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**Minutes of the Regular Meeting of the Fulford Water Service Commission
Held March 8, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: **CRD Director:**
Wayne McIntyre
Commission Members:
Carole Eyles – Chair; Anthony Maude; Jonathan Yardley (3:07 pm)
Staff:
Ted Robbins, CRD Acting GM Integrated Water Services (via web conferencing)
Janice Poncelet, CRD Senior Business Analysis (via web conferencing)
Kees Ruurs, CRD EA Senior Manager
Ralf Waters, CRD Engineer (3:35 pm)
Sarah Shugar, Recording Secretary

Excused: Gord Singbeil

C. Eyles called the meeting to order at 3:00 pm.

1. Approval of Agenda

MOVED by C. Eyles, **SECONDED** by A. Maude,
That the agenda be amended to include the following items:

Item 3.1 Rock Salt Status
Item 3.2 SS Mercantile Repair
Item 3.3 Communications
Item 3.4 SAMP

CARRIED

2. 2013 Capital and Operating Budget

T. Robbins reviewed the 2013 Operating and Capital Budget Report. The formal budget report was presented at the December 6, 2012 meeting. This is a revised version of the budget, following the recommendations of the Commission.

MOVED by A. Maude, **SECONDED** by J. Yardley,
That the Fulford Water Service Commission recommend to the Capital Regional District Board to approve the 2013 Capital and Operating Budget for the Fulford Water Service as presented.

CARRIED UNANIMOUSLY

At the meeting on December 6, 2012 the Commission advised the following:

T. Robbins would look into the process to reverse the \$25,000 that was borrowed in August 2012 under SI Bylaw No. 3850

T. Robbins advised that the solution that the CRD and the MFA agreed upon was to reallocate the funds to another service area.

T. Robbins read the following resolution that was drafted by the Integrated Water Services finance department:

That the Fulford Water Commission authorize funds, in the amount of \$25,000 borrowed under Loan Authorization bylaw # 3758 and not required for commission capital purposes, be placed in the capital reserve fund and transferred to the capital reserve fund of another CRD water service, under section 814 (5) of the Local Government Act and sections 189(4.1) and (4.2) of the Community Charter, with the other service agreeing to the transfer and repayment of the transfer, including interest, in amounts sufficient to repay the annual debt charges with no net loss.

There was discussion regarding the mandate of the Commission to approve the borrowing of funds and that the \$25,000 borrowed was not approved.

The Commission requested that staff work towards an alternative solution.

MOVED by A. Maude, **SECONDED** by J. Yardley,

That the Fulford Water Service Commission refuse the motion read by T. Robbins.

CARRIED UNANIMOUSLY

It was generally agreed that staff:

- *Provide the detailed invoices that list the GL's to the SSI CRD office.*
- *Provide the detailed reports from North SS Waterworks.*

3. New Business

3.1 Rock Salt Update

An update to the Morningside repair conducted on February 26, 2013 was provided for information. T. Robbins reported that the scope of the project changed on the night that the work was completed. He noted that the work was more involved than what was originally anticipated.

There was discussion regarding the pipes being exposed and question brought to why the scope of the project was changed on site.

3.2 SS Mercantile Repair

C. Eyles reported that CRD sent an invoice to Rock Salt for work that North SS Waterworks did to repair a main line at SS Mercantile. The invoice was then sent to SS Mercantile with no details regarding the repair. At the time of the repair, the owners of SS Mercantile were advised by the contractor that they would not be charged for the repair.

It was generally agreed:

- K. Ruurs would outline the procedures in writing to North SS Waterworks regarding repairs and billing.
- To request CRD to include more information when invoicing customers for repairs.
- A notice is sent out to customers that outlines the contact numbers for repairs and emergencies.

3.3 Communications

There was discussion regarding North SS Waterworks completing work that is to be charged back to customers. Also, there was discussion regarding the additional hours above the contract.

It was noted that R. Waters is working with North SS Waterworks to develop an overall plan for a distribution system.

T. Robbins noted that CRD is in discussion regarding the transfer of services on-island. K. Ruurs is scheduled to retire in July 2013. W. McIntyre would be meeting with R. Lapham regarding the next EA Manager and the plan for the transfer of services.

It was generally agreed:

- *To request CRD to notify the Chair via email when extra work is approved.*
- *Staff to provide detailed invoices on a monthly basis.*
- *Staff to provide comparisons on bulk purchasing.*

3.4 Strategic Asset Management Plan – SAMP

R. Waters provided a verbal report. Philip Grange has completed the GPS section. The mapping is complete and he is working on the development of a key to go with the map. There is mapping software available, although it is cost prohibitive at \$10,000 per year.

It was generally agreed that staff continue to research a model for small water system mapping.

4. Adjournment

The meeting adjourned at 4:30 pm.