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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, October 3, 2017, Goldstream Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: Commissioners: B. Gramigna, G. Baird, M. Hicks, C. Day (for G. Logan), K. Pearson, J. Rogers, M. Sahlstrom (for L. Szpak)
Staff: T. Robbins, B. Lapham, B. Semmens, M. McCrank, I. Jesney, J. van Niekerk, M. Montague, Recorder

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

1. APPROVAL OF AGENDA

The following item was added to the agenda under New Business:

- Verbal update on the Colwood Corner main break.

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

CARRIED

2. ADOPTION OF THE MINUTES OF SEPTEMBER 5, 2017

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission adopt the minutes of the meeting
held September 5, 2017.

CARRIED

3. CHAIR'S REMARKS

The Chair remarked that the budget will be reviewed today and he is looking forward to a discussion on different mechanisms for establishing future water rates.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. RECOMMENDATIONS FROM OTHER WATER COMMISSIONS

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

CARRIED

6. WESTSHORE DIRECTORS & ALTERNATES MEETING

The Chair noted that there was nothing new to report at this time.

7. 2018 SERVICE PLANS REVIEW PROCESS

T. Robbins spoke to the report. He noted that the service and financial planning process are integral to providing ongoing service delivery, and that the departmental service plans set out key trends and issues, service levels, divisional initiatives, performance objectives, and budget implications. Service plans are presented to appropriate standing committees to provide a detailed assessment of service delivery and programs.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission direct staff to reinstate the Divisional Initiative, titled Disaster Response Plan for Water Supply and Distribution, into the Infrastructure Operations Service Plan.

CARRIED

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission recommend to the Capital Regional District Board that the attached service plans be approved as amended.

CARRIED

8. 2018 CAPITAL AND OPERATING BUDGET

T. Robbins spoke to the report. He noted that the purpose of the report is to provide an overview of the 2018 Juan de Fuca Water Distribution Service budget, highlighting the proposed significant changes and additions. The report generally follows the sequence of information provided in the draft budget document provided to the Commission.

Commissioner Pearson left the meeting.

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

1. Approve the 2018 Capital Budget and the Five Year Capital Plan;
2. Approve the 2018 Operating Budget;
3. Approve the 2018 Juan de Fuca Water Distribution Service retail water rate of \$2.0739 per cubic metre, adjusted if necessary by any change in the Regional Water Supply wholesale water rate; and
4. Amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

CARRIED

9. WATER WATCH

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

CARRIED

10. NEW BUSINESS

Colwood Corner Main Break – T. Robbins provided an update on the recent main break near Colwood Corner, north of the new private school being built. The water was discharged into Colwood Creek, and testing indicated that there were no exceedances of chlorine. Twelve homes in the area were affected and the repair was completed by mid-afternoon.

11. ADJOURNMENT

MOVED by Commissioner Day and **SECONDED** by Commissioner Baird,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:18 pm.

CARRIED

Chair

Secretary



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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, January 16, 2018, Goldstream Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: Commissioners: B. Gramigna, G. Baird, M. Hicks, G. Logan, K. Pearson, J. Rogers, L. Szpak, W. Sifert (12:14 pm)

Staff: T. Robbins, I. Jesney, J. Marr, S. Orr (Recorder)

Guests: S. Heffernan, Urban Systems, D. Wong, Urban Systems, M. Mahovich, Director of Engineering City of Langford, M. Dillabaugh, Director of Finance City of Langford, B Mitchell, Metchosin

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

1. ELECTION OF CHAIR AND VICE-CHAIR

T. Robbins stated that in 2017 the Commission directed staff to amend the Juan de Fuca Water Distribution Commission Procedures Bylaw No. 2888 by extending the term of the Chair and Vice-Chair to two years, and that Commissioners Gramigna and Logan will continue as Chair and Vice-Chair for 2018.

