

NORTH CEDAR IMPROVEMENT DISTRICT

AGENDA FOR THE 14th, SEPTEMBER 2017 REGULAR BOARD OF TRUSTEES MEETING at 7 PM

PAGES

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA** 1-2
- 3. DELEGATIONS** na
- 4. ADOPTION OF MINUTES**
 - (A) Board of Trustees Meeting Minutes 10 August 2017
That the minutes of the Regular Board meeting held 10 August 2017, be adopted as presented. 3-5
 - (B) Operations Committee Meeting minutes 24 August 2017
That the minutes of the Operations Committee Meeting held on 24 August 2017, be adopted as presented. 6-7
 - (I) Business Arising from the Minutes. na.
 - (II) List of Committee of the Whole meeting Motions. na.
- 5. STAFF REPORTS**
 - (A) FIRE PROTECTION AND STREET LIGHTING 8-9
 - (i) Fire Chiefs Report
That the Fire Chiefs report be received as information
 - (B) ADMINISTRATION
 - (i) Treasurers Reports
That the treasurers' report be received as information. 10A-E
 - (ii) 2018 Budget – initial draft, information only
That the 2018 draft budget be received as information. 11-24
 - (C) WATERWORKS
 - (iii) Island Flow Control waterworks Report July 2017
That the waterworks report be received as information 25-26
 - (IV) STAFF REPORT
Bastion Environmental
That the report be received as information 27-31
- 6. COMMITTEE/PORTFOLIO REPORTS** na

7. BYLAWS, POLICIES AND RESOLUTIONS

- (A) BYLAWS. na.
- (B) POLICIES na
- (C) RESOLUTIONS.

That resolution 5- 2017 be adopted as presented.

32

8. CORRESPONDENCE/CONSULTANT REPORTS

- (A) Associated Engineering – Monthly Report

33-36

That the Board receive this August Report from Associated Engineering as information as presented

9. QUESTION AND ANSWER PERIOD

10. ADJOURN TO IN-CAMERA MEETING

That pursuant to the Local Government Act, the Committee proceed to an In-Camera Committee meeting to consider items related to land, labour, and legal issues.

**NORTH CEDAR IMPROVEMENT DISTRICT
MINUTES OF THE 10 August 2017
REGULAR BOARD OF TRUSTEES PUBLIC MEETING at 7 PM**

TRUSTEES PRESENT

REGRETS Trustee Thomson	Trustee Lingstrom
Trustee Dives Chairperson	Trustee Parfitt
Trustee Rosata-Taylor	Trustee Hyne
Trustee Dagg	

STAFF: W Michael Bolch, CAO

1. **CALL TO ORDER** by trustee Dives at 7:00 PM
2. **APPROVAL OF AGENDA**
- 17.215 **MOVED** by Trustee Parfitt **SECONDED** by Trustee Thomson
To approve this agenda as presented. **CARRIED**
3. **DELEGATIONS**
4. **ADOPTION OF MINUTES**
- 17.216 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt
To approve the revised minutes of the 13 July 2017 Regular Board
of Trustees Public Meeting as amended **CARRIED**
- 17.217 **MOVED** by Trustee Thomson **SECONDED** by Trustee Lingstrom
That the minutes of the Committee of the Whole meeting held on July
27th, 2017, be adopted as presented. **CARRIED**
 - (i) Business Arising from the Minutes -na.
 - (ii) List of Committee of the Whole meeting Motions
- 17.218 **MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson That the
board have Associated Engineering proceed with Phase one of the
NCID treatment facility at 1723 Cedar Road Immediately at the cost
of \$95,062, to be completed and presented to the NCID board in
October 2017. **CARRIED**
5. **STAFF REPORTS**
 - (A) FIRE PROTECTION AND STREET LIGHTING
 - (i) Chiefs Report
- 17.219 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives
To receive and file the Fire Chiefs report as presented. **CARRIED**
- (B) ADMINISTRATION
- 17.220 **MOVED** by Trustee Hyne **SECONDED** by Trustee Parfitt
To receive and file the Treasurers report as presented **CARRIED**
- (C). WATERWORKS
 - (I) Island Flow Control Waterworks Report
- 17.221 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives
To receive and file the IFC waterworks report as presented. **CARRIED**

MINUTES OF THE 10 AUGUST 2017 REGULAR BOARD PUBLIC MEETING

(ii) STAFF REPORT

Progress Report

17.222 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives
To receive this Progress Report as information. **CARRIED**

6. COMMITTEE/PORTFOLIO REPORTS na

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

(i) Bylaw number 465

That bylaw 465 received first and second reading at Committee of the Whole

That bylaw 465 received 3rd and final reading at Committee of the Whole and was carried.

17.231 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt
That The Board of Trustees receive and Pass 1st and
Second Reading of Bylaw 465 as presented **CARRIED**

17.232 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dagg
That The Board of Trustees receive and Pass 3rd and final
Reading of Bylaw 465 as presented. **CARRIED**

(ii) Bylaw number 466.

That Bylaw 466 receive first and second reading

17.223 **MOVED** by Trustee Thomson **SECONDED** by Trustee Lingstrom
That The Board of Trustees receive and Pass 1st and
Second Reading of Bylaw 466 as presented **CARRIED**

17.224 **MOVED** by Trustee Thomson **SECONDED** by Trustee Lingstrom
That The Board of Trustees receive and Pass 3rd and final
Reading of Bylaw 466 as presented. **CARRIED**

(B) POLICIES na

(C) RESOLUTIONS na

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering – Monthly Report

17.225 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives
To receive and file the Associated Engineering's July 2017
Monthly Report as presented **CARRIED**

(B). Associated Engineering _ Contract to Design the NCID water treatment
plant at 1723 Cedar Road. as: APPENDIX A WORK ORDER

17.226 **MOVED** by Trustee Thomson **SECONDED** by Trustee Dives
That the NCID enter into a contract with Associated Engineering for the
purpose of Designing the new NCID treatment plant mandated by Island
Health, and that Associated Engineering work to complete this design and
present it to the board In October 2017 at a cost of \$95,062, and that funds
come from the Water Renewals Fund. **CARRIED**

MINUTES OF THE 10 AUGUST 2017 REGULAR BOARD PUBLIC MEETING

9. GW SOLUTIONS PROPOSAL (late submission).

Trustee Hynes wanted to reiterate that Regional District of Nanaimo Area A director wants the NCID to reconsider looking for an alternate water source to that of 1723 Cedar road.

