

WILDERNESS MOUNTAIN WATER SERVICE COMMISSION

Notice of Meeting on **Monday, November 25, 2019 at 1 p.m.**Main Conference Room, 479 Island Highway, Victoria, BC

Rob Hancock (Chair) Director Mike Hicks Dale Tallyn Chris Gilbert

AGENDA

- 1. Election of Chair
- 2. Approval of Agenda

Recommendation: That the Wilderness Mountain Water Service Commission approve the agenda as circulated.

3. Adoption of Minutes of November 27, 2018

Recommendation: That the Wilderness Mountain Water Service Commission adopt the minutes of the meeting held November 27, 2018.

4. 2020 Operating and Capital Budget

Recommendation: That the Wilderness Mountain Water Service Commission:

- 1. Approve the 2020 operating and capital budget as presented, and recommend that any deficit be brought forward as an expense in the 2020 budget, and a surplus be transferred to the Capital Reserve Fund;
- 2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as presented.
- 5. New Business
- 6. Adjournment



Minutes of a Meeting of the Wilderness Mountain Water Service Commission Held November 27, 2018 in the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: R. Hancock (C), D. Tallyn, C. Taylor, Director M. Hicks

Staff: T. Robbins, General Manager, Integrated Water Services; I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; J. Marr, Manager, Water Distribution Engineering and Planning; P. Dayton, Senior Financial Advisor; Joe Marr, Manager, Water Distribution Engineering and Planning; S. Orr (recorder)

Public: 1

Chair Hancock called the meeting to order at 10:32 a.m.

1. APPROVAL OF AGENDA

- T. Robbins requested that the following items be re-ordered:
 - Item #4 Wilderness Mountain Service Water Supply Options and Feasibility Study
 - Item #5 2019 Operating and Capital Budget

MOVED by R. Hancock, SECONDED by D. Tallyn,

That the agenda be approved as amended.

CARRIED

2. ELECTION OF CHAIR

Nominations were called for Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term.

- M. Hicks nominated R. Hancock.
- R. Hancock agreed to stand.
- Nominations were called for two additional times, and hearing none, R. Hancock was elected as Chair.

The commission discussed electing a Vice-Chair and agreed that the Electoral Area Director should automatically be elected as Chair.

MOVED by M. Hicks, and SECONDED by D. Tallyn,

That the Wilderness Mountain Water Service Commission elect the Electoral Area Director as Vice-Chair of the Wilderness Mountain Water Service Commission for the term.

CARRIED

3. ADOPTION OF MINUTES OF DECEMBER 14, 2017

MOVED by M. Hicks, and **SECONDED** by D. Tallyn,

That the minutes of December 14, 2017 be adopted.

CARRIED

4. WILDERNESS MOUNTAIN SERVICE WATER SUPPLY OPTIONS AND FEASIBILITY STUDY

T. Robbins introduced the report stating that the Island Health requires a plan from the Commission to meet the Surface Water Treatment Objectives (SWTO) and Ministry of Health requirements. He summarized the options as presented in the report.

Staff answered questions from the commission.

MOVED by D. Hancock, and SECONDED by D. Tallyn,

That the Wilderness Mountain Water Service Commission:

- a) Direct staff to pursue planning for Option 2b, Juan de Fuca Water Supply via Matheson Lake, to achieve the SWTO and meet the CRD commitments and plan outlined in the November 15, 2017 letter to Island Health;
- b) Direct staff to report to Island Health on the current status of the plan and next steps;
- c) Direct staff to advise the Juan de Fuca Water Distribution Commission of the potential system connection and incorporation of the Wilderness Mountain Water system infrastructure;
- d) Direct staff to submit a grant application for the project by January 23, 2019, under the Canada British Columbia, Investing in Canada Infrastructure, Rural and Northern Communities Program; and,

That the Wilderness Mountain Water Service Commission recommend to the Electoral Area Services Committee to recommend to the CRD Board,

That the CRD submit an application for project funding under the Canada - British Columbia, Investing in Canada Infrastructure, Rural and Northern Communities Program, to fund improvements to the Wilderness Mountain Water Local Service system to achieve compliance with provincial Surface Water Treatment Objectives and Island Health requirements, including a water supply connection to the Juan de Fuca Water Distribution system.

