



Notice of Meeting and Meeting Agenda Fulford Water Service Commission

Monday, October 30, 2023

12:30 PM

Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring
Island, BC V8K 2V5.

MS Teams: [Click here](#)

C. Eyles (Chair), G. Holman, A. Martin, B.Walker, D. Thompson

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Call to Order

2. Territorial Acknowledgment

3. Approval of Agenda

4. Adoption of Minutes

4.1. [23-748](#) Minutes of October 3, 2022 Fulford Water Service Commission Budget Meeting

Recommendation: That the minutes of October 3, 2022 meeting be adopted as presented.

Attachments: [Minutes - October 3, 2022](#)

5. New Business

5.1. [23-749](#) 2024 Operating and Capital Budget

Recommendation: That the Fulford Water Service Commission:

1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual operating deficit/surplus be balanced on 2023 Reserve Funds transfer (CRF and/or ORF).
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Fulford Water Service as presented.

Attachments: [Staff Report: 2024 Operating and Capital Budget](#)

[Appendix A: 2024 Budget](#)

6. Next Meeting - TBD

7. Adjournment



Making a difference...together

**Minutes of the Fulford Water Service Commission Budget Meeting
Held Monday October 3, 2022 at the Fulford Hall, 2591 Fulford-Ganges Road, Salt Spring
Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Carole Eyles, Alan Martin, and Gord Singbeil
(Via Zoom)
Staff: Karla Campbell, Senior Manager, SSI Administration, Dean Olafson,
Manager of SSI Engineering, Dan Robson, Manager, Saanich Peninsula and Gulf
Islands Operations, Lia Xu, Manager, Financial Planning and Performance, and
Shayla Burnham, Recording Secretary
Regrets: Anthony Maude

1. Territorial Acknowledgement / Call Meeting to Order

Chair Eyles provided a Territorial Acknowledgement and called the meeting to order at 10:00 am.

2. Approval of Agenda

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission approve the agenda of October 3, 2022 as presented.

CARRIED

3. Adoption of Minutes of October 18, 2021

MOVED By Commissioner Singbeil, **SECONDED** by Commissioner Martin, that the Fulford Water Service Commission approve the minutes of October 18, 2021 as presented.

CARRIED

4. Chair and Director Reports

Director Holman briefly reported:

- Provisional Budget approved in September 2022 due to the election process.

Chair Eyles briefly reported:

- Stated there was a delay in receiving the Weston Lake Study and staff confirmed the study was circulated via email to the Commission on August 26, 2022.
- A suggestion was made for installation of water meters at strategic points in lieu of individual water meter installations.

- Support expressed for the exploration and implementation of dewatering sludge to eliminate trucking fees and minimize greenhouse gas emissions. Limited funding and limited staff resources discussed.
- Concern expressed for CRD's decision to no longer contract North Salt Spring Waterworks District (NSSWD). Staff responded that more on-island CRD staff hours will increase and a new on-island manager role to oversee island wide services was forthcoming early 2023. Staff further confirmed Occupational Health and Safety (OHS) concerns caused by ongoing emergency repair services.
- Reiterated the importance for consultation with the Commission regarding ongoing and future projects.
- Requested an update from staff regarding funding from CRD Risk and Insurance for the water treatment plant fencing upgrades. Staff confirmed the funding was received and the work had been completed.

5. New Business

5.1 2023 Operating and Capital Budget

- Water treatment plant electronic equipment reaching “end of service life” and mandatory replacements are forthcoming.

Commissioner Singbeil left the meeting electronically at 10:17 pm.

- Municipal Finance Authority (MFA) 170k debt retires 2027.

Commissioner Singbeil returned to the meeting electronically at 10:21 pm.

- Staff confirmed corrective maintenance for the service is increasing.
- The Commission asked if NSSWD would continue until the new CRD on-island manager had been hired and staff denied this however, confirmed a plan has been implemented and that the transition will be completed by the end of January 2023. Staff further confirmed that two on-island part-time staff would be increasing their hours to full time as well as hiring another full time employee.
- Staff spoke to the importance of backup power and confirmed the main funding source for preliminary works is Community Works Funds (CWF).
- The Commission stated they did not initially support the backup power project and staff reiterated issues around staff fatigue and OHS concerns, service and fire risks, public safety, and financial risks associated with not having backup power and ultimately, the Commission expressed support for the backup power request.
- Weston Creek water line replacement design completed and submitted to the Ministry of Transportation and Infrastructure (MoTI) and Island Health for developing a Request for Proposal (RFP) to complete the line replacement and road repaving.
- Staff confirmed CRD labour costs are not eligible for CWF.