Trustee Dives emphasized the NCID will NOT be looking at any other/alternate water sources for the NCID system.

Trustee Thomson stressed that the NCID has to continue moving forward with the approved Island Health plan.

Trustee Ljungstrom concurred with the need to move forward.

10. QUESTION AND ANSWER PERIOD

Trustee Dives asked staff to check the bylaws for when board general meetings can be scheduled.

Trustee Dives asked what loan amount the NCID could borrow with the current bylaw for principal and interest amount we are accumulating each year.

Trustee Dives asked that staff to advertise for the removal of the Sheds at the Barnes Road reservoir site.

11. ADJOURN AND MOVE IN-CAMERA

17.227 **MOVED** by Trustee Thomson **SECONDED** by Trustee Parfitt
To adjourn the meeting at 8:30 PM.

CARRIED

Date

Chairperson of the Board of Trustees

CAO to the Board of Trustees

NORTH CEDAR IMPROVEMENT DISTRICT
2017 08 24 MINUTES
OPERATIONS COMMITTEE MEETING

TRUSTEES PRESENT:

Trustee Thomson Chairperson	Trustee Parfitt
Trustee Lingstrom	Trustee Rosata-Taylor
<i>Regrets: Trustee Dagg</i>	Trustee Hyne
<i>Trustee Dives</i>	

STAFF: W Michael Bolch, CAO

1. CALL TO ORDER

Trustee Thomson called the meeting to order at 7:01 PM

2. APPROVAL OF AGENDA

MOVED by Trustee Lingstrom **SECONDED** by Trustee Parfitt
To approve the agenda as presented.

CARRIED

3. STATUS OF EMERGENCY CONNECTION TO THE CITY OF NANAIMO

The water main emergency connection contract is scheduled to be completed before 30 September 2017

4. STATUS OF EMERGENCY CONNECTION TO CITY OF NANAIMO WATER

The water main emergency connection contract is scheduled to be completed before 30 September 2017.

5. REVIEW OF TEMPLATES FOR ISLAND FLOW CONTROL MONTHLY REPORTS

Staff are currently reviewing reports of other water purveyors, and more appropriately apps that can generate more effective and useful reports for staff and NCID trustees.

6. STATUS OF MOTION 17.046 – PUBLIC ANNOUNCEMENT OF LIFTING OF MORATORIUM

This item has been left on the agenda until the appropriate time when construction is commenced and an announcement can be made.

7. STATUS -- ROSEMARY SMART PROJECT

This report was presented for information only

8. 1723 CEDAR ROAD, NEW WATER TREATMENT PLANT

Associated Engineering has been awarded the contract to design a new treatment plant to meet the mandated requirements of Island Health. Plans for construction are to be presented by Associated Engineering to the Board in October 2017. Construction is mandated to be completed by January 2018

9. WELL SOURCES NOT LOCATED IN THE NCID

The board has decreed that all non-NCID well sources, additional or alternate, will no longer be investigated by the NCID. The Nanaimo river aquifer is one of the strongest and healthiest aquifers on the island. The NCID property lies directly in this aquifer and therefore the NCID has all the water ever required for now and infinitely for the future.

10. WATER SYSTEM OPERATIONS AND MAINTENANCE SERVICES AGREEMENT

Staff are mandated to start reviewing this contract one year prior to its completion to refine it for the equitable benefit of both parties. As staff and Island Flow Control progress through the contract review, appropriate updates will be brought to the NCID board for review.

11. PAINTING QUOTE

A painting quote was received to paint the steel shipping container at 1723 Cedar Road. The Committee decided the container does not require painting at this time.

12. ADJOURN

The meeting was adjourned at 8:09 PM.

Date _____

Chairperson of the Operations Committee

Chief Administrative Officer

**NORTH CEDAR FIRE DEPARTMENT
MONTHLY STATISTICS SUMMARY 2017**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 Alarms Activated													
Non Residential	4						1	1					6
Residential	3	3			1	1	1						9
Monthly Total	7	3	0	0	1	1	2	1					15

2 Assistance													
BCAS		1	1		1								3
Public			2				2	1					5
NCID	3	1	1		2								7
RCMP					2								2
Monthly Total	3	2	4	0	5	0	2	1					17

3 Burning Complaint													
Illegal				1			3	1					5
Legal				1	4	5							10
Unknown/unfounded					2		3	6					11
Monthly Total	0	0	0	2	6	5	6	7					26

4 FIRE													
Brush/grass							3						3
Chimney	2	1	1										4
Dumpster													0
Other		3		1		1							5
Structure								2					2
Vehicle				1			1						2
Monthly Total	2	4	1	2	0	1	4	2					16

5 Hazmat													
Chemical													0
Fuel leak/spill		1											1
Gas leak/ break								1					1
Other													0
Monthly Total	0	1	0	0	0	0	0	1					2

6 Hydro Lines													
Lines down	1	1		1	3								6
Transformer													0
Trees on line					1								1
Monthly Total	1	1	0	1	4	0	0	0					7

7 Medical Aid													
Monthly Total	18	10	14	19	14	17	17	9					118

8 Mutual Aid													
Brush/grass													0
Other							1						1

Structure	1						1						2
Monthly Total	1	0	0	0	0	0	2	0					3

9	MVI												
	Monthly Total	4	4	1	0	2	2	0	2				15

10	Rescue												
	Other				1								1
	River							1					1
	Rope												0
	Monthly Total	0	0	0	1	0	0	0	1				2

2017 Monthly Total	36	25	20	25	32	26	33	24	0	0	0	0	221
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2016 Monthly Total	32	19	26	28	38	34	37	33	37	26	19	20	350
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2015 Monthly Total	20	22	22	25	22	33	44	28	23	32	20	29	320
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2014 Monthly Total	26	18	18	15	20	26	32	26	28	17	30	29	285
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2013 Monthly Total	30	32	29	32	27	34	40	21	20	17	22	30	334
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2012 Monthly Total	22	10	18	28	23	20	31	26	24	20	15	44	281
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\$ Loss in 000	0	0	0	5	0	0	0	5					10
\$ Save in 000	0	0	0	0	0	0	0	0					0
Prop Value in 000	0	0	0	5	0	0	0	5					10