CARRIED

5. 2019 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the 2019 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

MOVED by D. Hancock, and SECONDED by D. Tallyn,

That the Wilderness Mountain Water Service Commission:

- Approve the 2019 operating and capital budget as presented, and recommend that any
 deficit be brought forward as an expense in the 2019 budget and the contingency be
 reduced by an equal amount, and a surplus be transferred to the Capital Reserve Fund;
- 2. Approve the Capital Reserve Funding in the amount of \$5,200 for emergency replacement of the roof of the Water Treatment Plant Filter Building in 2018; and,
- Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as presented.

CARRIED

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by R. Hancock,

That the meeting be adjourned at 11:30 a.m.

CARRIED

Chair

Secretary



WM 19-02 Agenda Item #4

REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION MEETING OF MONDAY, NOVEMBER 25, 2019

SUBJECT 2020 OPERATING AND CAPITAL BUDGET

ISSUE

To present the 2020 operating and capital budget. In accordance with Bylaw No 3511, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008" the commission's approval of the annual budget is required.

BACKGROUND

The Capital Regional District is required by legislation under the Local Government Act (LGA) to prepare an annual operating and capital budget and a 5 year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A to this report for the Wilderness Mountain Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff took into account:

- 1. Actual expenditures incurred between 2016 and 2018
- 2. Anticipated changes in level of service (if any)
- 3. Maximum allowable tax requisition
- 4. Annual cost per taxpayer and per Single Family Equivalent (SFE)

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

- 1. Available funds on hand
- 2. Projects already in progress
- 3. Condition of existing assets and infrastructure
- 4. Regulatory, environmental, and health and safety factors.

Adjustments for surpluses or deficits from 2019 may be made in January 2020. The CRD Board will give final approval to the budget and financial plan in March 2020.

The Financial Plan for the years 2021 – 2024 may be changed in future years.

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BUDGET OVERVIEW

Operating Budget

It is anticipated that operating expenses in 2019 will be \$510 over budget. The debt cost is \$1,753 under budget due to borrowing originally planned for 2019 to be deferred to 2020. Revenue is anticipated to be on budget. This results in an overall surplus of \$1,243. CRD staff recommend that this amount be transferred to the Capital Reserve Fund to balance the 2019 budget.

The 2020 operating budget has been decreased by 0.8% as a result of removing the contingency budget line item out of the operating budget and planning for an operating reserve transfer of the same amount. Excluding the impact of the contingency removal out of operating budget, the operating cost increase is 3.6% to account for inflation as well as an increase in supplies and labour primarily associated with operation and maintenance of the filters.

Municipal Finance Authority (MFA) Debt

MFA debt servicing costs are incurred on debt of \$281,000 issued in 2012 at 3.4% interest. It is anticipated that \$210,000 will be borrowed in 2021 to pay for capital expenditures.

Contingency / Operating Reserve Fund

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include reservoir cleaning and distribution system flushing. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for emergency unplanned repairs should there be sufficient funds available.

In past years, a contingency value of \$5,000 has been included for this service. It is proposed that this practice of contingency funding be replaced by transfers to an operating reserve. It is proposed that transfers to the operating reserve be set at \$5,000 for 2020 and future years to ensure future maintenance activities are fully funded and an optimum minimum balance in the reserve fund be maintained. The maintenance plan for these funds will be prepared for the 2021 budget.

Capital Reserve Fund

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as Debt and grant. The balance for capital reserve fund at the end of 2019 is projected to be \$41,836.

