



Alberni-Clayoquot Regional District

BEAVER CREEK WATER ADVISORY COMMITTEE MEETING

MONDAY, MARCH 14, 2016, 10:30 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Traditional Territories.

2. **APPROVAL OF AGENDA**

THAT the Beaver Creek Water Advisory Committee Agenda be approved.

3. **ADOPTION OF MINUTES**

- a. Beaver Creek Water Advisory Committee Meeting held December 10, 2015 be adopted. **2-4**

THAT the minutes of the Beaver Creek Advisory Committee meeting held on December 10, 2015 be adopted.

4. **CORRESPONDENCE FOR INFORMATION**

5. **CORRESPONDENCE FOR ACTION**

6. **REQUEST FOR DECISIONS & BYLAWS**

7. **REPORTS**

- a. **Overview of 2016-2020 Alberni-Clayoquot Regional District Financial Plan – Beaver Creek Water Budget** **5-10**
Andrew McGifford – Manager of Environmental Services

- b. **Water Service Request – (Verbal)**

8. **LATE BUSINESS**

(requires 2/3 majority vote)

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY DECEMBER 10, 2015

Regional District Meeting Room (Downstairs), 10:00 a.m., 3008 Fifth Avenue, Port Alberni, BC

MEMBERS John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

PRESENT: Wayne Hasler
Gord Blakey
Pam Craig
Patty Edwards
Harold Carlson

REGRETS Kelly Schutte
Ginny Stephen

STAFF PRESENT: Andrew McGifford-Manager of Environmental Services/Acting Manager
of Finance
Loreen Brown- Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 a.m.

The Chairperson recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Pam Craig
SECONDED: Wayne Hasler

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held Tuesday November 10, 2015.

MOVED: Patty Edwards
SECONDED: Pam Craig

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on Tuesday November 10, 2015 be adopted.

CARRIED

4. **CORRESPONDENCE FOR INFORMATION**

5. **CORRESPONDENCE FOR ACTION**

6. **REQUEST FOR DECISIONS & BYLAWS**

a. **7620 BAINBRIDGE ROAD**

Provide approval to connect to water system

MOVED: Patty Edwards

SECONDED: Pam Craig

THAT the Beaver Creek Water Advisory Committee approves and direct staff to connect the property located at 7620 Bainbridge Road (Legal Description - DISTRICT LOT 30, ALBERNI DISTRICT, EXCEPT PLAN 9787, THAT PART LYING E OF BEAVER CRK RD & S OF BAINBRIDGE RD) to the Beaver Creek Water system”.

CARRIED

b. **7620 BAINBRIDGE ROAD**

Beaver Creek Water Service Area-Petition to amend bylaw E1054 to include within water service area

MOVED: Patty Edwards

SECONDED: Gord Blakey

THAT the Beaver Creek Water Advisory Committee endorses the petition and requests that the Alberni- Clayoquot Regional District Board of Directors expand the Beaver Creek Water Local Service Area to include the property at 7620 Bainbridge Road, legal description “DISTRICT LOT 30, ALBERNI DISTRICT, EXCEPT PLAN 9787, THAT PART LYING E OF BEAVER CRK RD & S OF BAINBRIDGE RD”.

CARRIED

7. **REPORTS**
ADJOURN

MOVED: Pam Craig

SECONDED: Wayne Hasler

THAT this meeting be adjourned at 10:28 a.m.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
CAO

REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance/Mgr of Enviro. Services

Meeting Date: March 14, 2016

Subject: Beaver Creek Water – 2016-2020 Financial Plan

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend and approve the proposed budget to be included in the second reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

Staff changes in the Environmental service department included the new Manager of Environmental Service and a new Water Leadhand for the ACRD water systems. The meter exchange program was continued in 2015 with a total of 130 remaining to be removed at year end. The Grandview water main replacement was completed in early 2016; this will provide more reliable service to these residents as the breaks with the old AC pipe were a common occurrence. The original Kitsuksis Reservoir was repaired, cleaned then put back into service, along with cleaning to the new Kitsuksis Reservoir and the North Reservoir (cleaning should occur every three years per AWWA standards and best practices).

Operating expenses for the year were all within budget and the current budget reflects modest increases in the line items where required.

Upcoming for 2016:

- 1) Meter exchange program - The plan is to complete this program by the end of 2016. The remaining meters are the most difficult to replace and machine time would be required to complete the replacement of these meters. Staff will ensure that a plan is in place to ensure efficient use of contracted services.
- 2) Infrastructure Assessment update - When completing the Development Cost Charges (DCC) reviews of the current operating conditions must be reflected in the DCC that are in place for future development. The last infrastructure assessment was prepared in 2011 and would require an update as the current operations now must reflect the water source coming from the City of Port Alberni. This will be completed before the DCC process is started.
- 3) Development Cost Charges – The current capital contribution for new subdivisions in the Beaver Creek Water system per lot are \$1,000. The amount is inadequate and reflects what was in place in 1988. In order to update the DCC's it has to be reevaluated to current system operations and potential new growth over the next 10 years must be considered in order to set the DCC rates. Planning staff will be consulted in order to provide potential growth within the water service area.

