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**Minutes of the Regular Meeting of the Cedars of Tuam Water Service Commission
Held March 12, 2015 in Public Library Meeting Room, 129 McPhillips Avenue, Salt Spring
Island, BC**

Present: **CRD Director:** Wayne McIntyre
Commission Members: Ron Bain, Peter Wypkema
Staff: Dan Robson, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, CRD Finance; Karla Campbell, Senior Manager; Keith Wahlstrom, Manager of Engineer Salt Spring Island; Tracey Shaver, Recording Secretary;

The Chair announced there was a quorum and called the meeting to order at 11:15 am.

1. Approval of Agenda

The Chair explained that the meeting was a continuation of the October 20, 2014 meeting and that the meeting would start with discussion on the budget and other items would be included if time permitted. The approval of the minutes would precede the discussion.

2. Adoption of Minutes of October 20, 2014

MOVED by Commissioner Bain, **SECONDED** by Director McIntyre,
That the October 20, 2014 minutes be approved.

CARRIED

3. 2015 Capital and Operating Budget

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Bain,

That the Cedars of Tuam Water Service Commission recommends that the Capital Regional District Board:

1. Authorize the 2015 fixed annual user charge of \$1,470.63 and consumption charge rate of \$0.90/m³ for the first 38m³ and \$7.70/m³ for consumption over 38m³ per billing period;
2. Transfer \$1,490 of the 2014 surplus to a maintenance reserve account and carry forward to 2015 the remaining \$420 as revenue;
3. Transfer \$20,861 of the General Capital Project Fund be transferred to the Capital Reserve Fund.
4. Change the proposed by transfer of \$310 from the Capital Reserve Fund to the Maintenance Reserve fund;
5. Approve the 2015 operating and capital budget for the Cedars of Tuam Water Service as amended.

CARRIED

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Bain,

That the Cedars of Tuam Water Service Commission recommend that:

1. The 2015 operating labour expenses in the budget are described and costed for the following categories:
 - 1.1. Operating labour requirements for 2015 for normal operation schedules and maintenance work;
 - 1.2. Administrative management and reporting support;
 - 1.3. Engineering project management support.
2. All available surplus funds from the 2014 year and projected for 2015 are allocated to the Maintenance Reserve Fund.
3. Capital Regional District staff provide a description of the work and cost estimate for maintenance and sand removal from the existing well shaft to the commission so that the work can be carried out before the end of May 2015 with the least disruption to operations and our neighbours.

CARRIED

A discussion took place on the ability to use the Maintenance Reserve Fund for the removal of sand in the well and it was determined there are no funds in that account; it must come out of the Reserve Fund as noted on Schedule G.

4. Adjournment

The chair requested a new regular meeting be arranged to complete the agenda items which have not been addressed. The meeting was adjourned at 12:25 pm.

CHAIR

SENIOR MANAGER