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission:

1. Approve the 2023 operating and capital budget as amended to fund the refinancing debt cost incremental by parcel tax, and that the 2022 actual operating deficit/surplus be balanced on 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Fulford Water Service as amended.

CARRIED

5.2 Fulford Water – Water Main Assessment and Replacement Strategy – Project Charter

- Chair Eyles to forward local data collected to staff for information.
- Fulford hill leading into the BC Ferries Fulford Terminal to be considered in the replacement strategy moving forward.
- Interagency meeting forthcoming in 2023 with potential funding partnerships.
- A phased approach for the water main assessment and replacement strategy discussed when seeking voter approval.
- Staff to add “consulted” (C) to item 10. Key Stakeholders, page 4 of the Project Charter, under the Role or Involvement in Decision Making column, in the first table.

MOVED By Commissioner Martin, **SECONDED** by Commissioner Singbeil, that the Fulford Water Service Commission approve the Fulford Water – Water Main Assessment and Replacement Strategy – Project Charter.

CARRIED

6. Outstanding Business

6.1

Lake Weston Water Availability and Climate Change Assessment

- A potential future special meeting was requested by the Commission to discuss the Vortex application and staff responded that when the applicant is ready it will be brought forward to the Commission.
- The Commission stated that existing service members should take priority over new developments.

6.2 Fulford Asset Management Plan

- N/A

7. Next Meeting – TBD

8. Adjournment

MOVED By Commissioner Eyles, **SECONDED** by Commissioner Martin, that the meeting adjourn at 12:19 pm.

CARRIED

CHAIR

SENIOR MANAGER



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REPORT TO FULFORD WATER SERVICE COMMISSION MONDAY, OCTOBER 30, 2023

SUBJECT 2024 Operating and Capital Budget

ISSUE SUMMARY

To present the 2024 operating and capital budget. In accordance with Bylaw No 3248, "Fulford Water Service Commission Bylaw No. 1, 2004" the Commission's approval of the annual budget is required.

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual operating and capital budget and a five-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the budget and financial plan shown in Appendix A to this report for the Fulford Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure, upgrades or improvements to existing assets or asset review and study work that could potentially lead to future capital improvements.

In preparing the Operating Budget, CRD staff considered:

1. Actual expenditures incurred between 2021 and 2023
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual cost per taxpayer and per SFE

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. Regulatory, environmental and health and safety factors

Adjustments for surpluses or deficits from 2023 may be made in January 2024. The CRD Board will give final approval to the budget and financial plan in March 2024.

The Financial Plan for the years 2025 – 2028 may be changed in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that operating expenses in 2023 will be approximately \$4,916 under budget. This is primarily the result of underspent:

- Waste sludge disposal expenses.
- Lower repairs and maintenance expenses.

It is projected that the 2023 operating revenue will be \$5,400 over budget due to higher water sales revenue.

This results in a projected overall operating surplus of approximately \$10,316.

To balance the operating budget, it is proposed that the 2023 Operating Reserve Fund (ORF) transfer be increased by the projected surplus amount.

The 2024 over 2023 core operating costs (excluding 2024 one-time cyclical program funded by ORF for reservoir cleaning) has been increased by \$9,188 (6.1%). The increase is primarily to account for inflation, labour costs retroactive adjustment reflecting the renewed collective agreement since 2023 and an additional allocation cost reflecting the administration support from SSI Administration Budget.

Municipal Finance Authority (MFA) Debt

Loan Authorization Bylaw 3758 to borrow \$225,000 was approved and adopted in 2011 for upgrading water systems. Table 1 below summarizes the detailed information for existing MFA debt issues related to LA3758.

