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**Minutes of a Meeting of the Wilderness Mountain Water Service Commission
Held March 29, 2016 in the Main Conference Room, 479 Island Highway, Victoria, BC**

PRESENT: **Committee Members:** Y. Shap (C), C. Taylor, R. Hancock, Director M. Hicks
Staff: Malcolm Cowley, Acting Senior Manager, Infrastructure Engineering M. McCrank, Senior Manager, Infrastructure Operations, S. Mason, Manager, Water Engineering and Planning, T. Scaber, Manager, Water System Operations, C. Moch, Manager, Water Quality Operations, K. Wilson, Senior Water Sampling Technician, L. Siemens (recorder)
Two Members of the Public

The meeting was called to order at 9:15 am.

1. Approval of Agenda

The following items were added to New Business:

- Capacity of Reservoir
- Commission Member Resignation
- Voting at Annual General Meetings

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

CARRIED

2. Election of Chair

Nominations were called for chair of the Wilderness Mountain Water Service Commission for a one-year term. R. Hancock was nominated and agreed to stand. There were no further nominations. R. Hancock was elected as chair.

3. Adoption of Minutes of July 31, 2015

MOVED by Y. Shap, **SECONDED** by C. Taylor,
That the minutes of July 31, 2015 be adopted as previously distributed.

CARRIED

4. Adoption of Minutes of September 25, 2015

MOVED by C. Taylor, **SECONDED** by Y. Shap,
That the minutes of September 25, 2015 be adopted as previously distributed.

CARRIED

5. Wilderness Mountain Water Service 2016 Capital Project Update

M. Cowley presented a written report.

MOVED by Director Hicks, **SECONDED** by Y. Shap,
That the report be received for information.

MOVED by Y. Shap, **SECONDED** by Director Hicks,
That the Wilderness Mountain Water Service Commission direct staff to:

1. Cancel the Ambience Place Flushing Appurtenances project;
2. Complete Phase 2 of the SCADA Upgrade and approve the use of surplus funds from other completed projects to complete Phase 2; and
3. Transfer any remaining surplus from the capital projects back into the capital reserve fund.

CARRIED

6. William Brook Reservoir and Dam / Transfer of Ownership

S. Mason presented a written report.

The following topics were discussed:

- Accuracy of the information provided to the East Sooke Fire Department.
- Risks associated with dam failure.

Director Hicks advised that he would contact the Chair of the East Sooke Fire Protection and Emergency Response Service Commission to clarify responsibilities of ownership, liabilities and costs if they were to take ownership of the William Brook Dam.

Director Hicks also indicated that the Funks and Mt. Flemming (of Seedtree Road) may also be interested in taking on ownership of the dam/reservoir.

MOVED by Director Hicks, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission,

1. Complete the dam safety work (clear the spillway and remove trees at a budget of \$10,000) as part of the 2016 operating budget work:
2. Prepare a standard operating procedure to mobilize pump(s) in the event that the reservoir has to be drained; and
3. Retain the existing \$2,500 capital budget item pending the outcome of a potential owner to take on the ownership of the William Brook Reservoir and Dam.

CARRIED

Staff were requested to provide the commission with any information obtained from the Province regarding impacts of a breach of the William Brook Dam.

7. Water Operations Report (March 2016) and Proposed 2016 Operating Budget Adjustments

M. McCrank presented a written report.

MOVED by Y. Shap, **SECONDED** by C. Taylor,
That the Wilderness Mountain Water Service Commission,

1. Allocate \$3,480 from the existing 2016 operating labour budget to the water quality testing budget to complete the proposed additional water quality testing, beginning in 2016 and continuing thereafter; and,
2. Direct staff to complete the dam safety work (clear spillway and remove trees at a budget of \$10,000) as part of the 2016 operating budget work.

CARRIED

8. Water Quality Update

C. Moch provided a verbal report on the Wilderness Mountain water system for the period of July 2015 to March 2016. The following topics were addressed:

- Operations
- WQ Sampling
- Bacteria
- Taste & Odour
- Disinfection By-Products
- Algae
- Turbidity
- Metals
- Parasites

MOVED by Director Hicks, **SECONDED** by Y. Shap,
That the report be received for information.

CARRIED

9. Review of Action List

The action list was reviewed and updated.

Information Arising from Action List

- The commission was provided with information on insurance coverage.
- Necessary trees were removed by BC Hydro with no impact to the service area.
- Operations staff are ensuring that the gate lock is secured tightly after each use.

10. New Business

Capacity of Reservoir

A discussion took place on the capacity of the reservoir. S. Mason reviewed the information related to the capacity of the reservoirs and development contained in the earlier staff report entitled "Dam Safety and Maintenance Strategy" of March 31, 2015.

Commission Resignation

Y. Shap advised that he has sold his property in the Wilderness Mountain water service area and is resigning from the commission. A resignation letter was handed to Director Hicks. The commission recommended the appointment of Shawn Williams who was in attendance. His name will be forwarded to the CRD Board for appointment.

The commission members thanked Yale Shap for his several years of dedicated service on the commission.

Voting at Annual General Meetings

The commission members requested clarification on voting requirements at Annual General Meetings. Staff advised that information will be forwarded to the commission prior to the AGM.

11. Adjournment

MOVED by Directory Hicks, **SECONDED** by C. Taylor,
That the meeting be adjourned at 11:12 a.m.

CARRIED