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**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Friday, October 29, 2021 at 9:30 a.m., in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); W. Mulvin (EP); R. Noyes (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk (in training)

**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:31 am.

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for the position of Chair of the Surfside Park Estates Water Service Committee for a one year term.

W. Mulvin nominated Louis Vallee. Louis Vallee accepted the nomination.

M. McCrank called for nominations a second time.

M. McCrank called for nominations a third and final time.

Hearing no further nominations, M. McCrank declared Louis Vallee Chair of the Surfside Park Estates Water Service Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the minutes of the November 30, 2020 Annual General Meeting be adopted.

**CARRIED**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the minutes of the November 30, 2020 Budget Meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair thanked the Committee for the nomination of Chair and for attending the meeting today.

## 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

## 6. COMMITTEE BUSINESS

### 6.1. Surfside Park Estates Water Service 2022 Operating and Capital Budget

M. McCrank and D. Puskas introduced the Operating and Capital Budget report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Staff responded to questions from the Committee regarding:

- Leak detection project. Staff advised the leak detection capital project has reduced non-revenue water from 60% to approximately 40%. The pump is running more frequently than anticipated, and detecting leaks remains a challenge as a main line crosses through a valley. Staff are requesting the public to notify Capital Regional District (CRD) staff if a leak is detected.
- Water production and media replacement. Staff advised when ground water ages, increased metals can appear. There is the possibility of raw water quality changing.
- Operating costs over budget. Staff advised that the supplies increase is in relation to the arsenic media replacement and disposal. There are five change outs anticipated for 2022 based on past years' experience.
- Parcel tax, and properties within the red zone. Staff advised that the parcel tax pays the debt and also the reserve transfer. Homeowners in the water service area have the ability to connect to the services at any time following the application process. Staff will review the properties located within the red zone to ensure the referral and application process aligns with CRD Building Inspection processes.
- Replacing the waterlines and building a new pump station. Staff advised that the 2021 five year capital plan included a project to review the system, including the tank location and accessibility. The review is set to take place in 2022.

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommends the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund; and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

## 7. NEW BUSINESS

There was no new business.

**8. ADJOURNMENT**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the October 29, 2021 meeting be adjourned at 10:16 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**