

BOWEN ISLAND MUNICIPALITY

Minutes of the Hood Point Water System Local Advisory Committee meeting held on Friday, January 9, 2004, at 3:00 p.m. in Council Chambers located at Bowen Island Municipal Hall, 981 Artisan Lane, Bowen Island, British Columbia.

COMMITTEE IN ATTENDANCE

Mallory Smith – Chair
Mike Corney (Speaker Phone)
Steve Hoffar
Mike Shields

COUNCIL IN ATTENDANCE

Councillor Alison Morse

STAFF IN ATTENDANCE

Joanne Cunday – Treasurer
Brad Hawthorn – Public Works Superintendent
Bob Robinson – Public Works Coordinator

OTHERS IN ATTENDANCE

Mayor Lisa Barrett*
Gayle Ferguson – Minute Taker
(* Denotes partial attendance)

CALL TO ORDER

The Chair called the meeting to order at 3:10 p.m.

ADOPTION OF THE AGENDA RES# HP 04-01

It was Moved and Seconded
That the agenda be adopted as circulated. CARRIED

It was noted that the agenda should be corrected to read
“Friday, January 9, 2004.”

ADOPTION OF THE MINUTES RES# HP 04-02

It was Moved and Seconded
That the minutes of the meeting held October 17, 2003 be adopted. CARRIED

REPORTS

Councillor Morse re:
progress toward
amendment approval to
the Letters Patent for
insurance purposes

Councillor Morse reported that no decision has yet been made regarding the status of the amendment approval to the Letters Patent.

The Chair noted that the process had begun in May, 2003.

Bob Robinson, Public
Works Coordinator re:

The Public Works Coordinator reported that all spare parts had been ordered and received as requested by the

Spare Parts Situation and
Current Water Situation

Committee.

Discussion took place regarding how to solve the problem of the line freezing in sub-zero weather.

RES# HP 04-03

It was Moved and Seconded

That the Hood Point Water System Local Advisory Committee recommend that Council direct staff to prepare a cost estimate report to insulate, mulch and box the water pipe. CARRIED

Joanne Cunday, Treasurer
re: Hours required for
operation of the System
and budgetary ???

The Treasurer reported that the estimated hours to operate the Hood Point Water System are 810 hours. Exact numbers require experience but the Municipality is working with the contractor to get more information.

The Chair inquired whether the specific items requested in April 22, 2003 had been completed.

The Treasurer noted that approximately \$5,900 out of the \$10,000 allocated was charged in 2003 to equipment, leaving an estimated surplus of \$4,430.

Mike Corney reported that the two major items spent from the \$10,000 were for equipment to upgrade to water filtration systems as well as the purchase of a new chlorine injection pump.

The Treasurer reminded the Committee of its decision not to pay down the loan with the excess collected for debt for 2003, instead to subsidize operations. In 2004, the excess relied on to subsidize operations will disappear. If the estimated \$4,430 surplus is to be used to complete 2003 works then there would be no surplus to bring forward as proposed. She pointed out that the Committee will have to raise an additional (approximately) \$10,000 revenues in 2004 to fund operations.

Mike Corney confirmed that money had been collected from approximately 30 householders (for debt) faster than what was needed. Once the water line was installed, other things for purification were done but money from residents was not raised for those projects.

The Treasurer reviewed the various costs associated with administrating the system. Discussion followed.

Regarding insurance costs, the Chair noted it would be necessary to insure the tank and treatment plant. He agreed to research the cost of property insurance and provide a report to the April 16, 2004 meeting. He suggested that the issue of insurance appear on the Committee's agenda until it has been resolved.

The Committee agreed to reduce the line item for legal/audit to \$3,000 from \$5,000, as the Hood Point Water System would no longer be doing its own audit.

There was general agreement following the review of the budget items that there would need to be an increase of approximately \$145 per year to the Hood Point users water bill. The annual user bill would increase from \$480 to \$626 approximately (based on projections to date).

Regarding expenditures for capital projects, the Chair suggested that from now on the Public Works department would recommend what should be budgeted.

NEW BUSINESS

Mike Corney re:
Allocation of expenses

Regarding the issue of compensation for the use of the Hood Point Household's truck for the period up to December 31, 2003 by the Hood Point Water System, the Committee passed the following resolution:

RES# HP 04-04

It was Moved and Seconded

That the Hood Point Water Local Advisory Committee agreed to take on 37 percent of the cost of using the Hood Point Household's truck for 2003.

CARRIED

It was noted that beginning in January, 2004 any recovery cost for use of the truck would need to be arranged with the contractor using the vehicle.

Mike Cornie re: Billing

Mike Corney reported that he had prepared a detailed package of properties. He believed that, in some cases, there might be an issue regarding incorrect classification of some lots. He noted that there are a few properties with double lots with one or no membership in the Household's Society.

REPORTS

Bob Robinson re:
Operator's Report

Public Works Coordinator, Bob Robinson reported on the following:

- Raw water samples have been done as an annual requirement and look healthy;
- Device that froze was a sensor unit on the dump valve that has now been dealt with and would be operated manually in the future;
- Flushing report is fine as hydrants are new and they will be serviced regularly;
- Daily flows meter is calibrated in 10,000 units. The system could be using only 8,000 gallons This would involve recalibration to the thousands to produce a more accurate reading;
- Wands for metering: If Hood Point purchases a wand other systems could use it. Cost is approximately \$2,000.

It was noted that the Committee would need to examine water use to determine a generous benchmark to encourage water conservation. Water restrictions are being suggested to start in May, 2004.

The Public Works Coordinator suggested that meters be read in June and October.

RES# HP 04-05

It was Moved and Seconded

That Hood Point Water System Local Advisory Committee recommend that Council direct staff to purchase the wand for metering that would also be needed by the Cove Bay Water System. CARRIED

Regarding the sharing of water between water systems, the Committee agreed to come prepared to the April 16, 2004 meeting to discuss the sharing of water between Eagle Cliff and Hood Point water systems through a permanent metered connection for use in emergency water situations.

Election of Chairman of
The Committee for 2004
RES# HP 04-06

It was Moved and Seconded

That the Hood Point Water System Local Advisory Committee recommend that Council appoint Steve Hoffer to serve as Chair of the Hood Point Water System Local Advisory Committee for 2004. CARRIED

NEXT MEETING Friday, April 16, 2004 at 3:00 p.m.

ADJOURNMENT The meeting adjourned at 4:45 p.m.