- 4) Fenced compound – The current compound is not secure and the size and location of the building is difficult to use to drop off equipment and supplies. The fire department is looking for a secure spot to work and train. The fire department will expand the compound and the water system will look at opportunities to join in the improvements to have a better and more secure compound for the operations.
- 5) Shop Upgrade – A hazard assessment was completed on the old maintenance building, and the report listed repairs and improvements to the building and from the assessment they not make the financial sense. The building needs to be demolished and a new structure put in for replacement. Currently we are investigating what may be required for the water system and the fire department and will present our ideas to the committee in the future.
- 6) Pierce to Strict Road AC water main – The current size and condition of pipe has been identified by the Engineer as the most significant improvement required to the water system in 2016. The pipe is AC and has limited life. The other issue is the velocity would flow through the pipe when the three pumps would in operation at the Strict Road pumphouse.
- 7) North end water main upgrade - The next focus in the water system will be a second phase of the north end water main upgrade. Currently there is \$250,000 in the capital budget for water system upgrades and once the Pierce to Strict main is completed a second section may be undertaken if the funds are available. The request for additional Gas Tax funding will be considered and there may be funds available.

Time Requirements – Staff & Elected Officials:

There will be some time required of staff and elected officials to review.

Financial:

There are no changes to either the annual parcel tax or the water tolls in 2016. A plan for a regular increase in water tolls will be made in the current year in consultation with the committee and the parcel tax will be reviewed after the completion of the infrastructure update later in 216. Changes will be made to the 2017 rates if required

Options:

If any amendments are required they should be made during second reading.



Submitted by: _____
Andrew McGifford, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Draft for second reading
on March 9, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 140,472	\$ 142,472	Surplus (deficit) from prior years	\$ 178,679	\$ -	\$ -	\$ -	\$ -	1
2	242,998	242,998	Parcel tax	242,998	242,998	242,998	242,998	242,998	2
3	12,000	1,000	Capital levy deposit	1,000	1,000	1,000	1,000	1,000	3
4	37,736	7,600	Connection fees	7,600	7,600	7,600	7,600	7,600	4
5	2,515	2,500	Interest & penalties	2,500	2,500	2,500	2,500	2,500	5
6	12,711	2,000	Miscellaneous revenue	5,000	5,000	5,000	5,000	5,000	6
7	-	1,500	Subdivision application fees	1,500	1,500	1,500	1,500	1,500	7
8	702,019	650,000	Water tolls	700,000	710,000	720,000	730,000	740,000	8
9	\$ 1,150,451	\$ 1,050,070	TOTAL REVENUE	\$ 1,139,277	\$ 970,598	\$ 980,598	\$ 990,598	\$ 1,000,598	9
EXPENDITURES									
10	\$ 66,000	\$ 66,000	Administration charge	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	10
11	259,305	242,750	Capital fund contribution from operating	271,237	193,098	206,098	208,098	242,998	11
12	312	1,000	Advertising	1,000	1,000	1,000	1,000	1,000	12
13	4,668	4,000	Bank charges	5,000	4,000	4,000	4,000	4,000	13
14	146,744	160,000	Bulk water purchase	165,000	165,000	165,000	165,000	165,000	14
15	14,242	25,000	Computer & controls	25,000	15,000	15,000	15,000	15,000	15
16	3,372	5,000	Education	5,000	5,000	5,000	5,000	5,000	16
17	32,586	25,000	Engineering & consulting	25,000	25,000	25,000	25,000	25,000	17
18	8,304	8,000	Insurance	8,000	11,000	11,000	11,000	11,000	18
19	233,515	236,000	Labour & benefits	240,720	245,000	250,000	255,000	260,100	19
20	5,545	30,000	Legal fees	50,000	10,000	10,000	10,000	10,000	20
21	1,054	2,500	Licenses & permits	2,500	2,500	2,500	2,500	2,500	21



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM (continued)
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

