



Making a difference...together

**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION  
Held Tuesday, October 6, 2015, Goldstream Conference Room, 479 Island Highway**

---

**PRESENT:** **Commissioners:** B. Gramigna, J. Rogers, M. Hicks, G. Logan, G. Baird, K. Pearson, L. Szpak  
**Staff:** T. Robbins, B. Lapham, M. Cowley, S. Mason, M. Montague (Recorder)

The meeting was called to order at 12:00 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Hicks,  
That the Juan de Fuca Water Distribution Commission approve the agenda as amended.

CARRIED

**2. ADOPTION OF MINUTES OF SEPTEMBER 1, 2015**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Logan,  
That the Juan de Fuca Water Distribution Commission adopt the minutes of September 1,  
2015 as distributed.

CARRIED

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

None.

**5. SUMMARY OF RECOMMENDATIONS FROM OTHER WATER COMMISSIONS**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Hicks,  
That the Juan de Fuca Water Distribution Commission receive the staff report for  
information.

CARRIED

**6. REVIEW OF DEVELOPMENT COST CHARGES**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Szpak,  
That the Juan de Fuca Water Distribution Commission direct staff to undertake the DCC  
review and update beginning in 2015, utilizing the approved 2015 DCC reserve funding in  
the amount of \$10,000 and the planned 2016 DCC reserve funding up to \$150,000, to  
expedite the completion of the update, subject to final approval of the 2016 budget.

CARRIED

**7. WATER SERVICE FAILURES – PROPOSED ANNUAL PROVISIONAL CAPITAL PROGRAM**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Logan, That the Juan de Fuca Water Distribution Commission include \$300,000 in the 2016 capital budget as an annual provisional item for a Water Service Repair and Replacement Program, subject to final approval of the 2016 budget.

CARRIED

**8. FIVE-YEAR FIRE FLOW UPGRADE PROGRAM – 2015 (YEAR 4) SUMMARY AND NEXT STEPS**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Logan, That the Juan de Fuca Water Distribution Commission direct staff to prepare a report for the Commission’s consideration as part of a new capital project identified as “Fire Flow Upgrade Program Phase 2 Volume/Flow Upgrade Program Review” in the proposed 2016 capital budget, that will confirm outstanding fire flow deficiencies and establish a plan to undertake the improvements necessary to resolve the deficiencies, subject to final approval of the 2016 budget.

CARRIED

**9. EXTENSION OF CONTRACT NO. 2015-920, SUPPLY OF TRAFFIC CONTROL SERVICES**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Hicks, That the Juan de Fuca Water Distribution Commission approve the extension of the award of the contract for the Supply of Traffic Control Services to support the Infrastructure Operations Division for one year, effective October 16, 2015 based on the hourly/daily rates as submitted in the 2014 tender, not including taxes, subject to final approval of the 2016 budget.

CARRIED

**10. EXTENSION OF CONTRACT NO 2012-744, SUPPLY OF RENTAL EQUIPMENT, EXCAVATORS, GRAVEL TRUCKS AND BACKHOES**

T. Robbins spoke to the report.

**MOVED** by Commissioner Szpak and **SECONDED** by Commissioner Rogers, That the Juan de Fuca Water Distribution Commission approve the extension of the award of the contract for the Supply of Rental Equipment, Excavators, Gravel Trucks and Backhoes to support the Infrastructure Operations Division for one year, effective October 31, 2015, based on the hourly/daily rates as submitted in the 2012 tender, not including taxes, subject to final approval of the 2016 budget.

CARRIED

**11. SERVICE PLANS REVIEW PROCESS**

T. Robbins spoke to the report and introduced the process.

**MOVED** by Commissioner Szpak and **SECONDED** by Commissioner Logan, That the Juan de Fuca Water Distribution Commission approve the attached service plans.

CARRIED

**12. 2016 CAPITAL AND OPERATING BUDGET**

T. Robbins introduced the report. He noted that the budget is on track and the service is in a strong financial position this year.

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Hicks,  
That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board:

1. Approve the 2016 operating and capital budget;
2. Approve the 2016 retail water rate of \$1.9129 per cubic metre, adjusted if necessary by any change in the Regional Water Supply wholesale water rate; and
3. Amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

CARRIED

**13. WATER WATCH**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Szpak,  
That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

**14. NEW BUSINESS**

There was no new business.

**15. ADJOURNMENT**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Logan,  
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:30 pm.

CARRIED

---

Chair

---

Secretary