OH&S Incidents	0	0	0	0	0	0	0	0					0
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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Monthly Training													
External Courses			200	92	152	100							544
Forestry					64	138	69	57					328
Medical			395	176				42					613
Meeting	58	86	57	57	109	78	36	60					541
Module	283	192	150	236	108	147	207	128					1451
Other/Extra		186	47	60	35	57	15	16					416
Technical Rescue					126			40					166
Monthly Total Hrs	341	464	849	621	594	520	327	343	0	0	0	0	4059

Monthly Water-Gal	3000	9000	#####	2500	2000	2500	5000	3500					39500
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WA

2017 BUDGETED PROJECTS

Account	Project	Description	Budget	Actual	Progress	Comment
5134	Reservoir Maintenance	Barnes Rd Clean and make repairs	\$15,000.00	\$28,540.00	Completed	BM#17.063
5160	New Reservoir	Barnes Road	\$1,900,000.00		On Hold	At design stage
5166	Billing Program	Vadim	\$25,000.00		Underway	Data Conversion Sept 12-15. Training Sept 19-22 BM#17.130
5176	Treatment Plan	Water Treatment	\$3,600,000.00		Underway	Engineer approved to design

2017 BUDGETED PROJECTS

Account	Project	Description	Budget	Actual	Progress	Comment
5002	Painting	Fire Hall Painted	\$10,000.00		Underway	End of September booked
5022	Fire Hose	16 Lengths	\$3,000.00		Underway	Ordered
5022	Turn Out Gear		\$10,000.00		Ongoing	1 set purchased / 2nd set ordered
5022	Hard Suction Hose		\$ 500.00		Not Started	
5022	Hazmat Equipment	Equip Hazmat Trailer	\$2,000.00	\$2,679.63	Completed	
5118	Portable Radios		\$10,000.00		Completed	\$6917.55 total cost
5122	SCBA Compressor	Upgrade	\$10,000.00	\$9,794.67	Completed	BM#17.091
5126	Hydrant	Upgrade	\$10,000.00	\$10,350.00	Completed	BM#17.004
5126	Water Supply	Alternate Supply	\$15,000.00		Underway	Waiting draft indemnity agreement from TimberWest for works on Lake Bottom

North Cedar Improvement District - WW

Comparative Income Statement

	Actual 01/01/2017 to 08/31/2017	Budget 01/01/2017 to 12/31/2017	Percent	
REVENUE				
Income				
Water Tolls Levied	375,421.87	818,000.00	-54.10	Negative percent indicates amount of budget left to spend
Water Tolls Penalties	15,250.13	15,000.00	1.67	
Water Tolls Levied - NFN	13,221.15	26,000.00	-49.15	
Parcel Taxes Levied	387,612.08	387,748.00	-0.04	
Parcel Tax Levied - FP	70.00	0.00	0.00	
Parcel Taxes Penalties	12,157.16	15,000.00	-18.95	
Connection Fees	525.00	0.00	0.00	
Sundry Revenue	6,275.45	0.00	0.00	
Tax Certificates Fees	1,440.00	0.00	0.00	
NSF Charges	50.00	0.00	0.00	
Costs Recovered	682.09	0.00	0.00	
Cash Over/Short	15.05	0.00	0.00	
Interest- Cheque Account	4,837.23	1,500.00	222.48	
Interest-Renewal Reserve Fund	14,483.25	0.00	0.00	
Interest - Capital Dev. Fund	331.05	0.00	0.00	
FP Contribution Infrastructure	232,111.00	232,111.00	0.00	
Appropriations from Reserves	0.00	1,900,000.00	-100.00	
Loan	0.00	3,600,000.00	-100.00	
Total Income	1,064,482.51	6,995,359.00	-84.78	
TOTAL REVENUE	1,064,482.51	6,995,359.00	-84.78	
EXPENSE				
Expenses				
Wages, Salaries, & Benefits	120,602.29	183,320.00	-34.21	
Overtime Hours	6,830.29	9,657.00	-28.53	
Employers Payroll Expenses	9,320.37	13,580.00	-31.27	
Employee Benefit Program	13,976.40	26,515.00	-47.29	
Trustee Hon. & Lost Wages	7,658.00	17,000.00	-54.95	
Trustee Training	125.00	800.00	-84.38	
Trustee Travel/Accommodations	0.00	500.00	-100.00	
Employee Training	1,437.94	1,000.00	43.79	
Water Amortization	0.00	115,000.00	-100.00	
Employee Travel/Accommodations	302.40	500.00	-39.52	
Employee/Trustee Mileage	921.95	500.00	84.39	
Meal Allowance	595.00	750.00	-20.67	
General Supplies and Expenses	4,865.71	7,000.00	-30.49	
Postage and Postal Supplies	8,256.70	8,500.00	-2.86	
Bank Charges and Supplies	20.48	50.00	-59.04	
Courier Services and Freight	378.08	500.00	-24.19	
Stationery Supplies	1,287.11	3,000.00	-57.10	
Office Equipment(Leases)	4,581.43	6,000.00	-23.98	
Furniture/Office Equipment	667.63	1,000.00	-33.24	
Accounting & Audit Services	1,000.00	16,800.00	-93.98	
Advertising	1,322.72	5,000.00	-73.55	
Legal Fees	148.65	15,000.00	-99.01	
Expenses 1723 Cedar Rd	1,542.28	0.00	0.00	
Assoc. Membrshp & Dues	685.00	800.00	-14.38	
Food & Hospitality	38.35	200.00	-80.83	
Office - Alarm System	54.98	200.00	-72.52	
Office - Hydro	1,787.98	4,000.00	-55.30	
Office - Refuse & Recycling	211.47	400.00	-47.13	
Office - Heat	304.11	2,000.00	-84.79	
Telephone - Office	443.18	650.00	-31.82	
Telephone - Internet	372.16	600.00	-37.97	
Telephone - Fax	170.80	275.00	-37.89	
Telephone - Debt	170.80	275.00	-37.89	
Computer - Equipment	911.98	1,200.00	-24.00	
Computer-Software & Consulting	3,482.89	7,000.00	-50.53	

