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**Minutes of the Regular Meeting of the
Cedars of Tuam Water Service Commission
Held Thursday November 30, 2017, in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

Present: **CRD Director:** Wayne McIntyre
 Commission Members: Ron Aird, Peter Wypkema
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area; Dan
 Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang
 Jo, Financial Analyst 2 Recording Secretary Tracey Shaver.
 Absent:

Chair Wypkema called the meeting to order at 1:35 pm.

1. Approval of Agenda

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,
That the Cedars of Tuam Water Service Commission agenda of November 30, 2017 be
approved.

CARRIED

2. Adoption of Minutes of March 10, 2017

MOVED by Commissioner Wypkema, **SECONDED** by Commissioner Aird,
That the Cedars of Tuam Water Service Commission Minutes of March 10, 2017 be
approved.

CARRIED

3. Chair and Director Report

No reports

4. Reports

4.1 2018 Operating and Capital Budget

Brief discussion:

- Need to build up Capital Reserve funds to reduce borrowing for new well
- Not recommended to carry over of surplus funds as revenue
- Strike Project 17-01 replacement of isolation valves and amend budget package
- Drafting an agreement with property owner for safe working access to well site
- Outline of process to bring new well into service; 1st Agreement with SD64, 2nd Study assets (SAMP) to determine best practice for entire service, 3rd discuss funding options with rate payers, 4th construction and commissioning of new well.
- Need SAMP completed to have information ready to apply for federal grants
- Adding \$1600 annually to Capital Reserve funds; adjusting fixed user fee by a \$100 increase.
- Consider charging each single family dwelling unit or equivalent in the service area the annual fixed fee

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,

That the Cedars of Tuam Water Service Commission:

1. Approve the 2018 operating and capital budget as amended, and that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Operating Reserve Fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Cedars of Tuam Water Service as presented.

CARRIED

5. New Business

6. Outstanding Business

7. Adjournment

MOVED by Commissioner Wypkema, **SECONDED** by Director McIntyre,
That the meeting adjourn at 2:40 pm.

CHAIR

SENIOR MANAGER