2. APPROVAL OF AGENDA

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

CARRIED

3. CHAIR'S REMARKS

The Chair stated that the discussion of the Development Cost Charge (DCC) program represents a milestone for developers and ratepayers and thanked the City of Langford, area developers, Juan de Fuca staff and T. Robbins for their work.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. JUAN DE FUCA WATER DISTRIBUTION DEVELOPMENT COST CHARGE PROGRAM

T. Robbins introduced the report and stated that the approach to complete the DCC program update is comprised of two key components; the establishment of a local service area and the DCC program update. He provided background on working with local municipalities, First Nations and development stakeholders and thanked them for their work. He provided overviews of the local service area establishment process and the 2018 development cost charge program update.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Szpak,
That the Juan de Fuca Water Distribution Commission:

- a) Direct staff to proceed with finalizing the 2018 JDF Water DCC Program Update and drafting amendments to DCC Bylaw No. 2758 (including amendments by subsequent amending bylaws to 2017) for the Commission’s consideration; and
- b) Direct staff to proceed with drafting the Langford (Skirt Mountain/Bear Mountain) Water Local Service Area service establishment bylaw and Loan Authorization Bylaw, for the Commission’s consideration; and
- c) Direct staff to undertake stakeholder engagement to provide information and receive feedback on the proposed approach to establish the Langford (Skirt Mountain/Bear Mountain) Water Local Service Area and update the JDF Water DCC Program and Bylaw.

CARRIED

6. REQUEST TO WAIVE JUAN DE FUCA WATER DEVELOPMENT COST CHARGES

T. Robbins stated that the Knox Vision Society has requested that the Juan de Fuca Water development cost charges be waived for their affordable rental housing development in the District of Sooke. He stated that there is currently no provision in the Juan de Fuca Water Distribution DCC Bylaw No. 2758 to waive or reduce the fees and doing so would have financial implications to ratepayers and the annual capital reserve fund transfer. He stated that, if the commission approved the request to waive the fees, it would set a precedent and would therefore, recommend that the Bylaw be amended to allow charges to be waived and or reduced.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission not approve the Knox Vision Society request to waive the Juan de Fuca Distribution Service DCCs for their proposed affordable housing development in the District of Sooke.

CARRIED

7. WATER WATCH

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

CARRIED

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

MOVED by Commissioner Logan and **SECONDED** by Commissioner Pearson,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 12:49 pm.

CARRIED

Chair Secretary

**REPORT TO THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, FEBRUARY 6, 2018**

**SUBJECT **JUAN DE FUCA WATER DISTRIBUTION DEVELOPMENT COST CHARGE
PROGRAM - 2018 BUDGET AMENDMENT****

ISSUE

The Juan de Fuca Water Distribution Development Cost Charge (DCC) Program Budget requires an amendment to provide payment for the installation of the McCallum Road Water Mains.

BACKGROUND

The McCallum Road Water Main project (Project) consists of approximately 1,700 metres of twin 400 mm diameter water mains extending west and north on McCallum Road to the new Leigh Road Interchange in the City of Langford (see Attachment A). The water mains were installed by the City of Langford as part of the Leigh Road Interchange Construction project in 2013. These water mains service development lands along McCallum Road as well as the South Skirt Mountain and Bear Mountain developments.

The Project was identified in the 2011 Juan de Fuca Water Distribution Development Cost Charge Program with a budget of \$2.2 million including contingencies. As the City of Langford was undertaking a major road project and did not wish to have future water main construction within the new road, the City of Langford installed the DCC water mains as part of the Leigh Road interchange project.

The Project was completed by the City of Langford in 2013 at a total cost \$1,168,908.76 which is within the Development Cost Charge Program budget. At the time of budget preparation in the fall of 2017, the CRD had not received a payment request from the City of Langford and the CRD had proposed payment for the 2019 budget year. Following the Juan de Fuca Water Distribution Commission's approval of the provisional 2018 budget, the Capital Regional District (CRD) has now received a payment request from the City of Langford (see attachment B).

Availability of funds has been confirmed from the Juan de Fuca Water Distribution Development Cost Charge Program reserves. To fund this, the Juan de Fuca Water Distribution DCC Capital Budget (2018 & Forecast 2019 to 2022) will need to be amended. A revision of item No. 19-02 would move the \$1.2 million allocated in 2019 to the 2018 budget year. The updated Juan de Fuca Water Distribution Capital Budget Form (2018 & Forecast 2019 to 2022) has been included as Attachment C with proposed amendments highlighted in yellow.