10B

**North Cedar Improvement District - WW
Comparative Income Statement**

	Actual 01/01/2017 to 08/31/2017	Budget 01/01/2017 to 12/31/2017	Percent
Insurance-Property & Liability	750.00	18,000.00	-95.83
Licenses & Permits	250.00	250.00	0.00 (0% full budget used)
Water Licence	0.00	1,300.00	-100.00
Courier & Freight	1,801.58	3,500.00	-48.53
General Operating Expenses	3,649.99	5,000.00	-27.00
Pager & Answering Service	1,230.99	1,700.00	-27.58
Generator Rental	0.00	2,500.00	-100.00
Watermains - R & M	1,880.98	15,000.00	-87.46
Reservoirs - R & M	29,040.00	15,000.00	93.80 (positive percentage over budget)
Buildings Upkeep/Maintenance	581.15	1,500.00	-61.26
Treatment - R & M	1,557.08	2,000.00	-22.15
Treatment - Supplies	3,622.32	6,000.00	-39.63
Hydrant - R&M	0.00	5,000.00	-100.00
Wells - R & M	0.00	5,000.00	-100.00
Meters - R&M	15,957.88	10,000.00	59.58
Hydro - Buildings/Works	16,935.16	35,000.00	-51.61
Contractors - Engineers	9,714.44	40,000.00	-75.71
Contractor - Contract Price	33,500.00	60,000.00	-44.17
Contractors - Extra Work	43,957.98	75,000.00	-41.39
Contractor - Pager	20,180.00	35,700.00	-43.47
Contractor - Misc.	3,397.46	25,000.00	-86.41
PRV/Air Release/Check Valve R...	21,300.00	22,000.00	-3.18
Reservoir	29,300.29	1,900,000.00	-98.46
Wells	2,103.70	0.00	0.00
Computer	0.00	25,000.00	-100.00
Watermains	749.90	0.00	0.00
Water Treatment	7,598.90	3,800,000.00	-99.79
Buildings & Works	3,918.05	0.00	0.00
Goods & Services Tax	2,206.00	0.00	0.00
Bylaw Treatment Principal	0.00	133,977.00	-100.00
Bylaw Treatment Interest	0.00	113,040.00	-100.00
Renewal Reserve Fund	387,325.25	389,640.00	-0.59
CEC Reserve Fund	331.05	0.00	0.00
Total Expenses	<u>837,274.83</u>	<u>6,995,359.00</u>	-88.03
Total Misc Expenses	<u>0.00</u>	<u>0.00</u>	0.00
TOTAL EXPENSE	<u>837,274.83</u>	<u>6,995,359.00</u>	-88.03
NET INCOME	<u>227,207.68</u>	<u>0.00</u>	0.00

100

North Cedar Improvement District - FP

Comparative Income Statement

	Actual 01/01/2017 to 08/31/2017	Budget 01/01/2017 to 12/31/2017	Percent
REVENUE			
Income			
Annual Levy - Prov. of BC	898,059.00	898,059.00	0.00
Parcel Taxes Levied	165,080.24	165,160.00	-0.04
NFN Fire Protection Agreement	38,483.90	36,000.00	6.90
Sundry Revenue	345.00	0.00	0.00
Interest - FP Gen. Accf.	3,334.55	1,500.00	122.30
Interest - Debt Repymnt. Res. Fu...	2,013.95	0.00	0.00
Interest - FP Ren. Res. Fund	3,513.14	0.00	0.00
Total Income	<u>1,110,839.78</u>	<u>1,100,719.00</u>	0.92
TOTAL REVENUE	<u>1,110,839.78</u>	<u>1,100,719.00</u>	0.92
EXPENSE			
Expenses			
Fire Hall - R & M	9,191.98	15,000.00	-38.72
Fire Hall - Insurance	0.00	17,500.00	-100.00
Fire Hall - Alarm System	329.68	600.00	-45.05
Fire Hall - Hydro	5,363.86	11,500.00	-53.36
Auxiliary Build - Hydro	819.11	1,000.00	-18.09
Fire Hall - Heating	912.13	3,500.00	-73.94
Refuse & Recycling	211.47	600.00	-64.76
General Operational Expenses	3,417.93	5,000.00	-31.64
Postage & Freight	442.59	1,000.00	-55.74
Association Memberships & Dues	997.00	1,600.00	-37.69
Equipment-Rentals	0.00	500.00	-100.00
Equipment - Apparatus	23,948.59	40,000.00	-40.13
Pagers R & M	7,008.49	6,000.00	16.81
Snow Removal	787.50	1,000.00	-21.25
First Aid Supplies	1,650.84	2,000.00	-17.46
Vehicles - Fuel	4,395.25	10,000.00	-56.05
Vehicles - R & M	7,942.40	10,000.00	-20.58
Vehicles - Insurance	7,463.00	9,000.00	-17.19
Ornamental Streetlighting	903.89	1,200.00	-24.68
Streetlighting Expenses	18,732.62	32,000.00	-41.46
Fire Amortization	0.00	140,000.00	-100.00
Telephone - Fire Hall	170.80	500.00	-65.94
Telephone - Fax	170.80	500.00	-65.84
Telephone - Internet	372.16	600.00	-37.97
Telephone - Calls & Pagers	895.95	1,500.00	-40.27
Radio License	1,339.00	1,800.00	-25.61
Uniforms	2,929.53	6,000.00	-51.17
Promotions	56.71	1,000.00	-94.33
Fire Prevention	0.00	8,000.00	-100.00
Health & Wellness	1,043.78	5,000.00	-79.12
Health/Wellness Donation	0.00	0.00	0.00
Fire Contribution Infrastructure	232,111.00	232,111.00	0.00
Office Supplies	167.74	500.00	-66.45
Bank Charges	30.00	50.00	-40.00
General Administration	228.12	3,000.00	-92.40
Computers - Equipment	0.00	5,000.00	-100.00
Computers-Software&Consulting	3,728.29	6,000.00	-37.90
Honoraria - Practices/Extra Train	17,506.00	30,000.00	-41.65
Honoraria - Fire Calls	27,056.00	55,000.00	-50.81
Honoraria - Officers	7,950.21	16,400.00	-51.52
Honoraria - Meetings	2,680.00	5,000.00	-46.40
Honoraria - Duty Crew/Officer	6,650.00	16,000.00	-58.44
Salaries and Benefits	55,820.80	95,000.00	-41.24
Lost Wages	2,533.75	4,000.00	-36.66
Fire Chief - Call Out Pay	2,649.48	7,000.00	-62.15
Employer Payroll Exp. Honoraria	1,711.28	2,500.00	-31.55

