



Making a difference...together

MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Tuesday, November 14, 2023 at 2 pm, In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair); R. Fenton (Alt. EA Director); W. Mulvin (EP); K. Wall

Staff: J. Dales, Senior Manager, Wastewater Infrastructure Operations; D. Robson, Manager, Saanich Peninsula and Gulf Island Operations; J. Marr, Senior Manager, Infrastructure Engineering; N. Tokgoz, Manager, Water Distribution Engineering and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. Risvold (recorder)

REGRETS: P. Brent (EA Director)

EP = Electronic Participation

The meeting was called to order at 2:04 pm.

1. APPROVAL OF AGENDA

MOVED by K. Wall, **SECONDED** by W. Mulvin,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by R. Fenton, **SECONDED** by K. Wall,
That the minutes of the June 15, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair noted the system is working quite well and there will be discussion today regarding the budget.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. SENIOR MANAGER'S REPORT

J. Dales provided the following information:

- Private Property Winterization: Staff advised Capital Regional District (CRD) social media platforms will have a poster-style information sheet with winterization tips for system users. There is a link to the winterization video on the CRD website.
- CRD Manager Support: J. Dales advised Dan Robson will be acting in a more senior role to support the Surfside Park Estates Water Service. J. Dales will remain available to support the committee, however, Dan will be the primary contact.
- Water conservation bylaw update: Due to the drought conditions, water conservation efforts were extended for an additional month for many of the local services including Surfside Park Estates. Due to the current low water levels, the Surfside Park Estates Water System will remain on Stage 3 of water conservation.

6. COMMITTEE BUSINESS

6.1. 2024 Operating and Capital Budget

J. Dales spoke to item 6.1.

Staff responded to the following questions:

- Is debt servicing cost comparable to other water services. Staff advised it is high due to the proposed capital projects slated for 2025 and 2026. The proposed projects include a storage tank replacement and watermain upgrade. Staff are working on a study to determine the optimal solution to replace the storage tank and watermain. Placeholders are indicated in 2025 and 2026 in the event grants come available.
- Parcel and user charge rate compared to other services. Staff advised the rate is in the middle range and is comparable to other services. Staff noted this rate does not include the proposed borrowing. An options analysis will be provided to the committee in 2024 with a plan on how to present the information to the public.
- Proposed borrowing and successful alternative approval process (AAP). Staff recommend leaving the proposed AAP on the capital plan in case grants become available.
- Proper timely disclosure of the upcoming AAP. Staff advised there is a budget line item for 2024 for the AAP which includes public engagement to advise the community.

Staff added the current tanks are reaching their end of life and will need to be replaced soon.

MOVED by R. Fenton, **SECONDED** by W. Mulvin,
That the Surfside Park Estates Water Service Committee:

1. Approve the 2024 Operating and Capital Budget as presented, and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. Recommends that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

CARRIED

6.2. Project and Operations Update

N. Tokgoz and J. Dales spoke to item 6.2.

Staff responded to a question regarding the hydrant preventative maintenance program. Staff advised the program does not occur annually and is funded by the Operating Reserve Fund (ORF). Staff noted that hydrants serve the water service as access to the system for water system flushing.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

Staff responded to the following questions from the committee:

- Public notification for Bylaw No. 4492. Staff advised there was an insert included with the water bills which included Facts and Questions (FAQ) for the new Bylaw. The insert also included details of where to find further information on the CRD website.
- The purpose of the proposed 200-meter waterline replacement. Staff noted the options analysis included the waterline replacement because one of the options is to relocate the tanks to the park nearby. Staff will review and assess to determine if the pipe can be removed.
- Approval to install the tanks in a CRD park. Staff advised they are working with CRD Parks who is amenable to storing the tanks in the park. The park location identified is similar elevation to the existing tanks which will help with system performance. Part of the options analysis will include a geotechnical study to review the rockfall and hazard area and the requirements for the location.

9. ADJOURNMENT

MOVED by R. Fenton, **SECONDED** by W. Mulvin,
That the November 14, 2023 meeting be adjourned at 2:47 pm.

CARRIED

CHAIR

SECRETARY