ALTERNATIVES

Alternative 1

That the Juan de Fuca Water Distribution Commission direct staff to revise the Juan de Fuca Water Distribution DCC Capital Budget (2018 & Forecast 2019 to 2022) item No. 19-02 and transfer funds from the Juan de Fuca Water Distribution Development Cost Charge Program reserves to capital project No. 19-02 to facilitate payment of the McCallum Road Supply & Distribution Mains.

Alternative 2

That the Juan de Fuca Water Distribution Commission direct staff not to proceed with budget adjustments nor transfers of reserve funds for the McCallum Road Supply & Distribution Mains at this time.

IMPLICATIONS

Alternative 1 – Proceeding with payment to the City of Langford will provide reimbursement in the 2018 budget year and satisfy the City of Langford’s request. If this alternative is approved by the Commission, staff will recommend to the CRD Board, to amend the provisional 2018 DCC Capital Budget at final budget approval in March.

Alternative 2 – Not proceeding with payment to the City of Langford in the 2018 budget year will delay reimbursement until 2019 and delay their request until that time.

CONCLUSION

Moving the McCallum Road Water Main project into the 2018 fiscal year will meet the request of the City of Langford. Funding in the amount of \$1.2 million is available from the Juan de Fuca Water Distribution Development Cost Charge Program capital reserves.

RECOMMENDATION

That the Juan de Fuca Water Distribution Commission direct staff to revise the Juan de Fuca Water Distribution DCC Capital Budget (2018 & Forecast 2019 to 2022) item No. 19-02 and transfer funds from the Juan de Fuca Water Distribution Development Cost Charge Program reserves to capital project No. 19-02 to facilitate payment of the McCallum Road Supply & Distribution Mains.

Submitted by:	Joseph Marr, P.Eng., Manager, Water Distribution Planning and Engineering
Concurrence:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer, Financial Services
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Service
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

IJ:mm

Attachments:

A – Drawing: McCallum Road DCC Water Main

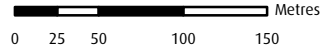
B – Letter from City of Langford

C – Juan de Fuca Water Distribution Capital Budget Form

McCallum Rd (Leigh Rd) DCC Water Mains



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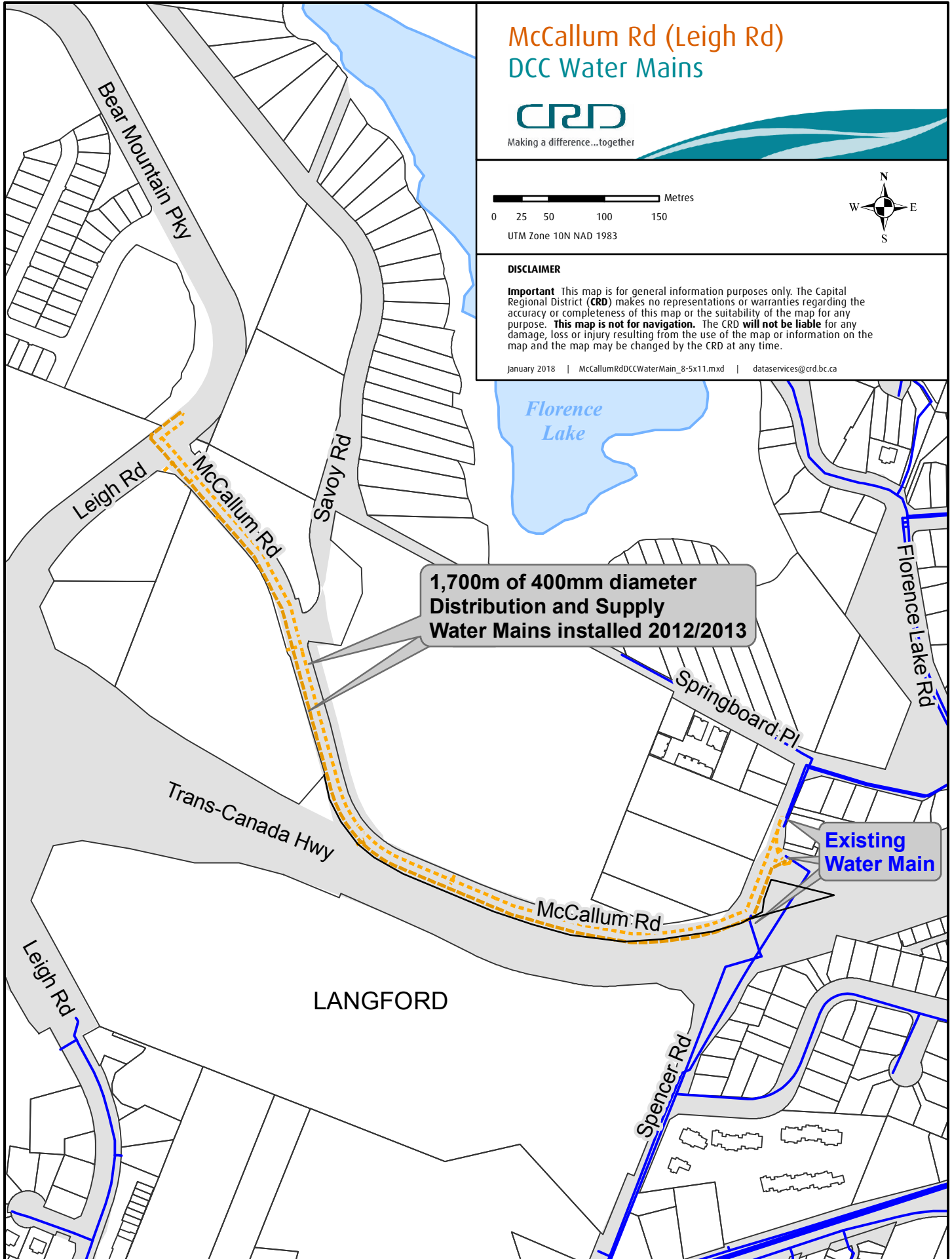
UTM Zone 10N NAD 1983



DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

January 2018 | McCallumRdDCCWaterMain_8-5x11.mxd | dataservices@crd.bc.ca



**1,700m of 400mm diameter
Distribution and Supply
Water Mains installed 2012/2013**

**Existing
Water Main**

LANGFORD



City of Langford

www.cityoflangford.ca

2018/01/18

CRD Integrated Water Services
470 Island Highway
Victoria, BC V9B 1H7

Dear Mr. Joseph Marr, P.Eng., Manager Water Distribution Engineering and Planning

RE: McCallum Road Pipe (Leigh Road) Installation Reimbursement

The City of Langford is hereby requesting payment from the CRD in the amount of \$1,168,908.76 for the McCallum Road (Leigh Rd) Water Mains that were installed in 2012/2013.

All backup information has been provided by the City of Langford to the CRD and there will be no further claims for payment.

Sincerely,

A handwritten signature in cursive script, appearing to read "mmahovlich".

Michelle Mahovlich, P.Geo., P.Eng.
Director of Engineering

cc: Mike Dillabough, CPA, CA, Director of Finance, City of Langford

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2018 & Forecast 2019 to 2022

Service #: 2.680
Service Name: JDF Water Distribution

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2017	2018	2019	2020	2021	2022	5 - Year Total
CUSTOMER AND TECHNICAL SERVICES													
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$1,395,000	V	ERF	\$0	\$405,000	\$425,000	\$70,000	\$210,000	\$474,000	\$1,584,000
Sub-Total Customer and Technical Services				\$1,395,000			\$0	\$405,000	\$425,000	\$70,000	\$210,000	\$474,000	\$1,584,000
ANNUAL PROVISIONAL ITEMS													
17-07	New	Site Decommissioning - General	Planning for decommissioning of unused sites.	\$50,000	S	WU	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
17-08	Replacement	Water Service Replacement Program	Replacement of failed water services as required.	\$1,500,000	S	WU	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
17-09	Replacement	Emergency Major Main Replacement	Major main replacement under emergencies.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-11	Replacement	Hydrant Replacement, Upgrades and Additions	Upgrade, replacement or installation of fire hydrants.	\$350,000	S	WU	\$0	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
17-12	Replacement	Large Meters/Meter Vaults Replacement, Upgrades and Additions	Replacement or repairs to large meters/vaults as required.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-13	New	Site Security Upgrades	Upgrading and replacement of security systems for sites as required.	\$200,000	S	WU	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements.	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
17-16	New	Hydraulic Model Yearly Update	Annual hydraulic model update.	\$300,000	S	WU	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
Sub-Total for Annual Provisional Items				\$4,150,000			\$0	\$830,000	\$830,000	\$830,000	\$830,000	\$830,000	\$4,150,000
DEVELOPMENT COST CHARGE (DCC)													
16-07	New	Update DCC Bylaw (Comprehensive Update in 2016)	Planned update of the DCC Bylaw.	\$255,000	S	Res	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$255,000
