



Making a difference...together

MINUTES OF THE ANNUAL GENERAL MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: Commissioners: M. Lechowicz

By WebEx: Director M. Hicks (Chair); D. Pepino; D. Tallyn

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager Capital Projects; L. Xu, Manager, Financial Services; C. Moch, Manager, Water Quality; S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

The meeting was called to order at 2:01 pm.

1. APPROVAL OF AGENDA

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF NOVEMBER 27, 2019

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the minutes of the Annual General Meeting of November 27, 2019 be adopted.

CARRIED

3. CHAIR'S REPORT

The Chair thanked everyone for attending.

4. APPOINTMENT OF COMMITTEE MEMBERS

I. Jesney stated that the two member positions were expiring December 31, 2020. He stated there were three nominations received for a term beginning January 1, 2021 and expiring December 31, 2022. The following nominations were received and agreed to stand:

- Rob Hancock
- Martin Lechowicz
- Larry Cutler

The following two nominees received the most votes by mail-in ballots:

- Larry Cutler
- Martin Lechowicz

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the Wilderness Mountain Water Service Commission:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment;
 - Larry Cutler
 - Martin Lechowicz
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Wilderness Mountain Water Service Commission appointment(s) and make them available for public inspection upon request; and
3. Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:
 - a. The ballots used in the election; and
 - b. Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

MOVED by M. Lechowicz, **SECONDED** by D. Pepino,
That the meeting be adjourned at 2:11 pm.

CARRIED

Chair

Secretary



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The meeting was called to order at 2:11 pm.

1. ELECTION OF CHAIR

I. Jesney called for nominations for the Chair of the Wilderness Mountain Water Service Commission for a one-year term. M. Lechowicz nominated M. Hicks. M. Hicks agreed to stand. Nominations were called two additional times, and hearing none, M. Hicks was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

The following items were added:

8. New Business

- 8.1 Lot B, Seatree Road
- 8.2 Water Quality
- 8.3 Water Service Extension
- 8.4 Operations Capital Update

MOVED by D. Tallyn, **SECONDED** by D. Pepino

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF JULY 30, 2020

MOVED by M. Lechowicz, and **SECONDED** by D. Pepino,

That the minutes of July 30, 2020 be adopted.

CARRIED

4. WM2020-06 WILDERNESS MOUNTAIN WATER SERVICE - SOURCE WATER VULNERABILITY STUDY

I. Jesney introduced the report stating that the study was completed in November 2020 in response to an order from Island Health for the Source Water Protection Plan. He stated the study will be submitted to Island Health.

Discussion took place and staff answered questions from the Commission regarding the Vulnerability Study and the Source Water Protection Plan.

MOVED by D. Pepino, **SECONDED** by D. Tallyn

That the Wilderness Mountain Water Service Commission refer the report back to staff pending completion of the Source Water Protection Plan.

CARRIED

5. WM2020-07 WILDERNESS MOUNTAIN WATER SERVICE - WATER TREATMENT ASSESSMENT

I. Jesney introduced the report stating that at its meeting held July 30, 2020, the Commission directed staff to prepare a grant application for the “Investing in Canada Infrastructure Program (ICIP) - British Columbia – Rural and Northern Communities Infrastructure” grant program and that the report supported the grant application.

On November 8, 2020, in a conference call with the Commission, staff recommended and the Commission agreed not to move forward with the ICIP grant application for treatment improvements. The Commission also declined to move forward with any other grant applications for the next year.

MOVED by M. Lechowicz, and **SECONDED** by D. Pepino,
That the Wilderness Mountain Water Service Commission receive the report for information.

CARRIED

6. WM2020-08 2021 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the Commission regarding:

- Debt repayment
- Amortization schedule
- Interest and Refinancing rates
- Referendum
- Water sampling and filtering
- Capital projects
- Watershed Protection Plan
- Turbidity monitoring
- Island Health requirements

Discussion took place about the Source Water Protection Plan.

MOVED by D. Tallyn, and **SECONDED** by M. Hicks,
That the Wilderness Mountain Water Service Commission amend the 2021 Capital Plan to replace ‘Capital Project 21-01 - Floating Intake’ with a Source Water Protection Plan with a budget of \$4,000 from Capital Reserve Fund and of \$30,000 from grant Community Works Fund.

CARRIED

Discussion took place about rate increase regarding a \$5,000 transfer from the Operations budget that can be deferred.

The Commission directed staff to close project CE515 William Brook Reservoir (2016).

MOVED by D. Pepino, **SECONDED** by M. Hicks,
That the Wilderness Mountain Water Service Commission cancel the transfer of \$5,000 from the Operations Budget to the Capital Reserve Fund.

CARRIED

MOVED by M. Hicks, **SECONDED** by D. Pepino,
That the Wilderness Mountain Water Service Commission:

1. Approve the 2021 Operating and Capital Budget as amended, and recommend that any deficit be brought forward as an expense in the 2021 budget, and a surplus be transferred to the Capital Reserve Fund;
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as amended.

CARRIED

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

8.1 Lot B - Seatree Road

Discussion took place about availability of water service for "Lot B" at the end of Seatree Road.

MOVED by D. Pepino, and **SECONDED** by D. Tallyn,
That the Wilderness Mountain Water Service Commission direct staff to confirm how Wilderness Mountain Water Service could deliver water to Lot B.

CARRIED

8.2 Water Quality

M. Lechowicz stated that the information presented during the meeting satisfied his earlier questions to staff. He requested that staff to provide water quality data from 2009-2015. Staff confirmed to send it to the Commission by email.

8.3 Water Service Extension

Discussion took place and staff answered questions from the Commission regarding service expansion to properties outside the service area.

MOVED by D. Pepino, and **SECONDED** by D. Tallyn,
That staff determine what implications would be involved in providing a service extension for the service area, assuming water capacity exists.

DEFEATED

8.4 Operations Capital Update

S. Irg provided an update on three projects completed through grant Capital Works Fund:

- Hazardous Tree
- Access Road Improvements
- Mold Removal

9. ADJOURNMENT

The Chair adjourned the meeting at 3:59 pm.

Chair

Secretary