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North Cedar Improvement District - FP

Comparative Income Statement

	Actual 01/01/2017 to 09/31/2017	Budget 01/01/2017 to 12/31/2017	Percent
Employers Payroll Expense Salary	3,789.53	6,500.00	-41.70
Recognition	4,586.81	5,300.00	-13.46
Volunteer Benefits	4,049.43	4,500.00	-10.01
Training Courses & Materials	15,948.03	25,000.00	-36.21
Travel/Mileage	2,166.20	2,000.00	9.26
Accommodations	3,390.81	3,500.00	-3.12
Meal Allowance	3,794.11	5,500.00	-31.02
Goods & Services Tax	1,046.41	0.00	0.00
Communications Equipment	6,917.55	10,000.00	-30.82
Fire Fighting Equipment	8,357.11	10,000.00	-6.43
Fire Hydrants	10,350.00	25,000.00	-58.60
Principal Repayments	79,974.78	79,975.00	0.00
Bylaw 342-CTA-Interest	41,458.95	41,459.00	0.00
FP Renewal Reserve Fund	6,643.54	31,308.00	-78.78
Debt Repayment Reserve Fund	41,150.22	39,216.00	4.93
Total Expenses	696,950.21	1,100,719.00	-36.68
Total Misc Expenses	0.00	0.00	0.00
TOTAL EXPENSE	696,950.21	1,100,719.00	-36.68
NET INCOME	413,889.57	0.00	0.00

10E

North Cedar Improvement District

ADMINISTRATION REPORT

PREPARED BY: CAO
REPORT NO: 20170914A_SR_BUDGET
RE: 2018 Draft Budget

- Staff have prepared the very preliminary 2018 draft budget for Waterworks and Fire

Attachments:

- Draft budget Waterworks
- Draft budget Fire

North Cedar Improvement District

Waterworks Budget - Notes

Revenue Water Tolls

The Board will need to decide if they wish to increase water tolls, leave at 0% increase or change the tier structure to bring a slight increase to revenues. The water tolls will need to be reviewed once there is a final budget submitted for the operations portion of the budget. At this time I have entered under the operations portion based on last year for things such as Watermains R&M, Hydrant R&M, etc.

Based on the spreadsheets created to project water tolls for 2018 projected income would be as follows:

0% Increase - \$795,400.00 (a decrease as more properties are conserving water)

2% Increase - \$811,480.00

0% Increase with revised tier structure - \$808,500.00

 Tier 1 Revised to 0-75 m³ (currently 0 - 100 m³)

 Tier 2 Revised to 76-150 m³ (currently 101 - 150 m³)

 Tiers 3 through 6 would remain the same.

Revenue Parcel Tax

I have done the draft budget based on a 2% increase to parcel taxes. Prior years increases:

2014 - 0%

2015 - 4.5%

2016 - 2%

2017 - 0%

Expenditures - Operations

These numbers will need to be firmed up by operations staff taking into account yearly maintenance (ie: is there flushing next year, will there be hydrant maintenance, etc)

A line item has been added in anticipation of the treatment plant being completed to cover the cost of hydro. As well Treatment Supplies have been increased anticipating secondary treatment.

**You will find attached a preliminary draft budget and a spreadsheet showing a more detailed breakdown of each account.

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Code	Description	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
REVENUE								
Water Tolls								
4002	Water Tolls Levied	770,000	766,373	813,000	763,112	818,000	375,422	795,000
4004	Water Tolls Penalties	10,000	23,817	10,000	22,911	15,000	15,250	15,000
4006	Water Tolls Levied-Snuneymuxw	30,248	26,263	27,100	26,657	26,000	13,221	
4008	Water Tolls Penalties-Snuneymuxw							
Parcel Tax								
4010	Parcel Tax Levied	379,858	379,823	397,700	386,928	387,748	387,612	395,418
4011	Parcel Tax Levied - FP							
4012	Parcel Tax Penalties	10,000	19,444	10,000	17,812	15,000	12,157	15,000
4014	Parcel Tax Daily Interest							
Development								
4016	Connection Fees		450		1,550		525	
4017	Dev Contribution New Well/Reservoir							
4018	Capital Development Fees				11,221			
4020	Subdivision Application Fees							
4022	Fire Hydrants							
Sundry								
4024	Sundry Revenue		426		3,179		6,275	
4026	Tax Certificates Fees		2,990		2,960		1,440	
4028	NSF Charges				155		50	
4030	20% Administration Fees							
4032	Costs Recovered		4,230		1,937		682	
4034	Cash Over (Short)		-5		-5		15	
Interest Revenue								
4036	Interest-WW & Admin. Gen. Acct.	1,300	4,262	1,500	4,297	1,500	4,837	1,500
4038	Interest-Renew Reserve Acct.		12,128		12,011		14,483	
4040	Interest-Capital Development		1,876		319		331	
4050	Interest-Maintenance Bond Acct.		232					
Other Revenue								
4052	Fire Protection Contribution	232,349	232,349	237,549	237,549	232,111	232,111	232,000
4054	Appropriation from Surplus							
4056	Appropriations from Reserves	1,404,235	1,072,658	600,000	210,874	1,900,000	3,918	2,700,000
4060								
4061	Loan					3,600,000		
4062	Other Revenue							
4066	Assets sale/disposal				6,006			
NET REVENUE		2,837,988	2,548,116	2,086,849	1,709,473	6,995,359	1,068,330	4,153,918

Code	Description	2015 Budget	2015 YTD	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
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EXPENDITURES