16-32	New	McCallum Pump Station	Construct new pump station to provide water to South Skirt development lands.	\$2,400,000	S	Res	\$0	\$1,150,000	\$1,150,000	\$0	\$0	\$0	\$2,300,000
17-18	New	Bear Mountain Parkway Extension	Design and construct new fire line from McCallum Rd to Skirt Mountain Reservoir.	\$3,987,100	S	Res	\$100,000	\$487,100	\$0	\$0	\$0	\$0	\$487,100
17-19	New	Millstream Extension	Design and construct new water main to service part of the Bear Mountain Development.	\$1,200,000	S	Res	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0	\$1,100,000
18-04	New	Nicklaus Pump Station Upgrade	Upgrades to existing pump station to provide increased flow.	\$100,000	S	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-02	New	McCallum Rd Supply & Distribution Mains	Supply & Distribution mains installed by the City of Langford.	\$1,200,000	S	Res	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
20-02	New	Bear Mountain Parkway Extension Supply Mains	Supply mains installed by the City of Langford.	\$2,000,000	S	Res	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
21-01	New	Sooke Hentyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.	\$1,000,000	S	Res	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
Sub-Total for Development Cost Charges (DCC)				\$12,142,100			\$1,200,000	\$4,057,100	\$1,170,000	\$2,020,000	\$1,020,000	\$175,000	\$8,442,100
GRAND TOTAL				\$31,837,100			\$3,750,000	\$11,382,100	\$7,700,000	\$7,245,000	\$5,210,000	\$4,329,000	\$35,866,100

CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

Water Watch

Issued January 29, 2018

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	January 31 5 Year Ave		January 31/17		January 28/18		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	89,882	19,774	92,727	20,400	92,727	20,400	100.0%
Goldstream	8,715	1,917	8,547	1,880	9,053	1,992	92.2%
Total	98,597	21,691	101,274	22,280	101,781	22,392	99.2%

2. Average Daily Demand:

For the month of January	96.0 MLD	21.11 MIGD
For week ending January 28, 2018	95.8 MLD	21.08 MIGD
Max. day January 2018, to date:	104.4 MLD	22.97 MIGD

3. Average 5 Year Daily Demand for January

Average (2013 - 2017)	96.3 MLD ¹	21.19 MIGD ²
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¹MLD = Million Litres Per Day ²MIGD = Million Imperial Gallons Per Day

4. Rainfall January:

Average (1914 - 2017):	270.1 mm
Actual Rainfall to Date	306.0 (113% of monthly average)

5. Rainfall: Sep 1- Jan 28

Average (1914 - 2017):	1034.9 mm
2017 / 2018	1157.4 (112% of average)

6. Water Conservation Action Required:

Fix a Leak Week is March 19-25th

Join the CRD for a free Efficient Irrigation Maintenance introductory workshop March 24th to learn ways to start-up your system in Spring and identify potential leaks.

[Visit www.crd.bc.ca/workshops for registration details](http://www.crd.bc.ca/workshops)

If you require further information, please contact:

Ted Robbins, B.Sc., C.Tech
General Manager, CRD - Integrated Water Services
or
Glenn Harris, Ph D., RPBio
Senior Manager - Environmental Protection

