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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION
Held Tuesday, February 7, 2017, Main Conference Room, 479 Island Highway**

PRESENT: Commissioners: B. Gramigna, M. Hicks, G. Baird, G. Logan, K. Pearson, M. Sahlstrom (for L. Szpak); W. Sifert
Staff: T. Robbins, I. Jesney, M. McCrank, B. Reems, M. Montague (Recorder)

The meeting was called to order at 12:00 pm. T. Robbins reported that B. Gramigna will be taking the Chair for the *Closed* portion of the meeting. He noted that he will explain the agenda structure during the *Closed* session. Once the meeting is recovered in open session, the agenda will resume with the Election of Chair and Vice-Chair.

1. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Gramigna and **SECONDED** by Commissioner Pearson, That the Regional Water Supply Commission close the meeting in accordance with the Community Charter, Part 4, s. 90(1) (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

The meeting reconvened at 12:38 pm.

2. RISE AND REPORT FROM THE CLOSED MEETING

The Commission did not Rise and Report on any of the items from the *Closed* meeting.

3. ELECTION OF CHAIR AND VICE CHAIR

T. Robbins called for nominations for the position of Chair of the Juan de Fuca Water Distribution Commission for 2017.

Commissioner Logan nominated Commissioner Gramigna.

T. Robbins called for nominations a second and third time and hearing none, declared Commissioner Gramigna elected as Chair of the Juan de Fuca Water Distribution Commission for 2017 by acclamation.

Commissioner Gramigna took the chair and called for nominations for Vice-Chair of the Juan de Fuca Water Distribution Commission for 2017.

Commissioner Hicks nominated Commissioner Logan;
Commissioner Baird nominated Commissioner Rogers.

The Chair called for nominations a second and third time and hearing none, declared nominations closed.

Ballots were distributed and collected by M. Montague. The ballots were counted and the Chair declared Commissioner Logan Vice-Chair of the Juan de Fuca Water Distribution Commission for 2017.

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Sifert, That the ballots be destroyed.

CARRIED

4. APPROVAL OF AGENDA

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

CARRIED

5. ADOPTION OF MINUTES OF NOVEMBER 1, 2016

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Sifert,
That the Juan de Fuca Water Distribution Commission adopt the minutes of November 1,
2016 as distributed.

CARRIED

6. CHAIR'S REMARKS

The Chair thanked the Commission members for the vote of confidence by electing him
Chair for 2017.

7. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

8. SUMMARY OF RECOMMENDATIONS FROM OTHER WATER COMMISSIONS

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

CARRIED

**9. JUAN DE FUCA ANNUAL SMALL DIAMETER PIPE REPLACEMENT PROGRAM -
Sooke Road: 2818 Sooke Road to Glenshire Drive Schedule Update
and Proposed Ministry of Transportation and Infrastructure
Agreement**

Ian Jesney spoke to the report. He noted that funding from MOTI will allow the CRD to
expedite construction of this portion of the water main to 2017. The overall program budget
will not be affected and the CRD will reimburse MOTI in 2018.

MOVED by Commissioner Logan and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission direct staff to:

1. Prepare an agreement between the CRD and MOTI to construct and fund 700m of
water main on Sooke Road in 2017, with a budget of \$750,000, with an understanding
that the CRD will reimburse MOTI for the water main project costs in the first quarter
of 2018; and
2. Revise the Juan de Fuca Water Distribution Capital Budget (2017 & Forecast 2018 to
2021) Item 99-01, Annual Small Diameter Replacement Program by increasing the
2017 budget from \$1,500,000 to \$2,250,000, and decreasing the 2019 and 2020
budgets by \$300,000 and \$450,000 respectively.

CARRIED

10. PROPOSED PHASING OF JACKLIN ROAD (SOOKE ROAD TO REX ROAD) WATERMAIN UPGRADE - APPROVAL OF MEMORANDUM OF UNDERSTANDING

Ian Jesney spoke to the report. He noted that proactive coordination with Langford has resulted in the opportunity to combine CRD and Sobeys capital works programs. This will result in cost savings and gained efficiencies from shared project management, construction management and traffic control efforts. Combining construction projects will also ensure a single source of responsibility (safety, schedule, and warranty) and reduce overall project duration and associated disruption to commuters and residents.

Project funding was approved in the 2016 and 2017 capital budgets.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Pearson, That the Juan de Fuca Water Distribution Commission direct staff to execute the Memorandum of Understanding between the CRD and Jacklin Property Limited Partnership, c/o Sobeys Developments, for the Jacklin Road watermain upgrade project.

CARRIED

11. 2016 JUAN DE FUCA WATER DISTRIBUTION DEVELOPMENT COST CHARGE PROGRAM UPDATE – CURRENT STATUS

T. Robbins spoke to the report. He noted that the 2016 DCC program update project completion has been delayed to take into account significant requests from member municipalities. The CRD is working with their consultant and the member municipalities to accommodate the requests, including the establishment of a Local Service Area and identify any implications to the DCC program prior to completing the project.

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

CARRIED

12. JUAN DE FUCA WATER DISTRIBUTION DEVELOPMENT COST CHARGE PROGRAM - 2017 BUDGET AMENDMENT

T. Robbins spoke to the report. He noted that moving the Millstream Water Main project into a 2017 funding and construction window will allow the Juan de Fuca Water Distribution Development Cost Charge Program to meet the request of the District of Highlands to meet development needs. Funding in the amount of \$1.2 million is available from the Juan de Fuca Water Distribution Development Cost Charge Program capital reserves.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Logan, That the Juan de Fuca Water Distribution Commission direct staff to revise the Juan de Fuca Water Distribution DCC Capital Budget (2017 & 2018 to 2021) items No. 17-17 and No. 17-19 and transfer funds from the Juan de Fuca Water Distribution Development Cost Charge Program reserves to capital account No. 17-19 to facilitate construction of the Millstream Water Main project.

CARRIED

13. WATER WATCH

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

CARRIED

14. ADJOURNMENT

MOVED by Commissioner Pearson and **SECONDED** by Commissioner Logan,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at
1:10 pm.

CARRIED

Chair

Secretary