Draft for second reading
on March 9, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			EXPENDITURES (continued)						
22			<i>Materials & repairs/maintenance</i>						22
23	\$ 13,966	\$ 20,000	Pumphouse maintenance	\$ 30,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	23
24	101,615	120,000	Repairs & maintenance	135,000	120,000	110,000	110,000	110,000	24
25	8,725	20,000	Small tools & supplies	20,000	5,000	5,000	5,000	5,000	25
26	2,680	9,320	Maintenance building repairs	9,320	5,000	5,000	5,000	5,000	26
27	8,360	10,000	Fire hydrant maintenance	10,000	10,000	10,000	10,000	10,000	27
28	135,346	179,320	Total materials & repairs/maintenance	204,320	148,000	138,000	138,000	138,000	28
29	936	1,000	Office	1,500	10,000	10,000	10,000	10,000	29
30	2,545	5,000	Telephone and pager	5,000	5,000	5,000	5,000	5,000	30
31	43,105	41,500	Utilities	46,000	47,000	49,000	52,000	55,000	31
32	14,193	18,000	Vehicle operation	18,000	18,000	18,000	18,000	18,000	32
33	\$ 971,772	\$ 1,050,070	TOTAL EXPENDITURES	\$ 1,139,277	\$ 970,598	\$ 980,598	\$ 990,598	\$ 1,033,598	33
34	\$ 178,679	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	-\$ 33,000	34
35	259,305	242,750	Add: Transfer to reserves	271,237	193,098	206,098	208,098	242,998	35
9	138,279	135,000	Deduct: Estimated amortization not included	140,000	140,000	140,000	140,000	140,000	9
10	140,472	142,472	Surplus from previous year	178,679	-	-	-	-	10
11	\$ 159,233	-\$ 34,722	ANNUAL SURPLUS/(DEFICIT)	-\$ 47,442	\$ 53,098	\$ 66,098	\$ 68,098	\$ 69,998	11

(for Financial Reporting purposes)



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM (continued)
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

Draft for second reading
on March 9, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
CAPITAL DEVELOPMENT FUND									
12	\$ 383,545	\$ 305,579	Balance, beginning of year	\$ 306,743	\$ 159,656	\$ 194,030	\$ 141,404	\$ 90,378	12
13	254,353	242,998	Contribution from operating fund	261,213	183,074	196,074	198,074	232,974	13
14	5,237	3,900	Interest earnings	1,700	1,300	1,300	900	600	14
15			<i>Less - capital expenditures</i>						15
16		-	Kitsuksis reservoir project	-	-	-	-	-	16
17		-	Strick Rd pump station & watermain	-	-	-	-	-	17
18	106,194	60,000	Meter exchange program	90,000	-	-	-	-	18
19	17,980	20,000	Old Kitsuksis reservoir repair	-	-	-	-	-	19
20	1,257	30,000	Shop upgrade	40,000	-	-	-	-	20
21		-	Development Cost Charge review	15,000	-	-	-	-	21
22		-	Water infrastructure update	15,000	-	-	-	-	22
23	210,961	320,000	Water system upgrades	250,000	150,000	250,000	250,000	250,000	23
24	336,392	430,000	Total capital expenditures	410,000	150,000	250,000	250,000	250,000	24
25	\$ 306,743	\$ 122,477	BALANCE, END OF YEAR	\$ 159,656	\$ 194,030	\$ 141,404	\$ 90,378	\$ 73,952	25
RENEWAL RESERVE FUND									
26	\$ 2,816	\$ 2,816	Balance, beginning of year	\$ 2,845	\$ 2,865	\$ 2,885	\$ 2,905	\$ 2,925	26
27		-	Contribution from operating fund	-	-	-	-	-	27
28	29	30	Interest earnings	20	20	20	20	20	28
29		-	<i>Less - capital expenditures</i>	-	-	-	-	-	29
30	\$ 2,845	\$ 2,846	BALANCE, END OF YEAR	\$ 2,865	\$ 2,885	\$ 2,905	\$ 2,925	\$ 2,945	30
EMPLOYEES SICK LEAVE FUND									
31	\$ 1,337	\$ 1,337	Balance, beginning of year	\$ 1,372	\$ 1,406	\$ 1,440	\$ 1,474	\$ 1,508	31
32	24	-	Contribution from operating fund	24	24	24	24	24	32
33	11	20	Interest earnings	10	10	10	10	10	33
34		-	<i>Less - sick leave payout</i>	-	-	-	-	-	34
35	\$ 1,372	\$ 1,357	BALANCE, END OF YEAR	\$ 1,406	\$ 1,440	\$ 1,474	\$ 1,508	\$ 1,542	35



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 BEAVER CREEK WATER SYSTEM (continued)
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Draft for second reading
 on March 9, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			MOTOR VEHICLE REPLACEMENT FUND						
36	\$ 142	\$ 142	Balance, beginning of year	\$ 662	\$ 10,702	\$ 20,822	\$ 31,012	\$ 41,282	36
37	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	37
38	25	140	Interest earnings	40	120	190	270	350	38
39	9,505	10,000	Less - capital expenditures	-	-	-	-	-	39
40	<u>\$ 662</u>	<u>\$ 282</u>	BALANCE, END OF YEAR	<u>\$ 10,702</u>	<u>\$ 20,822</u>	<u>\$ 31,012</u>	<u>\$ 41,282</u>	<u>\$ 51,632</u>	40