Administration

5002	Wages, Salaries, & RRSP	307,115	155,412	182,300	163,222	183,320	127,664	185,800
5003	Overtime Hours	19,543	9,784	9,188	6,017	9,557	6,830	9,750
5004	Employer Payroll Expenses	43,086	14,152	12,965	14,009	13,560	9,898	13,500
5005	Employee Benefit Program	43,510	24,856	22,940	20,960	26,515	14,908	26,500
5006	Trustees Honoraria & Lost Wages	17,000	13,048	17,000	13,750	17,000	9,343	17,000

Total Administration

		430,254	217,252	244,393	217,958	249,952	168,644	252,550
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Travel/Training/Amortization

5034	Trustee Training & Seminars	300	250	300	125	800	125	250
5038	Trustee Travel/Accomm.	500		500		500		500
5038	Employee Training / Conference	1,500	945	1,500	486	1,000	1,438	1,600
5039	Water Amortization	107,000	113,421	120,000	116,075	115,000		120,000
5040	Employee Travel/Accomm.	500	13	500		500	302	500
5042	Employee/Trustee Mileage	700	373	700	188	500	822	500
5044	Meal Allowance	1,000	523	750	577	750	595	750
5046	Training Books & Supplies							

Total Travel/Mileage/Accomm.

		111,500	115,525	124,250	117,430	119,050	3,382	124,100
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Office and General

5048	General Supplies & Expense	7,000	6,680	7,000	6,873	7,000	4,866	7,100
5050								
5052	Postage & Postal Supplies	8,000	7,455	8,000	7,792	8,500	8,257	8,800
5054	Bank Charges & Supplies	3,200	2,558	3,000	2,182	50	20	380
5056	Courier Services & Freight	400	733	500	685	500	379	700
5058	Stationery Supplies	3,000	2,451	3,000	2,375	3,000	1,287	3,000
5060	Office Equipment (Leases)	5,500	6,768	6,200	8,240	8,000	4,561	6,850
5062	Furniture & Office Equipment	1,000		1,000		1,000	668	1,000
5064	Furniture & Office Equipment-R&M							
5068	Accounting & Audit Services	20,000	14,000	16,300	16,300	16,800	1,000	16,900
5070	Advertising	1,500	651	1,000	861	5,000	1,323	4,600
5072	Legal Fees	50,000	21,738	30,000	10,224	15,000	149	10,000
5074	Maintenance - 1723 Cedar						1,586	1,000
5076	Association Membership & Dues	1,000	775	500	608	800	885	850
5078	Food & Hospitality	100	130	200	77	200	38	200
5080	Office - Alarm System	250	363	200	165	200	55	200
5082	Office - Hydro	4,000	2,494	4,000	3,105	4,000	2,198	4,000
5084	Office - Refuse & Recycling	500	397	400	398	400	242	400
5086	Office - Heat	3,300	1,347	3,300	396	2,000	304	750
5088	Telephone - Office	750	675	850	577	850	443	750
5090	Telephone - Internet	600	546	600	512	600	372	685
5092	Telephone - Fax	400	271	275	236	275	171	360
5093	Telephone - Debit	400	271	275	235	275	171	360
5094	Computer - Equipment	1,200		1,200	285	1,200	912	1,200
5096	Computer - Software & Consulting	7,500	4,887	7,000	5,530	7,000	3,463	8,500
5098	Insurance - Property & Liability	17,500	17,237	18,000	17,220	18,000	750	18,000
5100	Licenses & Permits	250	250	250	250	250	250	250

Total Office & General

		137,350	92,657	112,850	82,901	98,500	34,129	97,835
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Code	Description	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
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Operations

5102	Equipt. & Misc. Rentals	1,000		0				
5104	Health & Safety	2,300		0				
5103	Water Licence			1,000	844	1,300		1,500
5108	Courier & Freight	3,000	2,783	3,500	2,702	3,500	1,802	3,000
5112	Tools & Engineering Supplies	3,000	254	0				1,000
5114	General Operating Expenses	3,000	4,956	3,000	3,753	5,000	3,650	5,000
5120	Cell Phone & Pager	800	774	200	178	1,700	1,231	1,700
5124	Generator - Rental	2,500		2,500		2,500		
5126	Watermains - R & M	15,000	5,795	15,000	1,688	15,000	1,881	15,000
5134	Reservoirs - R & M	2,000	1,175	5,000	6,500	15,000	29,040	5,000
5135	Buildings Upkeep/Maintenance	2,000	714	2,000	1,392	1,500	581	2,000
5136	Treatment - R & M	5,000	87	2,000	310	2,000	1,557	2,000
5138	Treatment - Supplies	5,500	2,912	5,500	4,551	6,000	3,622	10,000
5139	Hydrant - R & M	5,000	3,748	5,000	225	5,000		5,000
5140	Wells - R & M	10,000	2,059	10,000	60	5,000		5,000
5141	Meters - R & M	10,000	20,280	25,000	12,075	10,000	15,858	20,000
5142	Hydro - Buildings/Works	34,000	29,860	35,000	29,132	35,000	16,835	35,000
5143	Hydro - Treatment Plant							4,000
5144	Contractors - Engineers	25,000	40,367	40,000	25,835	40,000	9,714	25,000
5145	Contractor - Contract Price	40,000	195,432	60,000	60,000	60,000	33,500	60,000
5146	Contractor - Extra Work			100,000	56,218	75,000	43,958	75,000
5147	Contractor - Pager			35,880	35,645	35,700	20,180	35,700
5148	Contractor - Misc			25,000	2,189	25,000	3,397	5,000
5149	PRV/Air Release/Check Valves R&M	3,000	1,030	15,000	1,995	22,000	21,300	3,000

Total Operations

172,100	312,206	390,580	245,493	366,200	208,307	318,900
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Capital Expenditures

5158	Land	1,000,000	1,068,965		172,004			
5160	Reservoir		2,970			1,900,000	29,300	
5162	Wells	90,000	11,750				2,104	
5164	Large Equipt.							
5166	Computer	5,000				25,000		10,000
5168	Electrical (upgrades)							
5169	SCADA	80,000	72,658					
5170	Furniture & Office Equipment							
5172	Watermains & Upgrades		23,940		7,917		750	
5173	Sewer Mains & Connections							
5174	Fire Hydrants							
5176	Water Treatment	229,235	25,813	600,000	38,871	3,600,000	7,599	2,700,000
5178	Buildings & Works						3,918	
5180	Trucks - Water District							

