

**FULFORD WATER COMMISSION
SALT SPRING ISLAND ELECTORAL AREA
Minutes of the REGULAR MEETING
Thursday July 5, 2012 3-5 PM
Portlock Park Meeting Room**

Attendance: Commissioner Jonathan Yardley
Commissioner Martyn Day
Commissioner Carol Eyles
Commissioner Anthony Maude
Wayne McIntyre, CRD Director

Staff: Kees Ruurs, Senior CRD Manager
Ralf Waters, Manager Engineering
Ted Robbins, Senior Manager, Water Management (via Skype)
Tracey Shaver, Recording Secretary

1. Kees Ruurs, Senior Manager called the meeting to order at 3:00 PM by asking for election of a Chair.

MOVED by A. Maude, SECONDED by J. Yardley,
That Carol Eyles assume the position of Chair for the Fulford Water Commission.

CARRIED

2. Agenda Approval

MOVED by C.Eyles, SECONDED by A. Maude,
That the agenda be approved with the following addition:

Item 8.2 Policy/ByLaw Introduction for New Service Connections

CARRIED

3. Approval of Minutes
Commissioner Yardley advised that Item 3 had several typos to be fixed; line 3 remove extra comma, line 10 reverse the \$2,000 & \$4,000, line 14 correct the spelling of the word "to", change the header on the 2nd page to reflect the correct committee meeting.

MOVED by J.Yardley, SECONDED by A. Maude,
That the minutes of March 26, 2012 Regular Minutes be approved as amended.

CARRIED

General discussion was introduced by Martyn Day regarding the manner in which minutes or recordings of these meetings are handled.

There are several minutes from previous meetings which are now felt to be too old to approve by the current commission.

Confirmation that reports and handouts received at the meetings get integrated into minutes. Reports and attachments which are distributed with the agenda, are referred to in the minutes but stay with the agenda package.

Previous CRD Recording Secretary used a tape recorder during meetings to assist with wording of motions. Mr. Day would like to see this procedure continued and in addition that the taped recordings be transcribed verbatim.

Mr. Day will bring in a particular tape from a previous meeting which holds verbal information and research presented by Jack Hull, General Manager of Integrated Services.

4. Delegations / Presentations

There were no delegations at this time.

5. Rise and Report

There were no items to rise and report.

6. Reports

6.1.1 Finance Information

- General discussion was introduced regarding the manner in which Budgets and Finance Reports are prepared by CRD Staff and received by Commissioners.
- CRD requires 5 year budget plans with yearly approval and updating prior to funds being requisitioned.
- Commissioners would like to keep the approved budgets for operations and capital projects as close to actual costs as possible. Borrowing should be limited to money spent with no extra borrowed and left to sit on account.

- General consensus was to meet further with CRD financial staff locally to discuss budget process and the format of reports. In general, reports should be quarterly at a minimum and include parcel tax. E&R reports should continue to be supplied.

6.1.2 SAMP funds

- Commission in general would like the CRD Staff to collect the best of local knowledge regarding the actual "in place" piping systems and coordinate this information with BCF and Mot.

6.1.3 E & R reports reflect \$14,900

The 2012 Budget recommendations approved at the March Budget meeting

6.2 Operations Report

6.2.1 Reynolds Road

Budget for project is \$6,000. Estimated total cost from NSSWD came in at \$5,000.

Project will be added into NSSWD schedule.

6.2.2 Revised Operating Estimates 2012

General discussion regarding the operating costs of quality products versus the costs of repair and replacement.

Research to be conducted on "Actuator Valves" regarding part failure and estimated life span with manufacturer. Current system is relatively new at 2 ½ years.

Contractor error which causes disruption of services and needing repair should be "charged back" to the contractor. Commission relies on the CRD project staff to follow up.

6.2.3 Extra Work

General review of budget summary.

6.2.4 CRD run system

CRD costs for "call out" staff for repairs was reviewed. Consideration was given to having the CRD provide the day to day operations instead of NSSWD. CRD cannot provide the same service as NSSWD at lower costs. The contracted price by NSSWD is still lower and therefore NSSWD will continue to operate under contract.

7. Old Business

7.1 Fulford School Water consumption

T. Robbins reported that after several metre readings the first quarter consumption is estimated at 772 cubic metres. Staff would like to warn the school that such usage equates to a quarterly bill of about \$2,500.