Table 1 – Existing Debt Summary

MFA Issues	Term	Borrowing Year	Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
LA3758-118	15	2012	2027	2022	3.40%	3.39%	\$145,000	\$8,327	\$4,916	\$13,243
LA3758-121	15	2012	2027	2022	2.90%	3.39%	\$25,000	\$1,342	\$847	\$2,189
Total							\$170,000	\$9,669	\$5,763	\$15,432

Operating Reserve Fund

The Operating Reserve Fund (ORF) is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis, which creates swings in expense. The ORF is the financial strategy to mitigate the corresponding fluctuation in revenue requirement on an annual basis. Typical maintenance activities include hydrant/standpipe maintenance and reservoir cleaning and inspection. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies.

It is proposed that transfers to the operating reserve to be set at \$8,000 in 2024. The operating reserve transfer planning is guided by *Operating Reserve Guidelines* endorsed by the CRD Board in 2023 for use in 2024 and future years’ financial planning process. These guidelines are designed to optimize operating reserve funding levels and serve as a reference point to balance multiple objectives in support of financial health and sustainability of the service delivery.

The Operating Reserve Fund balance at the end of 2023 is projected to be approximately \$23,072. There is \$20,000 of planned maintenance to be funded by the Operating Reserve over the next five years.

Capital Reserve Fund

The Capital Reserve Fund (CRF) is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

It is proposed that the 2024 capital reserve fund transfer (CRF) be set at \$45,410. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

A total of \$99,000 will be required from capital reserves over the next five years to support the capital expenditure plan.

The balance of the Capital Reserve Fund at the end of 2023 is projected to be \$49,234.

Capital Expenditure Plan

The 5-year plan includes \$5,630,000 of expenditures to be funded by a combination of the service’s Capital Reserve Fund, grants, capital on hand, and new debt following a public engagement and referendum process planned in 2024.

Seven (7) projects were added to the 2024-2028 five-year capital plan:

1. Ventilation for WTP (24-02) - \$24,000 (Debt)
2. WTP Replace Flocculation Motors (24-03) - \$24,000 (Debt)
3. Install in-Line Strainers Upstream of PRVs (24-04) - \$14,000 (Reserve)
4. Replace Air Valves in Raw Water Line on Sunnyside (24-05) - \$11,000 (Reserve)
5. Install Guard Rail at Sunnyside PRV (24-06) - \$4,000 (Reserve)
6. Update Asset Management Plan (27-01) - \$50,000 (Grant and Reserve)
7. WTP SCADA Upgrades (24-07) - \$220,000 (Debt)

Table 2 below provides the future debt servicing cost simulation for analytical purposes with the indicative interest rate provided by MFA at the time of simulation. The debt servicing is for seven (7) projects for a total of \$5,484,000. Please refer to the 2024 – 2028 Five Year Capital Plan for details on the seven projects.

Table 2 – Future New Debt Simulation

	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
Future Borrowing(s) Estimation	25	2024	2049	4.40%	\$504,000	\$12,769	\$22,176	\$34,945
	25	2025	2050	4.30%	\$1,265,000	\$32,048	\$54,395	\$86,443
	25	2026	2051	4.30%	\$1,465,000	\$37,115	\$62,995	\$100,110
	25	2027	2052	4.30%	\$1,125,000	\$28,501	\$48,375	\$76,876
	25	2028	2053	4.30%	\$1,125,000	\$28,501	\$48,375	\$76,876
Total					\$5,484,000	\$138,934	\$236,316	\$375,250

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$375,250 equates to approximately \$3,679 cost per parcel.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund from multiple funding sources if applicable, including Capital Reserve Fund (CRF), grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

User Charge and Parcel Tax

The service is funded by parcel tax, fixed user charges on residential properties, and water consumption charges on non-residential properties. All properties within the local service area are responsible for the parcel tax, residential properties connected to the water system pay the annual fixed user charge and all non-residential properties connected to the water system pay water consumption charge based on the water rate. The 2024 water rate for consumption charge remains unchanged from 2023 with the minimum charge equal to the residential fixed user charge in 2024.

Table 3 below summarizes the 2024 over 2023 changes for parcel tax and user charge for residential properties.