Total Water System

1,404,235	1,224,086	800,000	218,792	5,525,000	43,671	2,710,000
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Code	Description	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
Debt Service								
5196	Treatment Plant - Principle					133,977		
5200	Treatment Plant - Interest					113,040		
	Total Debt Service	0	0		0	247,017	0	0
Transfers to Reserves								
5204	WW Renewal Reserve Fund	563,648	575,741	614,776	849,394	389,640	387,325	627,416
5206	Capital Development Reserve Fund		2,107		11,540		331	
5208	Debt Repayment Reserve Fund							
5212	Maintenance Bond Account		0					
	Total Transfers to Reserves	563,648	577,848	614,776	860,934	389,640	387,656	627,416
	TOTAL EXPENDITURES/TRANSFERS	2,819,087	2,538,584	2,086,849	1,743,508	6,995,359	846,790	4,130,901
	Total Surplus (Deficit)	18,901	6,531	0	-34,034	0	222,541	23,115

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Water - Expense Account Breakdown

Account	Title	Expenses Covered.	Amount
5002	Wages, Salaries, & RRSP	Staff Wage (2%) CAO Salary RRSP 15% in lieu (casual)	\$185,800.00
5003	Overtime	Overtime Pay Staff/CAO	\$9,750.00
5004	Employer Payroll Expenses	CPP / EI / WCB	\$13,500.00
5005	Employee Benefit Program	Extended Health/Dental BC Medical	\$26,500.00
5006	Trustee Honoraria & Lost Wages		\$17,000.00
5034	Trustee Training & Seminars	CWSA - 2 trustee training	\$250.00
5036	Trustee Travel/Accomm.		
5038	Employee Training/Convention	CWSA - 1 employee BCWWA Training - CAO	\$125.00 \$449.00 \$1,000.00
			<u>\$1,574.00</u>
5039	Water Amortization	Based on depreciation of capital	\$120,000.00
5040	Employee Travel/Accomm.		\$500.00
5042	Employee/Trustee Mileage		\$500.00
5044	Meal Allowance		\$750.00
5046	Training Books & Supplies		
5048	General Supply & Expense	Door Mats PO Box Rental Moneris (debit machine) Janitor Document Shredding Janitor Supply Misc Expense (Key cut/Map Print)	\$610.00 \$310.00 \$600.00 \$3,600.00 \$400.00 \$580.00 \$1,000.00
			<u>\$7,100.00</u>
5052	Postage & Post Supply	Postage Supplies - Ink	\$8,500.00 \$300.00
			<u>\$8,800.00</u>
5054	Bank Charges & Supplies	Bank Confirmation Cheques (every 2nd year 2018)	\$30.00 \$350.00
			<u>\$380.00</u>
5056	Courier Services & Freight	Courier for Office Freight on Deliveries	\$600.00 \$100.00
			<u>\$700.00</u>
5058	Stationary Supplies		\$3,000.00
5060	Office Equipment	Postage Lease (5yr to 2021) Copier Lease (5.5 yr to Sept 2021) Cost of Copies	\$2,170.00 \$2,180.00 \$2,500.00
			<u>\$6,850.00</u>
5062	Furniture Office Equipment		\$1,000.00

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5068 Accounting & Audit Services	Set Contract (expire 2021)	\$16,900.00	
5070 Advertising	AGM / Water restrictions / Budget Referendum (treatment plant)	\$600.00 \$4,000.00	\$4,600.00
5072 Legal Fees		\$10,000.00	
5074 Expenses 1723 Cedar Road	Hydro (basic no heat) Maintenance (mow)	\$500.00 \$500.00	\$1,000.00
5076 Association Membership & Dues	Coastal Water Suppliers Assoc. GFOA LGMA Icompass	\$200.00 \$200.00 \$285.00 \$120.00	\$805.00
5078 Food Hospitality		\$200.00	
5080 Officer Alarm System	Set Price	\$200.00	
5082 Hydro - Office		\$4,000.00	
5084 Office - Refuse & Recycle	Contract - June 2018	\$400.00	
5086 Office - Heat (Fortis)		\$750.00	
5088 Telephone - Office	Contract - Expire Jan 2018	\$750.00	
5090 Telephone - Internet	Contract - Expire Jan 2018	\$685.00	
5092 Telephone - Fax	Contract - Expire Jan 2018	\$360.00	
5093 Telephone - Debit	Contract - Expire Jan 2018	\$360.00	
5094 Computer Equipment		\$1,200.00	
5096 Computer - Software & Consult	Website Maintenance IT Support System Backup Vadlm - Host Vadlm - Annual	\$400.00 \$3,570.00 \$250.00 \$2,520.00 \$2,600.00	\$9,340.00
5098 Insurance - Property & Liability		\$18,000.00	
5100 Licenses & Permits	Island Health	\$250.00	
5103 Water Licence		\$1,500.00	
5108 Courier & Freight	Courier - Water Samples Freight	\$2,800.00 \$200.00	\$3,000.00
5112 Tools and Supplies	Tools Misc. Supplies	\$750.00 \$250.00	\$1,000.00
5114 General Operating Expenses	Yard Maintenance Snow Plow Full Spectrum Water Test - Yearly SCADA Yearly support General Supplies	\$1,200.00 \$500.00 \$1,300.00 \$350.00 \$1,650.00	\$5,000.00
5120 Pager & Answering Service	Answering Service Pager	\$1,500.00 \$200.00	\$1,700.00
5124 Generator - Rental	In event of power failure		

