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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,  
Held Tuesday, September 4, 2018 at 12 p.m., Goldstream Conference Room, 479 Island  
Highway, Victoria, BC**

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**PRESENT:** **Commissioners:** B. Gramigna (Chair); G. Baird; M. Hicks; G. Logan; K. Pearson;  
J. Rogers

**Staff:** T. Robbins, General Manager, Integrated Water Services; R. Lapham,  
CAO, Capital Regional District; I. Jesney, Senior Manager, Infrastructure  
Engineering; M. McCrank, Senior Manager, Infrastructure Operations; T. Duthie,  
Manager, Administration Services; D. Dionne (Recorder)

**NOT PRESENT:** L. Szpak; M. Sahlstrom

The meeting was called to order at 12:00 p.m.

**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. MINUTES OF THE MEETING HELD JUNE 5, 2018**

**MOVED** by Commissioner Hicks and **SECONDED** by Commissioner Baird,  
That the Juan de Fuca Water Distribution Commission adopt the minutes of the meeting held  
June 5, 2018.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair remarked as follows:

- He introduced D. Dionne and T. Duthie as new members of the Administration Services division at Integrated Water Services (IWS) providing support to the Juan de Fuca (JDF) Water Distribution Commission.
- He noted that this is his last meeting as he is retiring. He acknowledged the work of staff and fellow Commissioners over the years and thanked them for their support.

Commission members and staff expressed their appreciation for the Chair's leadership and thanked him for his time and effort on this Commission.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations/delegations.

**5. RECOMMENDATIONS FROM OTHER WATER COMMISSIONS**

**MOVED** by Commissioner Rogers and **SECONDED** by Commissioner Baird,  
That the Juan de Fuca Water Distribution Commission receive the recommendations from  
other water commissions for information.

**CARRIED**

## 6. 2019 CAPITAL AND OPERATING BUDGET (REPORT #JWDC 2018-07)

The Chair noted the accelerated budget process this year due to November municipal elections and that the 2019 rate increase is under two percent.

T. Robbins introduced staff at the table and their roles in supporting the JDF Water Distribution Commission (Commission). He reminded the Commission of the 2019 budget process.

An overview of the 2019 JDF Water Distribution Service budget was provided, highlighting the proposed significant changes and additions and the 2018 Year End Financial Projections summarized as follows:

- Distribution System operating expenditures \$94,438 (1.6%)
- Bulk water purchase \$265,760 (4.9%)
- Capital transfers \$485,309 (10.2%)
- Debt servicing – principal and interest expenditures -\$31,620 (-2.1%)
- Revenue \$825,237 (4.8%)
- Transfers from Development Cost Charge (DCC) reserves to fund DCC debt -\$11,350 (-4.5%)

He continued highlighting items from the budget package as follows:

- 2019 budget proposed rate increase of 1.9%.
- Operating and Capital budget summary:
  - 2019 budget reflects non-discretionary expense increases such as wage/salary increase, departmental support, maintenance expenses and other operating expense increases such as electricity costs.
- Capital projects planned for 2019 total about \$8.4 million:
  - Major projects planned for 2019:
    - ongoing small diameter asbestos cement water main replacement;
    - continuation of the large diameter water main replacement on Sooke Road;
    - reservoir upgrades;
    - residential meter replacements;
    - an interconnection of the East Sooke distribution zones; and
    - construction will begin on the McCallum Pumpstation project and the Nicklaus Pumpstation upgrades under the DCC program.

A \$251,116 transfer to the vehicle/equipment replacement fund is planned in 2019. A shared pool for vehicles is utilized and there are three vehicle purchases planned for 2019, two are heavy equipment and one pickup truck replacement.

T. Robbins responded to a question regarding whether there are any projects that will be cost sharing with Regional Water Supply. He referred the Commission to page 26 of the budget package. He noted that projects are centered on the communications system, security upgrades and that they are typically not large projects.

The Commission discussed the value of a chart showing the average cost for one single family equivalent for each municipality noting that it would be useful to quantify the portions and for projecting future water use.

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

1. Approve the 2019 Capital Budget and the Five Year Capital Plan;
2. Approve the 2019 Operating Budget;
3. Approve the 2019 Juan de Fuca Water Distribution Service retail water rate of \$2.1132 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**

## 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

Commissioner Hicks advised that South Island Water is the only water delivery company and that there are 400 families that depend on the water. With the traffic getting worse, South Island is now charging by the hour instead of by the load. Adding that future water delivery might be worth thinking about if something happened to South Island Water.

T. Robbins noted that this is the last JDF Water Commission meeting before the election next month, he thanked the Commission members for their contributions over the last four years. R. Lapham presented each member with Certificates of Appreciation for their service on the Commission during the 2015 to 2018 term.

T. Robbins presented Chair Gramigna with a framed photo of the watershed and expressed his appreciation of the Chair's 13-year commitment to the Commission.

## 9. ADJOURNMENT

**MOVED** by Commissioner Garmigna and **SECONDED** by Commissioner Baird,  
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:04 p.m.

**CARRIED**

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Chair

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Secretary