Capital Expenditure Plan

The 5-year plan includes \$105,000 of expenditures to be funded by a combination of the Service's Capital Reserve Fund and grants in 2020.

A large portion of these expenditures is to address the requirements to achieve the *Drinking Water Treatment Objectives (microbiological)* for *Surface Water Supplies in British Columbia* (SWTO). An Investing in Canada – Rural and Northern Communities grant application was submitted in

January 2019 with an anticipated review date by the end of 2019. The grant application was for water supply improvements, which if approved will require additional funds from the service so that design and construction of a connection to the Juan de Fuca Water Distribution system for water supply. In the years 2020-2022 a project budget of \$1,100,000 was allocated in last year's capital plan. As the potential award of this grant is unknown and now unlikely, an alternative treatment plan has been put in place to achieve the required objectives. Funding for the alternative plan is proposed to come from both debt and Community Works Fund grants.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Project Fund. Whenever possible, any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects.

User Charge and Parcel Tax

The user charge and parcel tax fund the service. Typically the user charge funds the operational costs and the parcel tax funds the debt and Capital Reserve Fund contributions. Properties connected to the water system pay the annual user charge and all properties within the local service area are responsible for the parcel tax. The proposed 2020 user charge is \$899.42, an increase of \$7.31 (0.82%) over 2019. The parcel tax is \$819.65, an increase of \$22.70 (2.85%) over 2019. This is an increase of \$30.01 (1.56%) over 2019 for combined parcel tax and user charge. The fixed consumption charge of \$20.00 will remain at the 2019 rates. Historical user charge and parcel tax rates are included for information.

RECOMMENDATION

That the Wilderness Mountain Water Services Commission:

- 1. Approve the 2020 operating and capital budget as presented, and recommend that any deficit be brought forward as an expense in the 2020 budget, and a surplus be transferred to the Capital Reserve Fund;
- 2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as presented.

Submitted by	Matthew McCrank, MSc., P.Eng., Senior Manager, Infrastructure Operations
Submitted by	Ian Jesney, P.Eng. Senior Manager, Infrastructure Engineering
Submitted by	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Office

MMc/IJ/RL:so

Attachment: Appendix A – 2020 Wilderness Mountain Water Service Budget

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Appendix A

CAPITAL REGIONAL DISTRICT 2020 Budget

Wilderness Mountain Water Service

Committee Review

Service: 2.691 Wilderness Mountain Water Service

DEFINITION:

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements to a maximum of \$200,705

MAXIMUM CAPITAL DEBT:

Maximum Authorized: \$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)

Borrowed: \$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service)

COMMISSION:

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system based on the rates defined in Bylaw No. 4274 (December 2018).

User Charge:

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

Parcel Tax:

Charged to each taxable parcel in the service area whether connected or not.

RESERVE FUND # 1075:

Approved by Bylaw No. 3535 adopted on November 12, 2008.