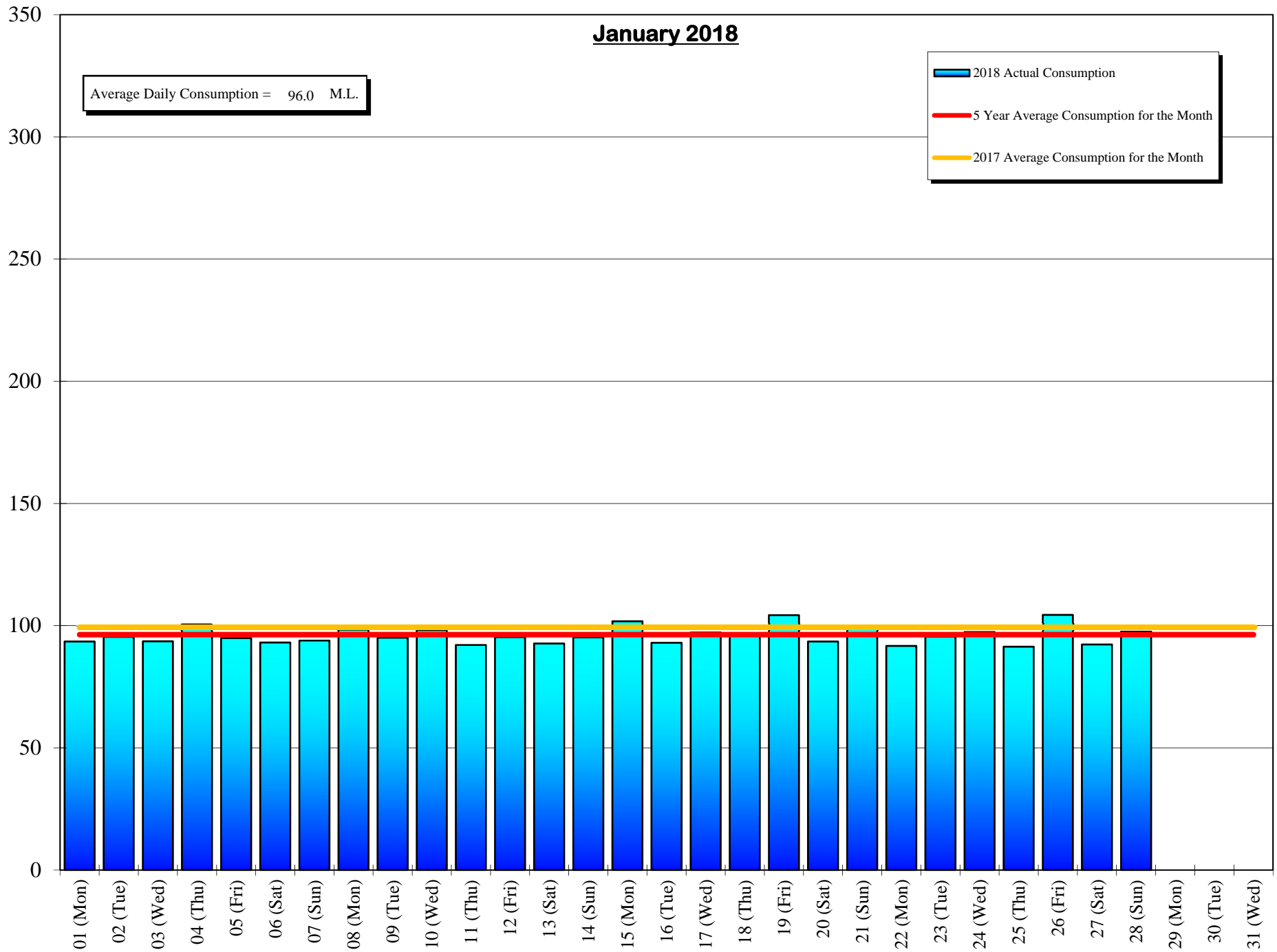
Capital Regional District Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7
(250) 474-9600

January 2018

Average Daily Consumption = 96.0 M.L.

- 2018 Actual Consumption
- 5 Year Average Consumption for the Month
- 2017 Average Consumption for the Month

