



Making a difference...together

MINUTES OF A MEETING OF THE Juan de Fuca Water Distribution Commission, held Tuesday, October 1, 2024 at 12 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** G. Baird (Chair); J. Rogers (Vice Chair); S. Donaldson; D. Grove; C. Harder; K. Pearson (12:04 pm); M. Wagner; A. Wickheim
Staff: A. Fraser, General Manager, Integrated Water Services; J. Marr, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Infrastructure Water Operations; J. Kelly, Manager, Capital Projects; L. Westinghouse, Manager, Revenue; A. Hoge, Manager, Corporate Finance; D. Dionne, Manager, Business Support Services (Recorder)

REGRETS:

The meeting was called to order at 12 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Wagner, **SECONDED** by Commissioner Grove,
That the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Grove,
That the minutes of the July 2, 2024 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Baird welcomed Commissioners back from summer break and thanked staff for their continued work through the summer related to Regional Water and Juan de Fuca services.

He noted that over this past weekend Integrated Water Services staff responded to multiple issues, including a water main break and a fire hydrant that was hit by a vehicle. He congratulated staff for the tremendous amount of work to get things fixed and back running over the weekend.

Commissioner Pearson relayed sincere thanks and gratitude on behalf of the Mayor and council and the citizens of Sooke for the work to fix the water main break.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. GENERAL MANAGER'S REPORT

S. Irg provided an update on the Main No. 15 break that occurred over the weekend:

- The break was in a challenging location approximately six kilometers north of the Goldstream Water Treatment Plant.
- He shared some photos of the damaged pipe and the repair process.
- A public notice to conserve water was issued which made a difference and by midnight staff were able to get the treatment plant back on.
- Coordination with Island Health, Capital Regional District Engineering staff and the municipalities was extremely helpful.
- An Emergency Operations Centre was set up downtown which took the pressure off Operations staff who were able to focus on the repair itself.
- Thanks to the planning through the post disaster program, all the critical spare parts and pieces needed were on hand.
- There was a further disruption to a pump station when a bus hit a hydrant near Costco on Saturday night which had another team of operations staff deployed to that.
- Reviewing areas of improvement, such as having a second person on standby, there is a gap with number of staff, supervisors and team leads ratio.

Staff responded to questions from the Commission regarding:

- Equipment required to do the repair in the challenging location.
- Use of isolation valves to drain the water upstream and downstream, flushed for about an hour.
- Budget considerations for adequate supplies: staff will immediately replace the parts used through the post disaster budget to rebuild the supplies.

Commissioners Wickheim and Pearson both expressed their appreciation on behalf of their municipalities for the well-coordinated effort and the excellent communication during the process and noted that safety was clearly paramount.

7. COMMISSION BUSINESS

7.1. Juan de Fuca Water Distribution Service 2025 Operating and Capital Budget

A. Fraser presented the draft budget and staff responded to questions from the Commission regarding:

- Budget implications of the Juan de Fuca Water Distribution Service Development Cost Charges program
- Capital project inflation impacts
- Labour augmentation
- Labour growth

The following discussions ensued:

The Asbestos Cement (AC) repair from Phillips to Church Road in Sooke. Staff advised that they will be tendering out the work. Staff have a submission into Ministry of Transportation and Infrastructure to look at traffic disruption mitigation.

Consideration of coating pipes as an alternative to replacing existing AC pipes. Coating is typically not for AC pipes in a distribution system though it makes sense if there are no service connections off it. There is also a liability associated with the existing AC pipe which is addressed through the replacement program.

Agricultural Water Rate for 2025 is unchanged. Staff indicated they are seeing the delta between the agricultural water rate and the bulk water rate. The Regional Water Supply Service pays that difference back to the municipalities. The agricultural water rate has been a topic of discussion at both the Regional Water Supply Commission and the Water Advisory Committee. To date, staff have undertaken a first phase of an agricultural water rate study but have been getting mixed interest in changing the rate.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Pearson,
That the Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2025 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2025 Juan de Fuca Water Distribution Service retail water rate of \$2.8395 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2024 actual operating deficit or surplus on the 2024 capital fund transfer;
4. Direct staff to update carry forward balances in the 2025 Capital Budget for changes after year end; and
5. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly

CARRIED

7.2. Process Improvement and Customer Experience Strategies for Capital Regional District Water Billing

- A. Fraser introduced the staff report noting that it outlines improvement opportunities.
- Meter technologies
 - Internal efficiencies
 - Modernizing billing processes

She noted that there are billing estimate issues associated with manual meter reading collection and will be reviewing ways to modernize and leverage technology to improve customer service.

RECIEVED

7.3. Summary of Recommendations from Other Water Commissions

RECIEVED

7.4. Water Watch Report

RECIEVED

8. NOTICE(S) OF MOTION

8.1. Notice of Motion (Commissioner Donaldson):

That staff to report back on the placement and financial implications of a new bulk water station to service Metchosin, inclusive with the feasibility of completion for the summer of 2025.

The Commission considered the timelines required from staff to complete by summer of 2025, including supplier and scheduling crews. Staff noted that it would be tough to complete for summer of 2025 but could complete design and have it ready to go for the fall of 2025. Staff would have to look at the funding and the costs, the project would likely need an amendment to the budget.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Wickheim,
That same day consideration be given to the notice of motion by Commissioner Donaldson, regarding bulk water station for Metchosin.

CARRIED

MOVED by Commissioner Donaldson, **SECONDED** by Commissioner Harder,
That staff to report back on the placement and financial implications of a new bulk water station to service Metchosin, inclusive with the feasibility of completion for the summer of 2025.

CARRIED

8.2. Notice of Motion (Commissioner Rogers):

That the Juan de Fuca Water Distribution Commission direct staff to prepare a report outlining the implications related to amending the Board Remuneration and Travel Expense Reimbursement Policy, to include remuneration for meeting attendance for Juan de Fuca Water Distribution Commissioners, for the Commission's consideration.

8.3. Notice of Motion (Commissioner Rogers)

That staff investigate options to replicate Nanaimo's water user rate calculation where consumption is split among three tiers to encourage water conservation with a 2026 implementation.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by Commissioner Pearson, **SECONDED** by Commissioner Rogers,
That the October 1, 2024 Juan de Fuca Water Distribution Commission meeting be adjourned at 1:46pm.

CHAIR

SECRETARY