Without limiting the generality of the foregoing, a Commission shall recommend policies governing the provision and operation of the service including the recommendation of levels of user charges, frontage taxes or parcel taxes to be established by bylaw of the Regional Board. The operational functions of the local service shall be performed by the staff of the CRD or by contract through the CRD".

The process of receipt of information by the commission within a timeline to provide information to the community was noted. He advised that the the commission is not satisfied with the budget process and that he would be sending the concern in a letter to the CRD.

Introductions were carried out.

Staff presented a written report and the 2011 operating and capital budget.

2.622 Cedars of Tuam Water (SSI)

Chair Bain noted that the first priority of the commission is to bring the new well into service and to complete the agreement with the school board. He advised that future planning will not be considered until the well is under their control.

MOVED by Ron Bain, **SECONDED** by Mary Gillies that the commission defer all capital projects until an agreement can be made with the school district to secure the new well.

CARRIED

A discussion took place on charging on parcel versus consumption. The commission noted their intention of requesting community input before any changes would be made to the fee structure.

The Commission recommended the following:

1. Several proposals for reducing management costs in the long term.
2. A reduction of \$2,300 in the budget deficit from 2010 based upon updated cost information.
3. Deferral of the water quality reporting system and consideration of a proposed reporting system based on a longer period of time as monthly reporting on Cedars of Tuam is unnecessary given a long track record of water quality remaining unchanged.
4. That proposed increases in labour and other operating costs be set as contingency items to be reviewed as the year progresses and not as a core budget increase.
5. A preference for using Salt Spring Island workers where possible.
6. Deferral of all other capital expenditures until after the new well site legal ownership is confirmed.

The commission advised that the budget will not be considered until the proposed changes are made to the budget document and brought back to the commission at the next meeting.

MOVED by Mary Gillies, **SECONDED** by Director Hendren that the Cedars of Tuam Water Service Commission support telecommunications and web based technology for communication and commission meetings.

CARRIED

MOVED by Mary Gillies, **SECONDED** by Ron Bain that the commission support retaining local labour to service all aspects of the water system and would like to see local labour used for all Salt Spring Island water systems.

CARRIED

MOVED by Mary Gillies, **SECONDED** by Ron Bain to defer Allocation – Water Quality Oversight of \$1,728 to 2012.

CARRIED

Chair Bain requested clarification on the reasons the commission bylaw was amended without prior notification or input by the commission. He advised that a letter would be sent to the CRD Board Chair for a response.

Director Hendren advised that the Chief Administrative Officer of the Capital Regional District will be meeting with representatives of each Salt Spring Island commission to discuss the CRD process. Information will be sent to the chair of each commission.

It was agreed that a meeting date will be set to review the 2011 Operating and Capital budget after the commission receives the revised budget document.

3a) Written Questions from the Cedars of Tuam Water Service Commission

The questions were addressed as part of the presentation of the staff report.

4. Adjournment

The meeting was adjourned at 4:45 p.m.



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**Minutes of the Cedars of Tuam Water Service Commission
Held Monday 10 March 2011
Fulford Hall, Shaw Room
2591 Fulford-Ganges Road, Salt Spring Island, BC**

Present: Ron Bain (Chair)
CRD Electoral Area Director: Garth Hendren
CRD: Ted Robbins, Senior Manager, Water Management, Colwyn Sunderland, Local Services Engineering Coordinator, Janice Poncelet, Senior Financial Analyst, Lorrie Siemens (Recording Secretary)

1. Call to Order

Chair Bain called the meeting to order at 2:55 p.m.

2. Approval of Agenda

MOVED by Ron Bain, **SECONDED** by Director Hendren that the agenda of the Cedars of Tuam Water Service Commission meeting of 10 March 2011 be approved as distributed.

CARRIED

3. 2011 Operating and Capital Budget

2.622 Cedars of Tuam Water (SSI)

The following changes were made to the budget:

- Page 7 - Revise as follows:

#1 Complete Agreement with School District #64 re/new well (2011)	\$5,000
#2 Strategic Asset Management Plan(2011)	\$5,000
#3 Maintain Well House Access Road (2012)	\$6,000
#4 Pressure Sensor on Well Casing (2012)	\$2,000
#5 Change Chlorine Pump to Prominent Pump (2012)	\$7,000

Page 8 – Reverse order of 2011 Key Objectives as follows:

- Establish covenant on Isabella Point well site
- Maintain good relations with well site owner
- Complete Strategic Asset Management Plan

Change Major Budget Impacts to:

- Revenue increase requirement to recover 2010 deficit, and a contingency for new allocations for vehicles.