Table 3 – Parcel Tax and User Charge Summary

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>	<i>User Charge</i>	<i>SFE Numbers</i>	<i>User Charge per SFE</i>	<i>Parcel Tax & User Charge</i>
2023	\$50,212	102	\$518.12	\$149,357	95	\$1,572.18	\$2,090.30
2024	\$55,230	102	\$569.90	\$164,291	95	\$1,729.38	\$2,299.28
Change (\$)	\$5,018	0	\$51.78	\$14,934	0	\$157.20	\$208.98
Change (%)	10.00%	0.00%	10.00%	10.00%	0.00%	10.00%	10.00%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

RECOMMENDATION

That the Fulford Water Service Commission:

1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual operating deficit/surplus be balanced on 2023 Reserve Funds transfer (CRF and/or ORF).
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Fulford Water Service as presented.

Submitted by:	Karla Campbell, Senior Manager, MBA, BPA, Salt Spring Island Electoral Area
Submitted by:	Jason Dales, Senior Manager B.Sc, WD IV, Infrastructure Operations
Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: [2024 Budget Fulford Water Service Budget](#)

CAPITAL REGIONAL DISTRICT

2024 Budget

Fulford Water (SSI)

Commission Review

OCTOBER 2023

Service: 2.626 Fulford Water (SSI)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fulford Water Local Service Area on Salt Spring Island.
Bylaw No. 3202 (November 24, 2004).

PARTICIPATION:

Order In Council No 177, Feb 24, 2005.

MAXIMUM LEVY:

Greater of \$156,000 or \$5.46 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$548,235.

MAXIMUM CAPITAL DEBT:

COMMISSION:

Fulford Water Service commission - Bylaw No 3693 (April 14, 2010).

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.

User Charge: Fixed user charge for residential properties.

Parcel Tax: Annual, levied only on properties capable of being connected to the system, starting 2006.

Connection Charge: The connection charge for a service shall be the actual cost for the connection.

Consumption Charge: Single Family Residential: No Consumption Charge
Other: \$3.27 per cubic metre
Minimum charge for non-residential properties is equal to residential fixed user charge per SFE.

MAXIMUM OPERATING EXPENDITURE:

RESERVE FUND BYLAW:

Fund 1070, established by Bylaw #3275 (April 27, 2005)

2.626 - Fulford Water (SSI)

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Operations Contract	27,340	4,500	5,950	-	-	5,950	6,070	6,190	6,310	6,440
Grit & Waste Sludge Disposal	7,890	3,500	8,170	-	-	8,170	8,330	8,500	8,670	8,840
Repairs & Maintenance	8,410	4,700	8,710	-	20,000	28,710	8,890	9,070	9,250	9,440
Allocations	9,609	9,609	10,688	-	-	10,688	10,881	11,095	11,311	11,531
Water Testing	6,018	4,282	6,930	-	-	6,930	7,071	7,212	7,355	7,499
Electricity	10,890	8,800	9,100	-	-	9,100	9,280	9,470	9,660	9,850
Supplies	8,030	10,500	9,310	-	-	9,310	9,490	9,670	9,850	10,040
Labour Charges	61,710	91,590	89,947	-	-	89,947	91,750	93,592	95,468	97,384
Other Operating Expenses	10,670	8,170	10,950	-	-	10,950	11,220	11,500	11,780	12,070
TOTAL OPERATING COSTS	150,567	145,651	159,755	-	20,000	179,755	162,982	166,299	169,654	173,094
*Percentage Increase over prior year			6.1%		13.3%	19.4%	-9.3%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
						29,188.00				
						19.4%				
Transfer to Operating Reserve Fund	8,000	18,316	8,000	-	-	8,000	8,000	8,000	8,000	8,000
Transfer to Capital Reserve Fund	42,600	42,600	45,410	-	-	45,410	39,470	23,870	34,420	35,010
MFA Debt Reserve Fund	40	40	5,090	-	-	5,090	12,700	14,700	11,300	11,250
MFA Debt Principal	9,669	9,669	9,669	-	-	9,669	22,438	54,486	91,601	110,432
MFA Debt Interest	5,763	5,763	11,307	-	-	11,307	41,538	98,083	154,965	200,035
TOTAL DEBT / RESERVES	66,072	76,388	79,476	-	-	79,476	124,146	199,139	300,286	364,727
TOTAL COSTS	216,639	222,039	239,231	-	20,000	259,231	287,128	365,438	469,940	537,821
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(20,000)	(20,000)	-	-	-	-
Sales - Water	(16,400)	(22,000)	(19,000)	-	-	(19,000)	(16,400)	(16,400)	(16,400)	(16,400)
User Charges	(149,357)	(149,357)	(164,291)	-	-	(164,291)	(202,078)	(260,678)	(338,880)	(389,711)
Other Revenue	(670)	(470)	(710)	-	-	(710)	(720)	(730)	(740)	(700)
TOTAL REVENUE	(166,427)	(171,827)	(184,001)	-	(20,000)	(204,001)	(219,198)	(277,808)	(356,020)	(406,811)
REQUISITION - PARCEL TAX	(50,212)	(50,212)	(55,230)	-	-	(55,230)	(67,930)	(87,630)	(113,920)	(131,010)
*Percentage increase over prior year										
Sales			15.9%			15.9%	-13.7%	0.0%	0.0%	0.0%
User Fee			10.0%			10.0%	23.0%	29.0%	30.0%	15.0%
Requisition			10.0%			10.0%	23.0%	29.0%	30.0%	15.0%
Combined			10.4%			10.4%	20.1%	27.3%	28.7%	14.5%