				BUDGET RE	QUEST		F	UTURE PRO	JECTIONS	
Wilderness Mountain Water Service	2019 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Contract for Services Allocations Electricity Supplies Labour Charges Contingency Other Operating Expenses	1,020 14,880 6,120 11,440 67,000 5,000 11,720	900 12,870 5,500 16,290 65,000 5,000 12,130	900 13,450 6,360 14,900 68,470 - 12,140	:	- - - - - -	900 13,450 6,360 14,900 68,470 - 12,140	900 16,342 6,640 15,170 69,970 - 12,360	900 16,888 6,930 15,440 71,520 - 12,580	900 17,221 7,230 15,720 73,090	900 17,556 7,550 16,010 74,700 - 13,060
TOTAL OPERATING COSTS	117,180	117,690	116,220	-	-	116,220	121,382	124,258	126,981	129,776
*Percentage Increase over prior year	112,180		116,220	3.6%		-0.8%	4.4%	2.4%	2.2%	2.2%
DEBT/CAPITAL Transfer to Capital Reserve Fund Transfer to Operating Reserve Fund MFA Debt Reserve Fund MFA Debt Principal MFA Debt Interest	- 1,000 14,033 10,387	1,243 80 14,033 9,554	- 5,000 70 14,033 9,554	- - - -		5,000 70 14,033 9,554	5,000 2,170 14,033 10,769	5,000 70 18,447 16,841	5,000 70 18,447 16,841	5,000 70 18,447 16,841
TOTAL CAPITAL / RESERVES	25,420	24,910	28,657	-	-	28,657	31,972	40,358	40,358	40,358
TOTAL COSTS	142,600	142,600	144,877	-	-	144,877	153,354	164,616	167,339	170,134
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2017 to 2018	-	-	-	-	-	-	-	-	-	-
User Charge Sale - Water Other Income	(63,340) (17,040) (130)	(63,340) (17,040) (130)	(63,859) (17,040) (120)	:	- - -	(63,859) (17,040) (120)	(68,097) (17,040) (120)	(73,728) (17,040) (120)	(75,090) (17,040) (120)	(76,487) (17,040) (120)
TOTAL REVENUE	(80,510)	(80,510)	(81,019)	-	-	(81,019)	(85,257)	(90,888)	(92,250)	(93,647)
REQUISITION - PARCEL TAX	(62,090)	(62,090)	(63,859)	-	-	(63,859)	(68,097)	(73,728)	(75,090)	(76,487)
*Percentage increase over prior year requisition						2.8%	6.6%	8.3%	1.8%	1.9%

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Operating Reserve Fund (Bylaw No.: 4242)

Reserve Cash Flow

Fund: 1500 Fund Center:	Estimated	Budget							
	2019	2020	2021	2022	2023	2024			
Beginning Balance	-	-	5,000	10,000	15,000	20,000			
Transfer from Operating Budget	-	5,000	5,000	5,000	5,000	5,000			
Transfer from Operating Budget	-	-	-	-	-	-			
	-	-	-	-	-	-			
Interest Income*	-	-	-	-	-	-			
Ending Balance \$	-	5,000	10,000	15,000	20,000	25,000			

Assumptions/Background:

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

^{*} Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water Capital Reserve Fund (Bylaw No.: 3535)

Reserve Cash Flow

Fund: 1075 Fund Center: 101994	Estimated	Budget							
	2019	2020	2021	2022	2023	2024			
Beginning Balance	39,617	41,836	21,836	21,836	21,836	21,836			
Transfer to Cap Fund (Based on Capital Plan)	-	(20,000)	-	-	-	-			
Transfer from Operating Budget	1,243	-	-	-	-	-			
Transfer from Cap Fund	-	-	-	-	-	-			
Interest Income*	976	-	-	-	-	-			
Ending Balance \$	41,836	21,836	21,836	21,836	21,836	21,836			

Assumptions/Background:

Transfer as much as operating budget will allow

^{*} Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM 2020 & Forecast 2021 to 2024 Service #:

2.691

Service Name:

Wilderness Mountain Water Service

Proj. No.

The first two digits represent first year the project was in the capital plan.

Capital Exp. Type

Study - Expenditure for feasibility and business case report.

New - Expenditure for new asset only

Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in

delivering that service

Replacement - Expenditure replaces an existing asset

Funding Source Codes

Debt = Debenture Debt (new debt only)

ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial)

Cap = Capital Funds on Hand

Other = Donations / Third Party Funding

Funding Source Codes (con't)

Res = Reserve Fund STLoan = Short Term Loans

WU - Water Utility

Asset Class

L - Land

S - Engineering Structure

B - Buildings

V - Vehicles

E - Equipment

Capital Project Title

Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description

Briefly describe project scope and service benefits.

For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current

energy standards, designed to minimize maintenance and have an expected service life of 35 years".

