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**Minutes of the Sticks Allison Water Local Service Committee  
Held Monday, October 24, 2016 in the Main Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:**    **Committee Members:** D. Knight (Chair), B. Russell, M. Serink, Alternate Southern Gulf Islands Regional Director, P. LeBlond  
**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, P. Dayton, Senior Financial Analyst, S. Mason, Manager, Water Engineering and Planning, D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, L. Siemens (recorder)

**ABSENT:**    P. Ramsay

The meeting was called to order at 10:30 a.m.

**1.    Approval of Agenda**

**MOVED** by B Russell, **SECONDED** by M. Serink,  
That the agenda be approved as previously circulated.

**CARRIED**

**2.    Adoption of Minutes of September 22, 2015**

**MOVED** by B. Russell, **SECONDED** by M. Serink,  
That the minutes of September 22, 2015 be adopted.

**CARRIED**

**3.    Quarterly Water Bill Updates**

M. McCrank presented a written report.

**MOVED** by B. Russell, **SECONDED** by M. Serink,  
That the Sticks Allison Water Local Service Committee receive the report for information and request verbal updates as to the progress of the Billing Software Enhancement Project.

**CARRIED**

**4.    2015 – 2016 Parcel Taxes**

P. Dayton presented a written report.

**MOVED** by B. Russell, **SECONDED** by P. LeBlond,  
That the Sticks Allison Water Local Service Committee direct CRD staff to leave the 2016 budgeted operating expenses unchanged.

**CARRIED**

**5. 2017 Operating and Capital Budget**

M. McCrank presented a written report and the 2017 Operating and Capital Budget documents.

**MOVED** by B. Russell, **SECONDED** by M. Serink,  
That funding from the community works fund be explored to support the cost of the groundwater study.

**CARRIED**

The following changes were made to the operating and capital budget:

1. The estimated actual operating expense for 2016 is projected to be \$4,940 under budget (was \$1,400 under budget).
2. Other operating expenses in 2016 are projected to be \$240 below budget (was \$3,300 over budget).
3. Projected year-end net revenue is \$4,940 (was \$1,400).
4. Increase Transfer to CRF by \$3,960 (was \$420) to a total of \$8,920 (was \$5,380).
5. Projected year-end balance in capital reserve fund is \$18,140 (was \$14,600).
6. The five-year capital budget was amended to remove Item 17-01 – Groundwater Study.

**MOVED** by B. Russell, **SECONDED** by M. Serink,  
That the Sticks Allison Water Local Service Committee recommend that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Sticks Allison Water Service as amended;
2. Authorize the Parcel Tax Rate of \$138.49 and User Charge of \$1,192.94 for the Sticks Allison Water Service; and
3. Balance the 2016 actual revenue and expense on the 2016 transfer to the Capital Reserve Fund.

**CARRIED**

**6. New Business**

There was no new business.

**7. Adjournment**

**MOVED** by P. LeBlond, **SECONDED** by M. Serink,  
That the meeting be adjourned at 12:20 p.m.

**CARRIED**