**Fulford Water (SSI)
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	23,072	11,072	19,072	27,072	35,072	43,072
Capital Reserve Fund	49,234	5,644	45,114	68,984	93,404	128,414
Total	72,306	16,716	64,186	96,056	128,476	171,486

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105207	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	4,404	23,072	11,072	19,072	27,072	35,072
Transfer from Ops Budget	18,316	8,000	8,000	8,000	8,000	8,000
Expenditures	-	(20,000)	-	-	-	-
Planned Maintenance Activity		Reservoir cleaning and inspection				
Interest Income*	352					
Ending Balance \$	23,072	11,072	19,072	27,072	35,072	43,072

Assumptions/Background:

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Capital Reserve Fund

Bylaw 3275

Reserve Cash Flow

Fund: Fund Centre:	1070 101897	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		29,584	49,234	5,644	45,114	68,984	93,404
Transfer from Ops Budget		42,600	45,410	39,470	23,870	34,420	35,010
Transfer from Cap Fund		-					
Transfer to Cap Fund		(23,500)	(89,000)	-	-	(10,000)	-
Interest Income*		550					
Ending Balance \$		49,234	5,644	45,114	68,984	93,404	128,414

Assumptions/Background:

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.626	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Fulford Water (SSI)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$7,000	\$103,000	\$0	\$0	\$0	\$0	\$0	\$103,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$497,000	\$1,265,000	\$1,465,000	\$1,175,000	\$1,125,000	\$1,125,000	\$5,527,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$7,000	\$600,000	\$1,265,000	\$1,465,000	\$1,175,000	\$1,125,000	\$1,125,000	\$5,630,000

SOURCE OF FUNDS

Capital Funds on Hand	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Debenture Debt (New Debt Only)	\$0	\$504,000	\$1,265,000	\$1,465,000	\$1,125,000	\$1,125,000	\$1,125,000	\$5,484,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$89,000	\$0	\$0	\$10,000	\$0	\$0	\$99,000
	\$7,000	\$600,000	\$1,265,000	\$1,465,000	\$1,175,000	\$1,125,000	\$1,125,000	\$5,630,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.626

Service Nam Fulford Water (SSI)

