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**Minutes of a Meeting of the Cedars of Tuam Water Service Commisison
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.

Cedars of Tuam Water Service Commission Minutes
March 19, 2012

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.

DRAFT