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Minutes of the Meeting of the Highland/Fernwood, Highland and Fernwood Local Water Service Commissions

Held Wednesday November 21, 2019, in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

DRAFT

Present: **Commission Members:** Eli Trory, Brian Travelbea, Laura Travelbea
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Lia Xu, Manager, Financial Planning and Performance Financial; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary
Absent: Lorrie Hunt, Gary Holman

Acting Chair Laura Travelbea called the meeting to order at 10:00 am.

1. Approval of Agenda

MOVED by Commissioner L. Travelbea, **SECONDED** by Commissioner Trory, That the combined Highland/Fernwood Water Service Commission agenda of November 21, 2019 be approved and amended by noting that there is no quorum present to vote on the Fernwood Water Service.

CARRIED

2. Adoption of Minutes from October 15, 2018

MOVED by Commissioner Trory, **SECONDED** by Commissioner B. Travelbea, That the combined Highland/Fernwood Water Service Commission Minutes of October 15, 2018 meeting be approved.

CARRIED

3. Chair and Director Reports - Highland/Fernwood Water Service Commission

No reports

4. Reports – 2019 Operating and Capital Budget Report

4.1 Highland/Fernwood Water Service

- Staff reviewed preliminary budget
- 2019 Operating expenses over budget by \$13,000; increased labour for corrective maintenance and emergency leak response
- Water sales down and leak adjustment from 2018 was applied in 2019

MOVED by Commissioner Trory, **SECONDED** by Commissioner B. Travelbea, That the Highland/Fernwood Water Service Commission

1. Approve the 2020 operating and capital budget as presented, and that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the Capital Reserve Fund;

2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Highland/Fernwood Water Service as presented; and,
3. Approve additional funding for the Highland Fernwood Discharge Header Improvements project CE.685 in the amount of \$4,024 from the capital reserves.

CARRIED

4.2 Highland Water Service

- Legacy budget to cover financing costs
- 5 year capital plan to finish historical upgrades

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner Trory,
That the Highland Water Service Commission

1. Approve the 2020 operating and capital budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Highland Water Service as presented.

CARRIED

4.3 Fernwood Water Service – No Quorum

- MFA borrowing rates decreased

That the Fernwood Water Service Commission

1. Approve the 2020 operating budget as presented; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2020 Operating Budget and the five year Financial Plan for the Fernwood Water Service as presented.

5. New Business -none

6. Outstanding Business

- Commissioner Trory will not be continuing on the Commission.
- Advertisements have been placed to seek interest.
- Should there not be enough Commissioners available for this commission to function then the annual reports and budgets will be received and decided upon by the Electoral Areas Committee.

7. Adjournment

MOVED by Commissioner Trory, **SECONDED** by Commissioner B. Travelbea,
That the meeting be adjourned at 10:50 am.

CARRIED

CHAIR

SENIOR MANAGER