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
21-02	Study	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund.	\$ 20,000	S	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
21-03	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines.	\$ 10,000	S	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-01	New	Electrical service improvement at Fulford WTP	Replacement of panel board directory and address issues with regard to resetting motor overload. Includes CRD project management.	\$ 66,000	E	Debt	\$ -	\$ 66,000	\$ -	\$ -	\$ -	\$ -	\$ 66,000
22-04	New	Fulford AC Water Main Renewal Program and Detailed Design	Develop a renewal program, cost estimate and detailed design. Includes CRD project management.	\$ 170,000	S	Debt	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
25-01	New	Water main replacement program - construction.	Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management.	\$ 4,500,000	S	Debt	\$ -	\$ -	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ 1,125,000	\$ 4,500,000
23-02	New	Back up power design and construction.	Back up power generation equipment - design. Includes construction, construction services and CRD project management.	\$ 480,000	S	Debt	\$ -	\$ -	\$ 140,000	\$ 340,000	\$ -	\$ -	\$ 480,000
24-02	New	Ventilation for WTP	A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Includes CRD project management.	\$ 24,000	S	Debt	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
24-03	Replacement	Replacement of flocculator mixer motors at WTP.	Replacement of flocculator mixer motors at WTP. Includes CRD project management.	\$ 24,000	S	Debt	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
24-04	New	Install In-Line Strainers upstream of PRVs	Install In-Line Strainers upstream of PRVs. Includes CRD project management.	\$ 14,000	S	Res	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
24-05	Replacement	Replace Air Valves in raw water line on Sunnyside	Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management.	\$ 11,000	S	Res	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000
24-06	New	Sunnyside PRS Install Guard Rail	Install a guard rail along the concrete edge of the Sunnyside PRS. Includes CRD project management.	\$ 4,000	S	Res	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
27-01	Study	Update Asset Management Plan	Update Management Plan	\$ 50,000	S	Grant	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
27-01	Study	Update Asset Management Plan	CRD Project Management	\$ -	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
24-07	New	WTP SCADA Upgrades - WTP Communications and Control Upgrades	To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.	\$ 220,000	S	Debt	\$ -	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000
22-02	New	Installation of turbidity meter on influent line	Installation of turbidity meter on influent line	\$ 28,000	E	Cap	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
22-02	New	Installation of turbidity meter on influent line	Installation of turbidity meter on influent line	\$ -	E	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
23-01	New	Replacement of impellers of pumps at Sunnyside Pump station	Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.	\$ 21,000	E	Cap	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
23-01	New	Replacement of impellers of pumps at Sunnyside Pump station	Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.	\$ -	E	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
													\$ -
			GRAND TOTAL	\$ 5,642,000			\$ 7,000	\$ 600,000	\$ 1,265,000	\$ 1,465,000	\$ 1,175,000	\$ 1,125,000	\$ 5,630,000

Service: 2.626 Fulford Water (SSI)

Project Number	21-02	Capital Project Title	Public Engagement for Future Projects	Capital Project Description	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Project Rationale	Inform and engage public within service area on upcoming works that will require borrowing to fund.				

Project Number	21-03	Capital Project Title	Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description	Undertake a referendum or AAP to borrow funds to carry out the replacement of the asbestos cement water main lines.
Project Rationale	Undertake a referendum or AAP to borrow funds to carry out the new well design and construction.				

Project Number	24-01	Capital Project Title	Electrical service improvement at Fulford WTP	Capital Project Description	Replacement of panel board directory and address issues with regard to resetting motor overload. Includes CRD project management.
Project Rationale	Replacement of aging equipment.				

Project Number	22-04	Capital Project Title	Fulford AC Water Main Renewal Program and Detailed Design	Capital Project Description	Develop a renewal program, cost estimate and detailed design. Includes CRD project management.
Project Rationale					

Service: 2.626 Fulford Water (SSI)

Project Number	25-01	Capital Project Title	Water main replacement program - construction.	Capital Project Description	Water main replacement and construction - phased program. Based on \$1000/m and includes water meters and service connections. Includes construction services and CRD project management.
Project Rationale	Aging asbestos concrete water lines require replacement.				

Project Number	23-02	Capital Project Title	Back up power design and construction.	Capital Project Description	Back up power generation equipment - design. Includes construction, construction services and CRD project management.
Project Rationale	Back up power is required to ensure continuity of potable water service in the event of a prolonged power outage. This project is for the detailed design.				

Project Number	24-02	Capital Project Title	Ventilation for WTP	Capital Project Description	A mechanical exhaust system is required to extract blue green cyanotoxins produced by blue green algae in the summer months. Includes CRD project management.
Project Rationale					

Project Number	24-03	Capital Project Title	Replacement of flocculator mixer motors at WTP.	Capital Project Description	Replacement of flocculator mixer motors at WTP. Includes CRD project management.
Project Rationale	Meter required to measure water quality. Extra funding is required in 2024.				

