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**Minutes of the Regular Meeting
of the Fulford Water Service Commission
Held November 7, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: CRD Director: Wayne McIntyre
Commission Members: Carole Eyles, Chair; Jonathan Yardley, Gord Singbeil
Staff: Karla Campbell, Senior Manager, Dan Robson, Manager, Saanich Peninsula and Gulf Islands Ops, Tracey Shaver, Recording Secretary
Absent: Tony Maude

C. Eyles called the meeting to order at 10:05 am.

1. Approval of Agenda

It was generally agreed to accept the agenda as submitted.

2. 2013 Budget Update

Commissioners Eyles and Yardley reviewed expectations for annual AGM and Budget planning.

The ideal format for the Commissioners would be to receive a copy of the budget two weeks prior to final draft. Commissioners would provide input or revisions over a skype meeting prior to presenting the final budget at the AGM to the water area users.

Dan Robson was introduced and answered questions on operating matters. Staff are implementing a system to capture all costs designated to a particular project.

Commissioner Eyles requested two items 1- Copies of North Salt Spring Water District (NSSWD) monthly invoices, 2- A breakdown of the capital budget.

NSSWD contract is up for renewal in 2014. Commissioners requested that Mr. Robson review the allowable charges under the contract and that descriptions for the extra service charges be included in the new contract.

A general discussion was held concerning capitalizing Rock Salt costs versus keeping parcel taxes the same level. It was generally agreed to keep the costs in the operating budget.

Question about the maintenance schedule of other DAF plants now in service under the CRD. Mr. Robson mentioned that the plants themselves are doing well, however it is the ancillary parts which require maintenance. Example would be the UV Lights and whether or not they are functioning to their full life span as suggested by the manufacturer. Mr. Robson suggested that the Fulford Plant should have a transient bulb surge suppressor. This will be verified.

3. Adjournment/Next Meeting

AGM/BUDGET Meeting- December 5th from 1 to 3 pm at the OAP Room in Fulford.
The meeting adjourned at 11:30 pm.