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**Minutes of the Fulford Water Service Commission
Annual General Meeting
Held Monday, 16 May 2011
Fulford Hall, Shaw Room
2591 Fulford-Ganges Road, Salt Spring Island, BC**

Present: Bruce Paterson, Anthony Maude, Jonathan Yardley
CRD Electoral Area Director: Garth Hendren
CRD: Jack Hull, General Manager, Integrated Water Services, Ted Robbins, Senior Manager, Water Management, Stewart Irwin, Senior Manager, Water Quality, Lorrie Siemens (Recording Secretary)
18 Member of the Public

Regrets: Martyn Day

1. CALL TO ORDER

Bruce Patterson called the meeting to order at 5 p.m. Introductions were carried out.

2. APPROVAL OF AGENDA

The following items were added to the agenda under New Business:

- Written motions provided by the commission.
- Organizational changes and staff changes at CRD Integrated Water Services (Jack Hull)

The agenda was approved as amended.

3. MINUTES OF 17 APRIL 2010 ANNUAL GENERAL MEETING

The adopted minutes of the Fulford Water Service Commission were provided for information.

4. CHAIR'S REPORT

Bruce Patterson advised that Martyn Day had provided him with a lengthy written report that he would not read in detail due to it being reviewed by the commission at their last informal meeting. He highlighted the following items:

- Letter from the commission to the Ministry and the response received.
- Connections to Sunnyside and Hilltop.
- Issues and delays with budget preparation - approved by the CRD without commission support.
- Upcoming referendum.

MOVED by Director Hendren, **SECONDED** by Anthony Maude that the Chair's report be received for information.

CARRIED

5. OPERATIONS REPORT

Ted Robbins presented a written report. The following topics were addressed and discussed.

- Capital Projects
- Referendum to Borrow Capital Funds - to be held on July 16, 2011
- Water Supply and Demand
- Water Quality - Drinking Water Advisory
- System Operation
- 2010 Operating Revenue and Expense

6. ELECTION OF OFFICERS

It was noted that the terms for Anthony Maude and Bruce Patterson will expire on December 31, 2011 and that an election would be held to fill the positions for a two-year term beginning January 1, 2012 and expiring on December 31, 2013. He then called for nominations and advised that he would not be willing to serve an additional term.

Carol Eyles and Anthony Maude were nominated and agreed to stand. Nominations were called for two more times, and hearing none, Carol Eyles and Anthony Maude were elected by acclamation. Their names will be forwarded to the CRD Board for appointment.

7. NEW BUSINESS

Jack Hull, General Manager, Integrated Water Services provided an update on organizational staff changes in the Integrated Water Service Department. CRD is responding to concerns that have been raised on the contacts and the general level of communication by the Fulford Water Service Commission as well as some other local service committees/commissions. J. Hull reported the following:

- Ted Robbins primary contact for Salt Spring Island local service commissions. This will be temporary until another staff member is appointed.
- Rather than an engineering staff person, an administrator will be assigned as the primary point of contact and to ensure that e-mail and correspondence requiring action would be referred to the appropriate senior staff member to respond.
- It was requested that all correspondence to CRD staff be sent via the Chair of the Fulford Water Service Commission.
- A monthly report that is currently produced for CRD services will include all Salt Spring Island and Southern Gulf Islands. The report is sent out electronically.
- Quarterly financial updates that have year-to-date information on expenditures and budgets will be provided. This is in addition to the monthly report that is currently received.

T. Robbins reported that commission member Martyn Day and Director Hendren have been participating in the Salt Spring Island working group that is made up of representatives of water and sewer utilities on Salt Spring Island. Monthly meetings have been held and there have been three meetings to date. One more meeting will be held and a Terms of Reference will be prepared to continue the group.

J. Hull reported that electronic meetings can now be held from Portland Park in order to reduce costs by having CRD staff travelling to Salt Spring Island.

A question and answer period followed. The following topics were addressed:

- Charges to the Fulford water service area for CRD staff time as a result of errors.
- Capital and Operating budget for 2009 - 2010.
- Costs for upcoming referendum.
- Private ownership of the water system versus CRD.
- Bruce Patterson provided history on the water treatment upgrade project and reasons for installing the reservoir at its current location
- Installing wells versus connection to the water system.
- Possible expansion of water service area.
- Stewart Irwin, Senior Manager, Water Quality responded to questions regarding water quality of Weston Lake and provided information on testing for toxins.

The commission provided the following written requests as task items:

1. The commissioners will not accept budgets as they have been presented in the past. CRD staff will begin preparation of the budget at the completion of the second quarter with a draft budget ready by the end of October. Staff will provide commissioners with history, justification and details of the expense for every line item before it is entered into the budget. Final approval will be given when all known revenue and expenses are adjusted at the end of the year.
2. That the Fulford Water Service Commission have full oversight of all costs of any capital project including final approval and authorization of all expenditures.
3. On approval of the referendum, an immediate start date and completion date for the work to connect the unconnected households be determined.
4. That the CRD determine whether the Ministry of Transportation and Infrastructure can be held accountable for any damage to water lines caused by the instability of Morningside Road (over which CRD and Fulford Water Service have no control). CRD to inform the commissioners as soon as such determination has been made.

8. ADJOURNMENT

The meeting was adjourned at 7 p.m.