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**Minutes of a Meeting of the Wilderness Mountain Water Service Commission
Held March 31, 2015 in the Main Conference Room, 479 Island Highway, Victoria, BC**

PRESENT: **Committee Members:** Y. Shap (Chair), C. Taylor, R. Hancock, 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, C. Moch, Manager, Water Quality Operations, V. Deane, Manager, Water Treatment Operations, L. Siemens (recorder)

ABSENT: None

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

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by R. Hancock,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 18, 2013

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the minutes of June 18, 2013 be adopted as previously distributed.

CARRIED

3. Adoption of Minutes of October 7, 2014

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the minutes of October 7, 2014 be adopted as previously distributed.

CARRIED

4. Review of Action List

The action list was reviewed and updated. The commission requested that information regarding voting at AGM's should be E-mailed to them prior to the next AGM.

5. Capital Reserve Account Status Update

P. Sparanese presented a written report. The commission requested that the Strategic Asset Management Plan be presented to them at a future meeting to be held within two months time.

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the recommendation in the staff report be considered after the remaining staff reports on the agenda are presented.

CARRIED

6. Cost Estimate for a Proposed Electrical Cable Connection for Portable Genset

S. Mason presented a written report.

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission receive the report for information and utilize the existing electrical connection at the water treatment plant should a genset be mobilized to site.

CARRIED

7. Explore Options for Enhanced Alarm System for the Storage Tank at the Water Disinfection Facility

V. Deane presented a written report.

MOVED by R. Hancock, **SECONDED** by Director Hicks,
That the Wilderness Mountain Water Service Commission direct Capital Regional District staff to purchase and install the Partial SCADA system (Option 2) at a cost of up to \$26,250 plus applicable taxes initially with additional funding in the future to achieve Full SCADA status, with funding to be provided from the service's capital reserve fund subject to available funding.

CARRIED
Taylor Opposed

8. Dam Safety and Maintenance Strategy

S. Mason presented a written report.

MOVED by R. Hancock, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission request that staff approach the East Sooke Fire Protection and Emergency Response Service Commission to determine if there is a desire to take on ownership and operation of the William Brook dam and reservoir.

CARRIED

The commission resumed discussion on Item 5 – Capital Reserve Account Status Update.

MOVED by Director Hicks, **SECONDED** by R. Hancock,
That the Wilderness Mountain Water Service Commission direct Capital Regional District staff to:

1. Carry the 2014 operating surplus of \$12,050 forward to 2015 as revenue and balance on Contingency; and
2. Transfer the uncommitted balance of \$101,198 in the water treatment plant capital project fund to the Capital Reserve Fund.

CARRIED

9. New Business

C. Moch presented a verbal water quality update. The update included:

- Explanation of the water sampling plan
- Water Quality staff now conducting all water sampling for Wilderness Mountain
- No water quality complaints received

T. Scaber presented a sample of "No Trespassing" signage for the water treatment plant property. The commission approved of signage to be posted on the water treatment plant building and the tank.

10. Adjournment

The meeting was adjourned at 12 pm.