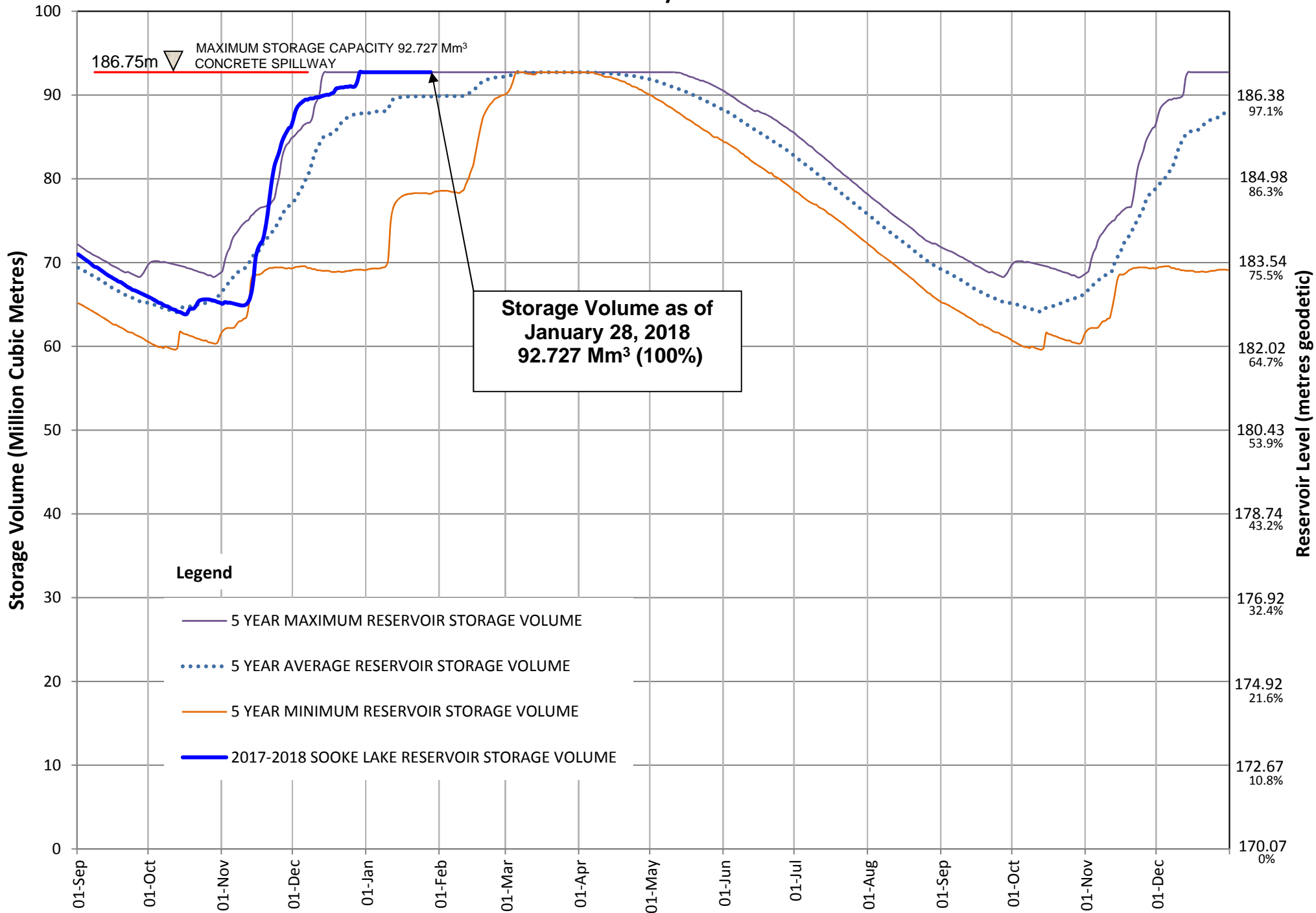
Consumption (Million Litres)