Total Project Budget

This column represents the total project budget not only within the 5-

	FIVE YEAR FINANCIAL PLAN												
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	New	Source Water Vulnerability Study	Study to detmine the vulnerability of the source water and its viability as a water source.	\$25,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
19-01	New	Public Engagement & Referendum	Public engagement and a referendum is required for funding future projects.	\$20,000	s	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-01	Renewal	Rased upon Island Health requirements treatment		\$250,000	s	Grant	\$0	\$60,000	\$190,000	\$0	\$0	\$0	\$250,000
	\$210,000 S Debt \$0 \$0 \$210,000 \$0 \$0 \$0 \$210,000										\$210,000		
	GRAND TOTAL \$505,000 \$0 \$400,000 \$0 \$0 \$0 \$0 \$50 50,000												

GRAND TOTAL	\$505,000			\$0	\$105,000	\$400,000	\$0	\$0	\$0	\$505,000
	\$210,000	s	Debt	\$0	\$0	\$210,000	\$0	\$0	\$0	\$210,000
improvements will be carried out.										

Service:	2.691	Wilderness Mountain Water Ser	vice		
					Study to detmine the vulnerability of the
Proj. No.	17-01	Capital Project Title	Source Water Vulnerability Study	Capital Project Description	source water and its viability as a water source.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
	•	the WMWS system in light of pressures	term vulnerability of the source water (W. such as projected demand changes and termine if there are upgrades required to is being deferred to 2022.	l climate change. In addition,in light	of the degradation of the source water
Proj. No.	19-01	Capital Project Title	Public Engagement & Referendum		Public engagement and a referendum is required for funding future projects.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
			ated storage tank supply line, pipeline cle e fund. The proposed loan will required p		nents and any other capital work which will m.
Proj. No.	20-01	Capital Project Title	Treatment Improvements	Capital Project Description	Based upon Island Health requirements, treatment improvements will be carried out.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
	Project Rationale		and Public Engagement & Referendum, ublic engagement. Funds are required to		

Wilderness Mountain Water Service

Capital Projects Fund

Year/Project#	Status	Capital Project Description	Total Budget	Expenditure Actuals	Remaining	Source-		Surplus to	Return Surplus to CWF**
2016/CE.515	OPEN	William Brook Reservoir	2,500	-	2,500	2,500	-	-	-
2018/CE.644	OPEN	Option Analysis	25,000	16,970	8,030	10,000	15,000	-	-
		Totals	27,500	16,970	10,530	12,500	15,000	-	-

^{*} CRF (Capital Reserve Fund)

^{**} CWF (Community Works Fund)

Service: 2.691 Wilderness Mountain Water Service

Year	Taxable Folios	Parcel Tax	SFE's	Water Rate	User Charge	Tax & <u>Charges</u>	Bylaw	Assessments \$(000's)
<u>1041</u>	<u>1 01100</u>	<u>1 41001 14X</u>	<u> </u>	<u> </u>	ocor onargo	<u>onargoo</u>	<u>Dylaw</u>	<u>φ(σσσ σ)</u>
2012	82	\$704.39	69	\$212.87	\$550.71	\$1,467.97	3823	47,206
2013	82	\$782.41	69	\$216.00	\$570.59	\$1,569.00	3892	43,643
2014	82	\$811.73	70	\$216.00	\$566.50	\$1,594.23	3924	46,751
2015	82	\$853.94	70	\$216.00	\$613.43	\$1,683.37	3987	42,680
2016	82	\$584.39	70	\$216.00	\$613.43	\$1,413.82	4074	43,178
2017	82	\$715.44	71	\$240.00	\$748.59	\$1,724.03	4170	49,803
2018	82	\$774.36	71	\$240.00	\$849.72	\$1,864.08	4233	55,347
2019	82	\$796.95	71	\$240.00	\$892.11	\$1,929.06	4274	61,378
2020	82	\$819.65	71	\$240.00	\$899.42	\$1,959.07		