Change Page 9 as follows:

- Actual deficit reduced by \$876 to \$1,411 from estimated deficit of \$2,287
- User fee reduced by \$876 to \$25,662
- User fee per SFE is \$1,603.87 for 2011

MOVED by Director Hendren, **SECONDED** by Ron Bain:

1. That the Capital Regional District Board approve the 2011 operating and capital budget for the Cedars of Tuam Water Service as amended;
2. That the Capital Regional District Board authorize an increase in the fixed annual user charge for the Cedars of Tuam Water Services as required to balance the 2011 budget; and
3. That the 2010 actual deficit be balanced on the 2011 fixed annual user charge.

CARRIED

4. Adjournment

The meeting was adjourned at 3 p.m.



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**Minutes of a Meeting of the Cedars of Tuam Water Service Commission
Held March 19, 2012 at the Fulford Hall, Andersen Room
2591 Fulford-Ganges Road, Salt Spring Island, BC**

Present: Commission Members: R. Bain (Chair), M. Gillies, Director W. MacIntyre
Staff: J. Poncelet, Senior Financial Analyst, T. Robbins, Senior Manager, Water Management, Kees Ruurs, Senior Manager, Salt Spring Island Operation, L. Siemens (Recorder)

Public: Two members of the public

The meeting was called to order at 12:30 p.m.

1. Election of Chair

T. Robbins assumed the chair to conduct the election of chair. Nominations were called for the position of Chair of the Cedars of Tuam Water Service Commission for a one-year term. R. Bain was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, R. Bain was elected as Chair.

2. Approval of Agenda

The following changes were made to the agenda:

- Defer items 3 through 6 to the next meeting.

MOVED by Director MacIntyre, **SECONDED** by M. Gillies, that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of November 16, 2009

Deferred to the next meeting.

4. Adoption of Minutes of March 15, 2010

Deferred to the next meeting.

5. Adoption of Minutes of January 10, 2011

Deferred to the next meeting.

6. Adoption of Minutes of March 10, 2011

Deferred to the next meeting.

7. 2012 Operating and Capital Budget

T. Robbins presented a written report and the 2012 operating and capital budget.

The commission members provided the following motions in writing:

Capital Expenditures

MOVED by R. Bain, **SECONDED** by M. Gillies,
that the commission reaffirm the previous decision to defer all capital expenditures until the agreement with the School District for the new backup well is confirmed.

CARRIED

Management Plan

MOVED by R. Bain, **SECONDED** by M. Gillies,
that whereas the CRD has proposed that Cedars of Tuam set aside \$5,000 (to be matched with a grant of \$5,000) for the management study.

The commissioners request that after confirmation that water is available from the backup well on the school district property, the CRD prepare a budget estimate for the following work so that the commission can approve the budget before the strategic management plan is initiated.

1. An evaluation of the funds required by the CRD to prepare and approve a bylaw on consumption management and consumption fees. Work on this is well advanced by the commission and should be completed this year.
2. A report on the funds expended and the balance of the funds in our capital budget and any potential costs to complete the agreement on the backup well.
3. An estimate of costs to complete the upgrade to the existing well reporting system and information on what potential future labour savings will accrue from completing these.
4. A plan and an estimated cost to improve access to the existing well site and possibly re-drill the existing well.
5. An estimated cost and schedule to replace and upgrade the existing distribution service including benefits of providing new standpipe(s) and water shutoff locations.
6. An estimated cost to bring the backup well into service.
7. A financial plan exploring alternatives for applying for financial assistance, borrowing and repayment for future capital works.
8. Consumption forecast to be included in SAMP.

CARRIED

Budget

The commission requested that the chart on page 3 be removed.

MOVED by R. Bain, **SECONDED** by M. Gillies that:

1. the \$1,927 surplus in 2011 be transferred to the 2012 Reserve Fund;
2. \$1,600 from the total revenue be transferred to the Reserve Fund in 2012 and reduce 2012 operating expense to \$22,952; and
3. the cost of operations administration and operational engineering be accounted for separately.

CARRIED

MOVED by M. Gillies, **SECONDED** by Director McIntyre,
that the Cedars of Tuam Water Service Commission recommend that the CRD Board approve the 2012 operating and capital budget for the Cedars of Tuam Water Service as amended.

CARRIED

The commission requested that a revised budget document be sent to the commission members.

MOVED by M. Gillies, **SECONDED** by R. Bain,
that, assuming there is no net decrease in water sales revenue based on 2011 consumption rates, to implement changes to the Cedars of Tuam consumption charges using the Cedar Lane water service consumption rate model, including tiers and rates, for the 2012 Cedars of Tuam budget.