Day

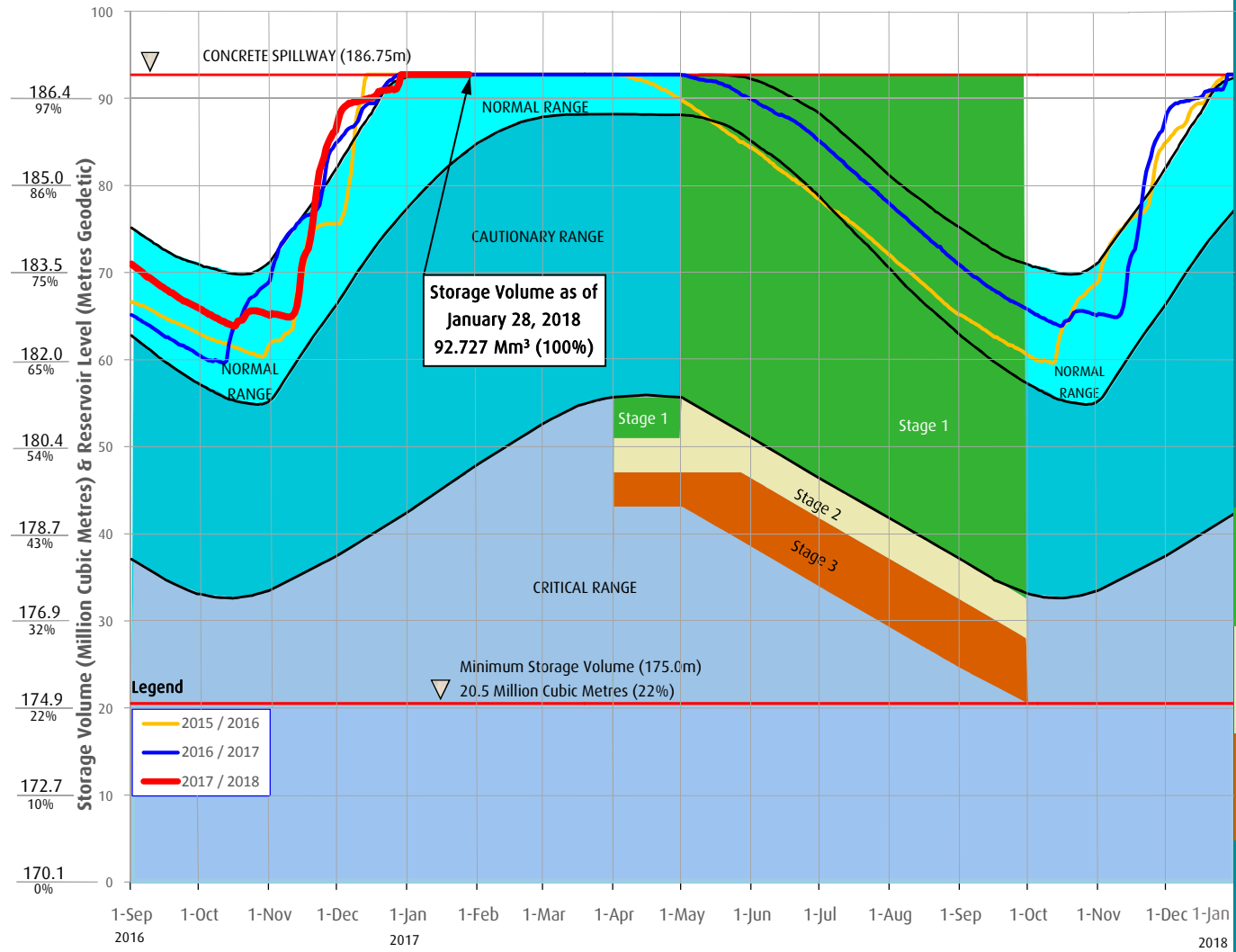
SOOKE LAKE RESERVOIR STORAGE SUMMARY

2017 / 2018



Sooke Lake Reservoir Storage Level

Water Supply Management Plan



FAQs

How are water restriction stages determined?

Several factors are considered when determining water use restriction stages, including,

1. Time of year and typical seasonal water demand trends;
2. Precipitation and temperature conditions and forecasts;
3. Storage levels and storage volumes of water reservoirs (Sooke Lake Reservoir and the Goldstream Reservoirs) and draw down rates;
4. Stream flows and inflows into Sooke Lake Reservoir;
5. Water usage, recent consumption and trends; and customer compliance with restriction;
6. Water supply system performance.

The Regional Water Supply Commission will consider the above factors in making a determination to implement stage 2 or 3 restrictions, under the Water Conservation Bylaw.

At any time of the year and regardless of the water use restriction storage, customers are encouraged to limit discretionary water use in order to maximize the amount of water in the Regional Water Supply System Reservoirs available for nondiscretionary potable water use.

Stage 1 is normally initiated every year from May 1 to September 30 to manage outdoor use during the summer months. During this time, lawn watering is permitted twice a week at different times for even and odd numbered addresses.

Stage 2 is initiated when it is determined that there is an acute water supply shortage. During this time, lawn water is permitted once a week at different times for even and odd numbered addresses.

Stage 3 is initiated when it is determined that there is a severe water supply shortage. During this time, lawn watering is not permitted. Other outdoor water use activities are restricted as well.

For more information, visit www.crd.bc.ca/drinkingwater