

BOWEN ISLAND MUNICIPALITY

Minutes of the **Hood Point Water System Local Advisory Committee Meeting** held on Friday, April 11, 2008 at 3:00 p.m. in the Council Chambers of the Bowen Island Municipal Hall, 981 Artisan Lane, Bowen Island, British Columbia.

COMMITTEE IN ATTENDANCE

Steve Hoffar – Chair
Mike Corney
Gordon Lyall
Bob Sangster
Mallory Smith

REGRETS

Tom Rafael
Mike Shields

COUNCIL IN ATTENDANCE

Councillor Morse

STAFF IN ATTENDANCE

Joanne Cunday – Director of Finance

OTHERS IN ATTENDANCE

Gayle Ferguson – Minute Taker

CALL TO ORDER

The Chair called the meeting to order at 3:03 p.m.

ADOPTION OF AGENDA**It was Moved and Seconded**

That the agenda for the April 11, 2008 Hood Point Water System Local Advisory Committee be approved.

CARRIED

ADOPTION OF MINUTES

Minutes of the April 27, 2007 meeting of the Hood Point Water System Local Advisory Committee

It was Moved and Seconded

That the minutes of the April 27, 2007 meeting of the Hood Point Water System Local Advisory Committee be adopted.

CARRIED

Joanne Cunday, Director of Finance provided the following information regarding the 2007 budget and the 2008 draft budget for the Hood Point Water System:

2007 Budget

- Early reduction of special tax assessments – sent out letter and had two responses. *The Committee agreed on paying out special levy obligation before 2009.*
- Revenue up slightly from budget;
- Collections for debt in excess of required payment was used to make additional payment on debt \$16,357;

- Outstanding balance as of January 2008 is \$39,000 and will be paid out this year;
- Transfers in from Reserves to fund capital projects was slightly under as works were completed under budgeted amount;
- No significant unplanned events in 2007.

2008 Budget

- No changes planned for the general parcel taxes, which expire in 2009. Notification will be sent again as in 2007. Debt will be extinguished in 2008 instead of 2009;
- User rates established in 2007 at \$691 to be maintained;
- Transfer in from Reserves to fund the cleaning of the storage tank at \$5,000. Funds are below the target and this has been acknowledged;
- Administration – decrease overall due to decrease in contractors liability insurance
- Water administration expenditures –distributed throughout water systems based on the number of connections. Connection number as of August 2007
- Licenses have been escalating – Water Licenses and Vancouver Coastal Health;
- Routine Operating Maintenance costs for 2008 at \$33,347 (15.7%) are contractor's estimate. More time spent in Hood Point proportionately primarily due to supply line. Original estimate was 16.2% so are seeing a slight decline from original estimate;
- Fiscal Services – Bank Service Charges will end with the payoff of the loan;
- Capital Projects Planned – road access at \$4,000;
- Capital – \$3,000 transfer to Water Capital Fund in 2009 for SCAD remote monitoring system;
- Reserves at \$25,250 at end of 2007 – \$9,000 for projected works leaving balance of \$18,637;
- Working Capital Target for 2008 is \$55,503, which is 50% of current year's revenue requirement. In 2012 projected to have \$27,000. Closing balance should be approximately \$96,000;
- Tangible Capital Asset Project – valuing assets and amortizing them. Part of policy work we have established is to use the replacement value of the assets and projecting these values into reserve amounts needed for replacement. Making collections in 2009 of approximately \$51,000 and would recommend maintaining the parcel tax.

Discussion took place regarding whether to increase the user

rates in 2008.

It was Moved and Seconded

That the Hood Point Water System Local Advisory Committee recommend that the user rates for 2008 be increased to \$700 in the spirit of saving towards capital renewal.

CARRIED

It was Moved and Seconded

That the Hood Point Water System Local Advisory Committee approve the Hood Point Water System [2008 Five Year Financial Plan](#) as amended.

CARRIED

ADJOURNMENT

The meeting adjourned at 4:25 p.m.

DRAFT