



Making a difference...together

**Minutes of a Meeting of the Wilderness Mountain Water Service Commission
Held September 25, 2015 in the Main Conference Room, 479 Island Highway, Victoria, BC**

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

The meeting was called to order at 1 pm.

1. Approval of Agenda

The following items were added under New Business:

- Transfer of William Brook Dam and Reservoir to the East Sooke Fire Department
- Operations, Maintenance and Surveillance Manual and Emergency Preparedness Plan Draft Documents

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

CARRIED

2. 2016 Operating and Capital Budget

M. Cowley presented a written report and the 2016 Operating and Capital budget documents.

MOVED by R. Hancock, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission direct staff to:

1. Reduce the proposed 2015 transfer to the Capital Reserve Fund from \$33,940 to \$12,940; and
2. Subject to confirmation by CRD Finance, carry the estimated surplus of \$21,000 forward from 2015 to 2016 as revenue and reduce the 2016 Parcel Tax to \$45,530 or \$577.35 per parcel.

CARRIED

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

1. Approve the 2016 operating and capital budget for the Wilderness Mountain Water System as amended; and

2. Balance the 2015 estimated actual expense and revenue on the 2015 transfer to the capital fund.

CARRIED

3. **New Business**

Draft OM&S and EPP Manual

S. Mason distributed draft copies of the Wilderness Mountain Operations, Maintenance and Surveillance Manual and Emergency Preparedness Plan. The committee was requested to provide input and comments to staff.

MOVED by R. Hancock, **SECONDED** by Director Hicks,
That the draft Operations, Maintenance and Surveillance and Emergency Preparedness Plan be received for information and that input and comments be forwarded to CRD staff.

CARRIED

Transfer of William Brook Dam and Reservoir

Y. Shap advised that the East Sooke Fire and Emergency Response Service Commission agreed to the transfer of the William Brook Dam and Reservoir to their service.

Y. Shap will ask the land owner to contact the CRD to clarify conditions.

4. **Adjournment**

The meeting was adjourned at 2:30 pm.