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MINUTES OF A SPECIAL MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION, Held Wednesday, March 15, 2017, Main Conference Room, 479 Island Highway, Victoria, BC

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

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

1. APPROVAL OF AGENDA

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

CARRIED

2. ADOPTION OF MINUTES OF FEBRUARY 7, 2017

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission adopt the minutes of February 7, 2017 as distributed.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. WESTSHORE DIRECTORS & ALTERNATES MEETING – UPDATE

The Chair provided an update on the last Westshore Directors & Alternates Meeting. He noted that a number of issues have come up lately with regard to voting and asked for the Commission's support in pursuing a resolution to these issues.

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission supports amendments to the Juan de Fuca Water Distribution Commission Bylaw and the Juan de Fuca Water Distribution Commission Procedural Bylaw to:

1. provide that the election of Chair and Vice-Chair of the Commission be conducted on a one-Commissioner/one-vote basis instead of a weighted basis, and that the election be conducted every 2 years; and
2. amend the voting procedures to allow votes on a one-Commissioner/one-vote basis.

CARRIED

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Hicks,
That the Juan de Fuca Water Distribution Commission supports the Chair seeking further information, specifically, outlining options and necessary steps, for amending the Capital Regional Water Supply and Sooke Hills Protection Act Regulation to remove the requirements that mandate the Juan de Fuca Water Distribution Commission's composition, structure and procedure.

CARRIED

6. SUMMARY OF RECOMMENDATIONS FROM OTHER WATER COMMISSIONS

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

CARRIED

7. AWARD OF CONTRACT 2017-222 - SUPPLY OF SLINGER TRUCK SERVICES

M. McCrank spoke to the report. He noted that the existing contract for the Slinger Truck Services will expire on March 31, 2017. Sooke Slinger Service Ltd. submitted the highest scoring proposal in response to the Request for Proposal No. 2017-222. The Juan de Fuca Water Distribution Commission has the authority to approve the award of Contract for the Supply of Slinger Truck Services.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Hicks,
That the Juan de Fuca Water Distribution Commission approve the award of the contract for the Supply of Slinger Truck Services for two years to Sooke Slinger Service Ltd., effective April 1, 2017, based on the evaluation of submissions from the RFP No. 2017-222. Further, that on expiration of the initial two-year term, the General Manager, Integrated Water Services, or Chief Administrative Officer be authorized to execute an extension of the agreement for up to three one-year terms provided there are no significant material changes to the terms of the contract.

CARRIED

8. AWARD OF CONTRACT 2017-231 - SUPPLY OF HYDROVAC TRUCK SERVICES WITH LABOURER

M. McCrank spoke to the report. The existing contract for the Supply of Hydrovac Truck Services with Labourer will expire on March 31, 2017. McRae's Environmental Services Ltd. submitted the highest scoring proposal in response to the Request for Proposal No. 2017-231. The Juan de Fuca Water Distribution Commission has the authority to approve the award of Contract for the Supply of Hydrovac Services with Labourer.

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Szpak,
That the Juan de Fuca Water Distribution Commission approve the award of the contract for the Supply of Hydrovac Truck Services with Labourer for two years to McRae's Environmental Services Ltd., effective April 1, 2017 based on the evaluation of submissions from the RFP No. 2017-231. Further, that on expiration of the initial two-year term, the General Manager, Integrated Water Services, or Chief Administrative Officer be authorized to execute an extension of the agreement for up to three one-year terms provided there are no significant material changes to the terms of the contract.

CARRIED

9. JUAN DE FUCA ANNUAL SMALL DIAMETER PIPE REPLACEMENT PROGRAM - SOOKE ROAD: 2818 SOOKE ROAD TO GLENSHIRE DRIVE EXECUTION OF AGREEMENT WITH MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

T. Robbins 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. Coordinating the water main and road upgrade works will benefit all parties by eliminating design conflicts, reducing disruption to residents and local traffic, and minimizing pavement restoration costs. The overall program budget will not be affected and the CRD will reimburse MOTI in 2018.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Logan,
That the Juan de Fuca Water Distribution Commission direct staff to execute the Sooke Road Water Main Replacement Agreement between CRD and MOTI.

CARRIED

10. WATER WATCH

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

CARRIED

11. ADJOURNMENT

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Baird,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 12:22 pm.

CARRIED

Chair

Secretary