It was generally agreed to skip ahead to the added agenda item since item 7.2.1 & 7.2.2 are based on the outcome of item 8.2

8. New Business

8.2 Proposed bylaw for Connection Fee

The Commission introduced a draft for the wording and rationale of a new bylaw (attached document)

“all new lots created in or added to the Fulford Water Services shall pay a one-time fee of \$7,500, prior to completion of the subdivision or, in the case of extension of the Service boundary, immediately on approval of the extension by-law”

Rationale

“existing property owners have paid towards infrastructure improvement and repair that will be of advantage to new lot owners. This fee is designed to ameliorate some of those costs and contribute towards maintenance of the extended service.

New lots created in or added to the water service may receive subdivision approval on the basis of ability to provide water service. This may provide a significant financial advantage to the property owner while extending the responsibility of the water service.”

MOVED by A. Maude and Seconded by J. Yardley,

That this draft be forwarded to the CRD for the formal preparation of a new bylaw that requires a 1 time \$7,500 fee for new connections to be added to the Fulford Water Service.

QUESTION to the MOTION by W. McIntyre,
Is this meant to be a set fee that does not change in the
future?

UNANAMOUS ANSWER by Commissioners, Yes- set fee.
MOTION to continue as moved above

CARRIED

CONTINUATION of agenda section 7 Old Business

7.2 Service Area Inclusion

T. Robbins reported that the total capacity of the system is estimated to handle 84 more single family homes. The Commission generally agreed that the Islands Trust needs to determine that location and amount of parcels allowed are consistent with community plans and over all water capacity for the island.

7.2.1 Romashensko Property

Property owner is seeking confirmation that he will be able to add his potential subdivided properties to the Fulford Water System. To date no subdivision application has been submitted to Islands Trust.

MOVED by J.Yardley, SECONDED by M. Day;

The Commission approves in principal that the inquiry to add 4 lots to the Fulford Water System is acceptable subject to the new bylaw requiring a connection fee of \$7,500 per lot at time of subdivision and Islands Trust approval.

CARRIED

7.2.2 BC Ferries Property

CRD Staff report regarding adding the BC Ferries terminal to the Fulford Water System was received for information with alternative recommendations and implications.

MOVED by A. Maude SECONDED by M. Day;

That the Fulford Water Service Commission recommend to the CRD Board that Bylaw No. 3833, Fulford Water Service Establishment Bylaw No. 1, 2004, Amendment Bylaw No. 2, 2012, be introduced, and read a first time, read a second time and read a third time, to include the BC Ferries Fulford terminal in the Fulford Water Service area.

CARRIED

7.3 Leak Morningside Road

Information provided on the status of a leak caused by contractor error. CRD to charge back repair fees to contractor working for property owner.

7.4 Sparks Property

Staff report was received for information. Mr. Sparks has not yet submitted an application for subdivision to the Islands Trust, he is currently seeking requirement information and reviewing plans.

The commission agreed in principal that these proposed lots would be allowed connection to the Fulford Water System subject to the new bylaw requiring a connection fee of \$7,500 per lot at time of subdivision and Islands Trust approval. The Commission acknowledged that the portion of property which has already been paying parcel tax would be excluded from new bylaw fee.

8. Under New Business

8.1 Date for AGM

Tentative dates were discussed for AGM. Requested that meeting notification be included with next mailing of water bills. Suggested date to be confirmed Sept 8th at 2:00 pm at the AOP Hall. Staff to confirm.

9. Other Business

Commission brought forward a signed letter directed to Kees Ruurs, Senior CRD Manager SSI EA concerning road improvements approaching the Fulford Ferry Terminal. Emma McWalter, Manager Master Planning for BC Ferries was copied on this letter.

Discussion was held concerning lines running under road and the branch line connections which are the most vulnerable to damage during construction and afterwards with heavy traffic.

Commission generally agreed that they want to make it very clear that any disruption in services caused by work commissioned by BC Ferries or MoT with subsequent repair costs would not be charged to the Fulford Water Commission. (attached document)

10. Moved by A. Maude, SECONDED by J. Yardley,
That the meeting be adjourned at 4:40 pm

CARRIED

DRAFT