CARRIED

8. Adjournment

The meeting was adjourned at 2:10 p.m.



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**Minutes of a Meeting of the Cedars of Tuam Water Service Commission
Held April 13, 2012 at Salt Spring Island Parks and Recreation, Portable Meeting Room
Video Conference**

PRESENT: Commission Members: R. Bain (Chair), Director W. McIntyre

ATTENDING VIA VIDEO CONFERENCE:

CRD Staff: T. Robbins, Senior Manager, Water Management, Kees Ruurs, Senior Manager, Salt Spring Island Operation, L. Siemens (Recorder)

ABSENT: M. Gillies

The meeting was called to order at 11:30 a.m.

1. Approval of Agenda

The agenda was approved as circulated.

2. 2012 Consumption Rates

At the Cedars of Tuam budget meeting on March 19, 2012, a motion was made to implement changes to the Cedars of Tuam consumption charges using the Cedar Lane model.

Following the meeting, staff ran revenue calculations on the outcome of the rate structure and it was determined that the Cedar Lane structure was not appropriate for Cedars of Tuam based on the 2011 consumption and that a two tier structure would be more appropriate, holding the rate per cubic metre the same but bringing the threshold for the first tier down to 38.

MOVED by R. Bain, **SECONDED** by Director McIntyre,

1. That the following motion made at the March 19, 2012 meeting be rescinded:

"assuming that there is no net decrease in water sales revenue based on 2011 consumption rates, to implement changes to the Cedars of Tuam consumption charges using the Cedar Lane water service consumption rate model, including tiers and rates, for the 2012 Cedars of Tuam budget"

2. That for the 2012 Cedars of Tuam budget, the consumption charges for water be based on the following model:

- a. First 38 cubic metres or portion - \$0.90/cubic metre
- b. 39 cubic metres or greater - \$7.70/cubic metre

CARRIED

Cedars of Tuam Water Service Commission Minutes
April 13, 2012

A discussion took place on the possibility of amending the current fees and charges bylaw to include charges for the cost of hauling water. Staff agreed to discuss the topic with Corporate Services and bring information back to the commission.

3. Adjournment

The meeting was adjourned at 12:06 pm.



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**REPORT TO CEDARS OF TUAM WATER SERVICE COMMISSION
MEETING OF MONDAY, DECEMBER 3, 2012**

SUBJECT 2013 OPERATING AND CAPITAL BUDGET

ISSUE

This report provides a synopsis of the 2013 budget, highlighting significant proposed changes. In accordance with Bylaw No. 3693, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010", "Before the end of November of each year, a Commission shall be presented with a five-year operating and capital budget for the service area, which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenues, in a form approved by the Financial Officer of the CRD for the approval of the Regional Board and for inclusion in the Regional Board's preliminary and annual budgets."

BACKGROUND

2012 Estimated Actual Revenue and Expense

The actual 2012 revenue is projected to be \$210 below budget due to lower than budgeted consumption charges. Operating expenses are expected to be \$2,857 below budget. As a result, a \$2,647 surplus is anticipated at 2012 year end.

2013 Operating Expense

An increase in the 2012 operating expenditures of \$411 is proposed, as is an \$89 increase in the transfer to the reserve fund. As a result of carrying small surpluses for consecutive years, it is planned to transfer \$5,016 to the reserve fund in 2013. The debt expenditure budget for 2013 is \$2,440.

2013 Capital Plan

There are no new capital projects planned for 2013. It is expected to complete the Strategic Asset Management Plan that was initiated in 2012.

2013 Revenue Requirement and User Charges

The proposed increase in 2013 expenses will be offset by the projected \$2,647 surplus carried forward. The annual fixed user charge and the consumption charge rates are proposed to remain at the 2012 levels.


Forecast 2014-2017

A five-year capital and operating budget forecast is provided for information. The scope and budget for future capital upgrades will be considered upon completion of the Well and Distribution System Upgrade Feasibility Study that was initiated in 2012.

RECOMMENDATION

That the Cedars of Tuam Water Service Commission recommends that the CRD Board:

1. Approve the 2013 operating and capital budget for the Cedars of Tuam Water Service as presented;
2. Approve the 2013 fixed annual user charge and consumption rates for the Cedars of Tuam Water Service as presented; and
3. Balance the 2012 actual revenue and expense on the 2013 transfer to reserve fund.



Ted Robbins, BSc, CTech
Acting General Manager, Integrated Water Services

TR:mm

Attachment: 1