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

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**PRESENT:**     **Committee Members:** Y. Shap (C), C. Taylor, R. Hancock  
                  **Staff:** P. Sparanese, Senior Manager, Infrastructure Engineering and Operations;  
                  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:**     Director M. Hicks

The meeting was called to order at 9:37 am.

**1.     Approval of Agenda**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the agenda be approved as distributed.

**CARRIED**

**2.     Adoption of Minutes of March 31, 2015**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the minutes of March 31, 2015 be adopted as previously distributed.

**CARRIED**

**3.     Review of Action List**

The action list was reviewed and updated.

**4.     Strategic Asset Management Plan for Wilderness Mountain Water System**

The commission thanked staff for providing them with the draft SAMP.

P. Sparanese presented a written report. C. Moch spoke to the Water Quality section of the report.

**MOVED** by R. Hancock, **SECONDED** by C. Taylor that the Wilderness Mountain Water Service Commission receive the report for information.

**CARRIED**

**Capital Budget Implications**

Dam Safety Upgrades (William Brook Reservoir/lower) \$30,000 (2016)

- The commission advised that they will not make any recommendations until further negotiations are held between the CRD and the East Sooke Fire Department to

determine if it can be retained by others in order for fire protection for the East Sooke community in general.

**MOVED** by R. Hancock, **SECONDED** by C. Taylor that the Wilderness Mountain Water Service Commission direct staff to include "SCADA Upgrade, Phase 2, \$36,250 (2016)" to be included in the draft 2016 budget (five-year budget) for the commission's consideration at the upcoming budget meeting.

**CARRIED**

**MOVED** by R. Hancock, **SECONDED** by C Taylor that the Wilderness Mountain Water Service Commission approve "Undertake Improvement to Intake Pump \$2,500 (2016)" to be included in the draft 2016 budget (five-year budget) for the commission's consideration at the upcoming budget meeting.

**CARRIED**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor that the Wilderness Mountain Water Service Commission approve "Chemical Metering Pump \$2,000 (2016)" to be included in the draft 2016 budget (five-year budget) for the commission's consideration at the upcoming budget meeting.

**CARRIED**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor that the Wilderness Mountain Water Service Commission approve "Saddle and Tap at Upper End of Ambience Place (up to \$4,000)" to be included in the draft 2016 budget (five-year budget) for the commission's consideration at the upcoming budget meeting.

**CARRIED**

#### Operating Budget Implications

1. Annual Distribution System Flushing, \$5,000 per annum.
  - The commission requested that this item be revised.
2. Small Equipment Replacement, \$5,000 per annum.

The commission requested that purchases be made as needed and brought as capital requests as required.

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the Wilderness Mountain Water Service Commission accept the report and draft SAMP and direct the CRD staff to revise the proposed operating and capital expenses in the draft 2016 budget (five-year budget) for the commissions consideration at the upcoming budget meeting.

**CARRIED**

#### **5. Capital Project Update**

- SCADA Phase I is complete and has been implemented.
- Stairs have been constructed at Wilfred Dam (North) to provide safe access to dam crest.

**6. New Business**

The 2014 Annual General Meeting for the Wilderness Mountain Water Service Commission was scheduled for Monday, October 5, 2015 at 7 pm.

**7. Adjournment**

**MOVED** by R. Hancock, **SECONDED** by C. Taylor,  
That the meeting be adjourned at 11:21 am.

**CARRIED**