Service: 2.626 Fulford Water (SSI)

Project Number	24-04	Capital Project Title	Install In-Line Strainers upstream of PRVs	Capital Project Description	Install In-Line Strainers upstream of PRVs. Includes CRD project management.
Project Rationale	Replacement of aging equipment. Extra funding is required in 2024.				

Project Number	24-05	Capital Project Title	Replace Air Valves in raw water line on Sunnyside	Capital Project Description	Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management.
Project Rationale					

Project Number	24-05	Capital Project Title	Replace Air Valves in raw water line on Sunnyside	Capital Project Description	Replace Air Valves in raw water line on Sunnyside. Includes construction services and CRD project management.
Project Rationale					

Project Number	24-06	Capital Project Title	Sunnyside PRS Install Guard Rail	Capital Project Description	Install a guard rail along the concrete edge of the Sunnyside PRS. Includes CRD project management.
Project Rationale					

Service: 2.626 Fulford Water (SSI)

Project Number	27-01	Capital Project Title	Update Asset Management Plan	Capital Project Description	Update Management Plan
Project Rationale					

Project Number	24-07	Capital Project Title	WTP SCADA Upgrades - WTP Communications and Control Upgrades	Capital Project Description	To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.
Project Rationale					

Project Number	22-02	Capital Project Title	Installation of turbidity meter on influent line	Capital Project Description	Installation of turbidity meter on influent line
Project Rationale	Meter required to measure water quality. Extra funding is required in 2024.				

Project Number	23-01	Capital Project Title	Replacement of impellers of pumps at Sunnyside Pump station	Capital Project Description	Replacement of impellers in pumps at Sunnyside Pump station to match WTP processing capacity.
Project Rationale	Replacement of aging equipment. Extra funding is required in 2024.				

2.626 - Fulford Water

Capital Projects

Updated @ Sep 11, 2023

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2016	CE.507	22-04	Open	Weston Creek Watermain Crossing on Morningside	169,100	156,249	12,851	169,100
2019	CE.699.4504	19-01	Open	Safe Work Procedures	11,000	2,957	8,043	11,000
2022	CE.794.6001	22-03	Open	Replacement of AC Water Pipelines - Study and Design	90,000	47,132	42,869	90,000
2022	CE.794.1601	22-02	Open	Installation of turbidity meter on influent line	8,000	1,054	6,946	8,000
2023	CE.837.2001	23-07	Open	Fulford WTP Lifting Apparatus	55,000	442	54,558	55,000
2023	CE.794.1701	23-01	Open	New Pump Impellers Fulford Water	11,000	130	10,870	11,000
				Totals	344,100	207,964	136,137	344,100

Service:

2.626 Fulford Water (SSI)

Committee: Electoral Area

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax Per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE*</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	102	\$631.68	96	\$1,391.00	\$2,022.68	3864	51,088.73
2013	102	\$771.68	96	\$1,251.00	\$2,022.68	3891	52,452.83
2014	102	\$771.68	94	\$1,251.00	\$2,022.68	3925	49,769.93
2015	102	\$771.73	95	\$1,251.00	\$2,022.73	3993	47,220.50
2016	102	\$771.73	95	\$1,251.00	\$2,022.73	4073	47,289.73
2017	102	\$771.73	95	\$1,251.00	\$2,022.73	4208	50,526.00
2018	102	\$771.76	95	\$1,255.88	\$2,027.65	4236	58,318.00
2019	102	\$771.73	95	\$1,255.89	\$2,027.62	4311	62,269.56
2020	102	\$684.73	95	\$1,376.77	\$2,061.50	4339	66,327.36
2021	102	\$386.95	96	\$1,381.23	\$1,768.18	4395	72,583.46
2022	102	\$490.13	97	\$1,480.40	\$1,970.53	4470	90,535.06
2023	102	\$518.12	95	\$1,572.18	\$2,090.30	4525	100,409.43
2024	102	\$569.90	95	\$1,729.38	\$2,299.28		

Change from 2023 to 2024

\$51.78	\$157.20	\$208.98
10.00%	10.00%	10.00%

* A variable consumption charge is paid by non-residential properties with a minimum charge equal to residential user charge per SFE.

Fulford Water Funding Analysis 2020 - 2024

