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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, June 2, 2020 at 12 p.m., Goldstream Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: Commissioners: G. Logan (Chair); L. Szpak
By WebEx: G. Baird; M. Hicks; K. Kahakauwila; E. Logins; J. Rogers; R. Wade (12:10 p.m.)
Staff: T. Robbins, General Manager; R. Lapham, CAO; K. Vincent, Senior Financial Advisor (by WebEx); D. Dionne (Recorder)

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

Chair Logan conducted a roll call and advised that, for ease of tracking responses and minute-taking, the procedure when calling the question on a recommendation will be to seek response from only those opposed to an item.

1. APPROVAL OF AGENDA

Commissioner Hicks added under New Business:

8.1 Temporary Financial Relief

MOVED by Commissioner Szpak, **SECONDED** by Commissioner Hicks,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Kahakauwila,
That the minutes of the March 3, 2020 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair had no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. GENERAL MANAGER'S REPORT

5.1. Essential Water Service Delivery – COVID-19

T. Robbins reported that:

- Integrated Water Service (IWS) staffing levels have not been impacted by COVID-19, and staff have continued to deliver the operating, maintenance and capital programs.
- No significant supply chain issues.

- Staff are tracking incremental costs of implementing COVID-19 protocols and procedures. The costs are not material in terms of direct impact on the operating budget.
- No significant changes in revenue or collections due to COVID-19.
- Overall water demand for the Juan de Fuca service is tracking slightly higher than last year at this time, possibly a result of people being at home and using more water.
- The Emergency Operations Center is now operating at level one.
- In accordance with the provincial phase two restart approach and WorkSafe BC requirements, the Capital Regional District (CRD) is finalizing its COVID-19 safety plan for the office environment.
- Yesterday, the water billing counter opened to the public with some new protocols in place to ensure the safety of public and staff.

5.2. Phone Delegations – July Meeting

T. Robbins advised that processes are being established to allow phone-in delegations, which will start later this month at the CRD Board meeting. This Commission would be able to accept phone-in delegations at its July meeting, as well as continuing to provide the option of in-person attendance at the meetings and electronic participation.

Commissioner Szpak expressed her appreciation of staff for their diligence in adapting to the COVID-19 situation. She thanked staff for their continued updates as the situation progresses.

6. COMMISSION BUSINESS

6.1. JWDC 20-03 2020 Capital Budget Amendment

T. Robbins introduced the report outlining the proposed capital budget amendments to accommodate a change in project plans and schedules for the Goldstream Avenue and Walfred Road asbestos cement (AC) water main replacement projects, as detailed in the staff report.

Discussion ensued and the following additional information was provided:

- The complex nature of the project requires more extensive engagement with stakeholders and planning with the City of Langford before moving into construction. This has become logistically challenging due to COVID-19 impacts.
- Traffic logistics will also be complex in order to allow traffic to move through Goldstream Avenue without interrupting water service to properties.
- CRD generally tries to coordinate projects that will disturb the roads, however the timeline for this project was advanced as a result of a major development planned near Spencer Road and Leigh Road and CRD wants to get the water services in place there before the improvements are made.

MOVED by Commissioner Kahakauwila, **SECONDED** by Commissioner Baird,
The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board, that the 2020-2021 Juan de Fuca Water Distribution Service Financial Plan be amended as shown in Appendix A.

Appendix A:

Project	Current 2020 Budget	Current 2021 Budget	Amended 2020 Budget	Amended 2021 Budget
AC Pipe Replacement Program	3.0M	\$3.0M	\$4.2M	\$1.8M
Goldstream AC Replacement Project	\$5.0M	0	\$0.2M	\$4.8M
Total	\$8.0M	\$3.0M	\$4.4M	\$6.6M

CARRIED

6.2. Summary of Recommendations from Other Water Commissions

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Kahakauwila,
 That the Summary of Recommendations from other water commissions be received for
 information.

CARRIED

6.3. Water Watch Report

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Baird,
 That the May 25, 2020 Water Watch report be received for information.

CARRIED

7. MOTIONS WITH NOTICE

*** Note: The attachments in the agenda package were reversed, Item 7.1 was numbered 7.2 and Item 7.2 was numbered as 7.1.*

7.1. Amendment to the Board Remuneration and Travel Expense Reimbursement Policy - Commissioner Rogers

Commissioner Rogers introduced the recommendation noting that the requested stipend should be consistent with the Regional Water Supply Commission and that it would be funded through the Juan de Fuca Water Service revenue.

Discussion ensued on the following:

- Remuneration for alternate forms of travel such as, electric vehicles or electric bikes.
- The differences in makeup of each commission.
- Commissioners who do not have a lot of travel expenses.

A friendly amendment was made to the last sentence to change the wording “...for the ~~Board's Commission's~~ consideration”.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Szpak,
 That the Juan de Fuca Water Distribution Commission requests that the CRD Board consider amending the *Board Remuneration and Travel Expense Reimbursement Policy*, to include remuneration for meeting attendance for JDF Water Distribution

Commissioners, and direct staff to prepare a report outlining the implications of such an amendment and a recommendation, for the Commission's consideration.

FAILED

Opposed: Logins, Kahakauwila, Wade, Hicks, Logan

7.2. Juan de Fuca Water Rate Structure Review - Commissioner Rogers

Commissioner Rogers introduced the recommendation.

Discussion ensued and staff responded to questions with the following additional information:

- Staff would prepare a report outlining all the implications including revenue lag and the current consumption-based revenue model.
- Moving to a fixed charge (or meter charge) model provides the opportunity to capture the fixed component of the overall charge, which could potentially deal with the revenue lag.
- The model would be essentially cost neutral for the average customer.
- The review would be conducted into 2021 with a potential rate structure revision for 2022 at the earliest.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission directs staff to conduct a rate structure review that considers a rate structure with a fixed charge component, such as a meter charge, and a consumption based volumetric component for comparison with the current consumption-based volumetric rate, with a goal of capturing revenue from serviced properties which are not consuming water, in order to assist with funding the operations and maintenance expenses incurred by the entire service area, for serviced developments.

CARRIED

8. NEW BUSINESS

8.1. Temporary Financial Relief

In order to provide some financial relief, Commissioner Hicks brought forward a request for the Commission to consider temporarily offering the agricultural water rate, for this summer only, to a non-profit association in Sooke.

He advised that the Sooke Community Association owns, operates and maintains a soccer field. Since COVID-19 the field has not been used and as such fees have not been collected from soccer organizations resulting in a lack of revenue for the Sooke Community Association. However the field still requires maintenance including watering to keep it up.

Discussion ensued regarding:

- Water Rate bylaw amendment requirements.
- Agricultural rates are determined through the property classification.
- Municipal grants in aid eligibility.
- Concern about setting precedent.
- The possibility of other federal or provincial grant programs available.

MOVED by Commissioner Hicks, **SECONDED** by Commissioner Baird,
That staff be directed to review and report back to the Commission on:

- 1) the bylaw implications of providing temporary financial relief by extending the agricultural water rate to non-profit associations; and
- 2) other possible financial aid opportunities, relating to water charges, for non-profit associations.

CARRIED

9. ADJOURNMENT

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Szpak,
That the June 2, 2020 Juan de Fuca Water Distribution Commission meeting be adjourned at
12:56 p.m.

CARRIED

CHAIR

SECRETARY