

**BOWEN ISLAND MUNICIPALITY**

Minutes of the **meeting of the Hood Point Water System Local Advisory Committee** held on Friday March 12, 2010 at 3:00 p.m. in the Council Chambers of the Bowen Island Municipal Hall.

**COMMITTEE IN ATTENDANCE**

Steve Hoffar- Chair  
Mike Corney  
Bob Sangster  
Mike Shields  
Tom Rafael

**STAFF IN ATTENDANCE**

Joanne Cunday, Director of Finance  
Bob Robinson, Acting Public Works Manager - Operations

**OTHERS IN ATTENDANCE**

Gayle Ferguson – Minute Taker  
(\* denotes partial attendance)

**CALL TO ORDER**

The Chair called the meeting to order at 3:15 p.m.

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

That the agenda and the Late Items agenda for the Hood Point Water Systems Local Advisory Committee meeting of March 12, 2010 be approved.

CARRIED

**ADOPTION OF MINUTES**

Minutes of the Meeting of Hood Point Water System Local Advisory Committees held on April 3, 2009

**It was Moved and Seconded**

That the minutes of the May 22, 2010 meeting of Hood Point Water System Local Advisory Committee be adopted.

CARRIED

**ELECTION OF CHAIR****It was Moved and Seconded**

That Steve Hoffar be elected by acclamation to serve as Chair of the Hood Point Water System Local Advisory Committee.

CARRIED

**It was Moved and Seconded**

That Tom Rafael be elected by acclamation to serve as Vice Chair of the Hood Point Water System Local Advisory Committee.

CARRIED

**REPORTS**

Bob Robinson re: Verbal operations report

Bob Robinson, Public Works, Operations provided the Committee with the following verbal report;

- 2009 – Small shed built for chlorine;
- Concrete reservoir was cleaned;
- SCADA system installed as well as a thermometer that an alarm can be set for temperature as well as reservoir level. Cost is \$4,100;
- System is running well;
- Sample taps – two samples taken a week for testing with rotation of sampling for chlorine residuals through five sites.

Key queries included:

- Cost of in-house versus BRS numbers? *Bob: numbers remain the same until we have a year of in house operation;*
- Road access through Xenia? *Bob: is unaware if there is an agreement.*

## NEW BUSINESS

Joanne Cunday, Director of Finance re: 2010 Five Year Financial Plan Presentation

Joanne Cunday, Director of Finance provided the following financial information:

### 2009 Budget

- Revenue was slightly up by \$300;
- Administration significantly over budget due to legal and associated costs – legal fees, settlement price and land surveying. The \$35,709 was accommodated for by reduced transfer to Reserves;
- The chair suggested that the committee members be given a copy of BIM's lawyers invoice for legal services, as this is a significant budget item.

### 2010 Proposed Budget

- Operations – on budget;
- Parcel Tax no change, NOTE – Special levy was completed in 2009;
- No recommendation to increase rates from \$700;
- \$15,000 to be received from Hood Point House Holders Association for Berm works;
- No transfer in from savings as no capital works planned.

- Water Administration - increase in the allocated amount for a vehicle for operation and maintenance and water systems training due to transition to 'in-house' operations;
- Contractor's Liability Insurance share of \$397 drops off in 2011;
- Licenses cost - \$2,530;
- Water operations (basically Task One) – budget \$26,656 January – April under the contractor and from May – December in-house;
- Road Service to reservoir \$5,000– *Bob: doubt all of it will be needed;*
- Purification and treatment \$1500 was based on 2009 experience and is the base utilities charge for monitoring devices;
- Cleaning of the tank – add an amount in 2014;
- Transmission and distribution - Hydrant repairs at \$1,000;
- Fiscal services – share of vehicles and computer system – capital cost share is \$3,091 in 2010 and years after is the share of contribution to Reserves for replacement, to be based on number of connections;
- Capital – with new Director of Engineering will be working on a Long Range Plan which will determine if projected savings are accurate;
- Projected Accumulated Surplus and Reserve Balances target is 50% of revenue requirements. In addition, we are budgeting to put away funds so that by 2014 will have an estimated \$118,459 accumulated.

Key comments/queries from Committee members included:

- The Chair requested to be notified when the work associated with the House Holders Association was being done in order to ensure that the June deadline would be met. Bob Robinson agreed to follow up;
- Number of lots? *Joanne: there are 87 water users;*
- THM testing? *Bob Robinson: is testing with the chlorine in the water and is done annually;*
- Weekly report of water quality testing information? *Bob: used to send it out but had problems. A link on the website could be*

*provided;*

- The Committee suggested to increase the user rates from \$700 to \$720 and the parcel taxes from \$220 to \$230 for connected lots and from \$110 to \$115 for non-connected lots;
- An additional tank – Committee agreed to defer discussion of an additional tank;
- Meter reading – the Committee agreed to three meter readings beginning at the end of June 2010 through to the end of August 2010.

**It was Moved and Seconded**

That the Hood Point Water System Local Advisory Committee recommend that Council approve the 5 yr Financial Plan as amended.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 4:30 p.m.