



Making a difference...together

**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION
Held Tuesday, October 4, 2016, Main Conference Room, 479 Island Highway**

PRESENT: **Commissioners:** B. Gramigna, J. Rogers, M. Hicks, G. Baird, K. Pearson, L. Szpak
Staff: T. Robbins, J. van Niekerk, M. McCrank, M. Cowley, B. Semmens, M. Montague (Recorder)

The meeting was called to order at 12:03 pm.

1. APPROVAL OF AGENDA

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

CARRIED

2. ADOPTION OF MINUTES OF SEPTEMBER 20, 2016

MOVED by Commissioner Baird and **SECONDED** by Commissioner Szpak,
That the Juan de Fuca Water Distribution Commission adopt the minutes of
September 20, 2016 as distributed.

CARRIED

3. CHAIR'S REMARKS

The Chair remarked as follows:

- He introduced, B. Semmens, Senior Financial Analyst for Integrated Water Services.
- He reported on the Provincial announcement on Friday, September 30, 2016 of the program launch of the Canada-British Columbia Clean Water and Wastewater Fund (CWWF). The CWWF will support the rehabilitation of local government drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. EVENT REPORT - MAIN BREAK ON LAGOON ROAD, COLWOOD – AUGUST 1, 2016

M. McCrank spoke to the report. He noted that the main break that began on July 31 and escalated on August 1, 2016 was an unusual occurrence. The Operations staff responded using the knowledge and tools at their disposal and made a risk based decision to complete the repair on the next business day. However, the leak escalated in severity resulting in repairs being completed on August 1, 2016. Operations is continually refining its response to minor and major issues. This incident has resulted in Japan Gulch Water Treatment Plant and water distribution Operations staff reviewing and improving the decision making process in order to minimize the chance of this type of situation occurring in the future.

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

CARRIED

**6. AWARD OF CONTRACT - SUPPLY OF HIRED EQUIPMENT AND OPERATORS,
DUMP TRUCKS, EXCAVATORS, AND BACKHOES**

M. McCrank spoke to the report. He noted that the existing contract for the Supply of Hired Equipment and Operators, Dump Trucks, Excavators, and Backhoes will expire on October 31, 2016. Tri-X Excavating Ltd. submitted the winning proposal in response to the Request for Proposal No. 2016-184.

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Rogers,
That the Juan de Fuca Water Distribution Commission approve the award of the contract for the Supply of Hired Equipment and Operators, Dump Trucks, Excavators, and Backhoes for two years to Tri-X Excavating Ltd., effective November 1, 2016, based on the evaluation of submissions from the RFP No. 2016-184.

CARRIED

7. 2017 CAPITAL AND OPERATING BUDGET

T. Robbins spoke to the report. He noted that this draft 2017 Juan de Fuca Water Distribution Service budget has been prepared for the Commission's consideration. The Commission will make budget recommendations to the CRD Board through the Committee of the Whole in November. The draft 2017 Juan de Fuca (JDF) Water Distribution Service budget has been prepared considering the CRD Board's 2017 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources, identifying potential synergies or efficiencies between departments and services, and an ongoing review of service levels and efficiency opportunities through the service planning and budget development process.

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

1. Approve the 2017 operating and capital budget;
2. Approve the 2017 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

8. WATER WATCH

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

CARRIED

9. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Rogers,
That the Juan de Fuca Water Distribution Commission close the meeting in accordance with the Community Charter, Part 4, s. 90(1) *(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;* and 90(2) *(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting reconvened at 1:55 pm.

10. ADJOURNMENT

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Szpak,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:55 pm.

CARRIED

Chair

Secretary