



Making a difference...together

**Minutes of a Meeting of the Wilderness Mountain Water Service Commission
Held October 7, 2014 in the Main Conference Room, 479 Island Highway, Victoria, BC**

PRESENT: **Committee Members:** Y. Shap (Chair), C. Taylor, Director M. Hicks
 Staff: P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; P. Dayton, Senior Financial Analyst, S. Mason, Manager, Water Engineering and Planning, T. Scaber, Manager, Water System Operations, L. Siemens (recorder)
ABSENT: R. Hancock

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of November 27, 2013

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the minutes of November 27, 2013 be adopted as previously distributed.

CARRIED

3. 2015 Operating and Capital Budget

P. Sparanese presented a written report and the 2015 Operating and Capital budget documents.

The following changes were made to the Operating Budget:

- Removed the \$5,000 Single Supplementary for referendum costs from 2015 Operating Expense.
- Under Debt/Capital added a \$5,000 Transfer to Capital Reserve Fund each year in 2015 – 2019.
- Reduced 2015 User Charge revenue by \$2,500 to \$42,940 and the User Charge SFE by \$35.71 to \$613.43.
- Increased 2015 Parcel Tax revenue by \$2,500 to \$66,530 and the parcel tax per folio by \$32.09.
- Reduced the debt principal and interest expenses in each year from 2016 – 2019.
- Reduced the User Charge Revenue and Parcel Tax Revenue to balance the budget in each year from 2016 – 2019.

The following changes were made in the Capital Plan (Schedule G):

- Removed the \$50,000 emergency generator from 2015.
- Removed the \$50,000 enhanced alarms from 2016.
- Removed the \$100,000 to implement recommendations from SAMP from 2017, 2018 and 2019.

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That staff prepare an estimate for a power connection to the treatment plant.

CARRIED

Director Hicks advised the commission that he would offer the use of the Juan de Fuca generator when required by the Wilderness Mountain service area.

Staff were directed to bring a report to the commission for a phased approach for an enhanced alarm system as identified in the 2016 capital plan and to determine funding options.

The commission agreed that a strategy should be developed for the Dam Safety Upgrades (Williams Brook Reservoir) as identified in the 2016 capital plan.

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission recommend that the Capital Regional District Board:

1. Approve the 2015 operating and capital budget for the Wilderness Mountain water system as presented and amended;
2. Authorize an increase in the user charge and parcel tax for proposed capital work and operations; and
3. Balance the 2014 estimated actual expense and revenue on the 2015 contingency.

CARRIED

4. New Business

A discussion took place on insurance coverage and liability on the treatment plant property. Signage on the property was identified as being an important enhancement.

5. Adjournment

The meeting was adjourned at 11:12 am.