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**Minutes of the Special Meeting of the Fernwood and Highland Water Service Commission
Held April 6, 2023 at the Creekside Meeting Room (CRD Office) #108-121 McPhillips
Avenue, Salt Spring Island, BC V8K 2T6**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Laura Travelbea (via Zoom) and Carolin Wentworth
 Staff: Dean Olafson, Salt Spring Island Engineering Manager and
 Shayla Burnham, Recording Secretary
 Regrets: Brian Travelbea

These minutes follow the order of the agenda although the sequence may have varied.

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Dean Olafson and the meeting was called to order at 12:35pm.

2. Election of the Chair

Postponed to the Annual General Meeting scheduled Thursday, June 8, 2023.

MOVED by Director Holman, **SECONDED** by Commissioner Travelbea, that the Fernwood and Highland Water Service Commission appoint Commissioner Wentworth as Chair of the meeting.

CARRIED

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Travelbea, that the Fernwood and Highland Water Service Commission approval the Thursday, April 6, 2023 agenda as presented.

CARRIED

4. Report

**4.1 Replacement of Upper Reservoir for Highland Fernwood Water System –
Design Option Update & Funding Source**

- New tanks will be in the same approximate location as the existing tanks.
- It was asked if the existing tanks were the main source of ongoing leaks. Staff to confirm and report back to the Commission at a future date.
- Inflation concerns expressed if the project was postponed.

MOVED by Director Holman, **SECONDED** by Commissioner Travelbea, that the Highland Fernwood Water Service Commission recommend the Capital Regional District proceed with detailed design for the Upper Reservoir and pursue a Twin, 45 m³, welded, carbon steel tanks with epoxy coating with a total project budget of \$70,000 funded from surplus funds from completed capital projects.

CARRIED

4.2 Request Additional Funds to Complete the Highland Fernwood Water Intake Project

MOVED by Commissioner Travelbea, **SECONDED** by Director Holman, that the Highland Fernwood Water Service Commission recommends to the Capital Regional District Board that the Highland Fernwood 2023 Five-Year Capital Plan be amended to increase the Highland Fernwood Intake Project budget by an additional \$53,000 from \$147,000 to \$200,000, to be funded \$43,000 from Community Works Funds and \$10,000 from Capital Reserves.

CARRIED

Commissioner Travelbea left the meeting at 1:12pm.

- 5. Next Meeting – Thursday, June 8, 2023 at 12:30PM in the Creekside Meeting Room (CRD Office) #108-121 McPhillips Avenue, Salt Spring Island, BC V8K 2T6**
- 6. Adjournment**

MOVED by Commissioner Wentworth, **SECONDED** by Director Holman, that the Fernwood and Highland Water Service Commission adjourn the meeting at 1:14pm.

CHAIR

SENIOR MANAGER