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5126	Watermains - R & M		
5134	Reservoirs - R & M		
5135	Buildings Upkeep/Maintenance	Pump Houses Chlorine Sheds	
5136	Treatment - R & M		
5138	Treatment - Supplies	Increased Costs with Treatment Plant Secondary Disinfection	\$10,000.00
5139	Hydrant - R & M		
5140	Wells - R & M		
5141	Meters - R & M		
5142	Hydro - Buildings/Works	Wells Barnes Reservoir Barnes Pump Station Glynneath Reservoir Lazy Susan Pump Station	\$35,000.00
5143	Hydro - Treatment Plant	Estimate of Cost	\$4,000.00
5144	Contractors - Engineers	General Engineering	\$25,000.00
5145	Contractors - Contract Price	Set Monthly Cost Expire July 31, 2018	\$60,000.00
5146	Contractors - Extra Work		
5147	Contractor - Pager		\$35,700.00
5148	Contractor - Misc	Based on last year actual and this YTD	\$5,000.00
5149	PRV/Air/Check Valves R&M		

CAPITAL

5166	Computer	Server Upgrade (1/2 water & 1/2 Fire)	\$10,000.00
5176	Water Treatment		\$2,700,000.00

TRANSFERS TO RESERVES

5204	WW Renewal Reserve Fund	Parcel Tax	\$395,416.00	
		FP Infrastructure Contribution	\$232,000.00	\$627,416.00

North Cedar Improvement District

FIRE Budget - Notes

Revenue Annual Tax Levy

At this time the draft budget is being presented with a 0% increase to the levy. The Fire Department is still working on Honoraria Costs to be presented to the board.

Revenue Parcel Tax

This amount is to pay the outstanding loan on the fire hall. Surplus each year is put into a Debt Repayment Account. The loan was for 20 years (going to 2025) at this time the district has 3 years put away based on this the last year the fire parcel tax would be charged is 2022.

Expenditures

The Fire Chief is still working on firming up Honoraria costs at this time.

**You will find attached a preliminary draft budget and a spreadsheet showing a more detailed breakdown of each account.

Code	Description	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
REVENUE								
Income								
Tax Revenue								
4002	Annual Levy - Prov. Of BC	845,839	845,839	898,069	898,059	898,099	898,099	898,059
4003	Parcel Tax Levied	187,216	168,550	167,080	167,530	165,180	165,090	165,265
Contract Revenue								
4004	NFN Fire Protection Agreement	36,000	37,697	36,000	40,073	36,000	38,484	36,000
Sundry								
4006	Sundry Revenue		36		300		345	
4008	Costs Recovered							
	Proceeds from Sale of Assets							
Interest Revenue								
4010	Interest - FP Gen. Acct.	1,600	4,603	1,600	4,202	1,500	3,335	1,500
4013	Interest - Debt Repymnt. Res. Fund		2,252		2,497		2,014	
4014	Interest - FP Renewal Res. Fund		4,637		2,990		3,513	
Transfer from Reserves								
4018	Appropriation from Surplus							
4018	Renewal Reserve Fund	500,000	558,382	75,000	71,876			
4066	Proceeds from Sale				8,000			
4067	Capital Contribution							
Total Revenue		1,550,555	1,620,876	1,177,819	1,195,527	1,100,719	1,110,840	1,100,624

EXPENDITURES

Operations								
5002	Fire Hall - R & M	8,000	5,778	15,000	7,798	15,000	9,192	8,500
5004	Fire Hall - Insurance	17,500	18,487	17,500	16,470	17,500		18,000
5006	Fire Hall - Alarm System	600	692	600	495	600	330	500
5007								
5008	Fire Hall - Hydro	13,000	7,481	13,000	9,318	11,500	8,594	12,000
5009	Auxiliary Build - Hydro	2,000	547	1,500	751	1,000	819	1,200
5010	Fire Hall - Heat Natural Gas	9,789	4,040	10,000	1,184	3,500	912	2,000
5012	Refuse & Recycling	600	396	600	398	600	242	400
5014	General Operational Exp.	5,000	8,530	5,000	5,195	5,000	3,418	5,000
5016	Postage and Freight	1,000	447	1,000	569	1,000	443	750
5018	Association Memberships & Dues	1,600	1,285	1,500	1,874	1,600	997	2,050
5020	Equipment Rentals	500		500	65	500		250
5022	Equipment - Apparatus	29,000	25,810	48,000	44,218	40,000	23,948	30,000
5024	Pagers	4,500	4,282	4,500	6,487	6,000	7,008	4,500
5026	Snow Removal	1,200		1,200	1,020	1,000	788	1,000
5028	First Aid Supplies	2,000	1,886	2,200	1,879	2,000	1,651	4,000
5030	Vehicles - Fuel	7,000	7,417	7,000	7,287	10,000	4,833	8,000
5032	Vehicles - R & M	7,000	8,775	9,000	12,573	10,000	7,942	10,000
5034	Vehicles - Insurance	7,000	8,784	9,000	7,095	8,000	7,453	8,500
5036	Ornamental Streetlighting	1,000	1,469	1,100	1,508	1,200	904	1,500
5038	Streetlighting Expenses	30,000	26,647	30,000	29,987	32,000	18,733	34,000
5039	Fire Amortization	104,000	99,760	136,000	130,111	140,000		135,000
5040	Telephone - Fire Hall	500	288	500	235	500	171	360
5042	Telephone - Fax	500	301	500	235	500	171	360
5044	Telephone - Internet	600	514	600	507	600	372	685
5046	Telephone - Cells & Pager	1,300	1,389	1,500	1,222	1,500	896	1,700
5048	Radio License	1,200	1,424	1,500	1,677	1,800	1,339	1,500
5050	Uniforms	6,500	3,970	6,000	7,162	6,000	2,930	5,000
5052	Promotions	1,000	530	1,000	987	1,000	57	1,500
5054	Fire Prevention	5,000	3,513	5,000	4,000	8,000		4,000
5056	Health & Wellness	2,646	2,579	3,095	2,931	5,000	1,044	2,700
Total Operations		271,535	242,790	332,895	304,992	333,900	102,986	302,955

Code	Description	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 YTD	2018 Budget
5060	FP Contribution Infrastructure	232,349	232,349	237,549	237,549	232,111	232,111	232,000
5062	Office Supplies	600	468	600	690	500	188	500
5064	Bank Charges	750	793	750	589	50	30	380
5066	General Administration	3,500	225	3,000	2,846	3,000	354	10,000
5068	Furniture & Office Equipment							300
5070	Furniture & Equipment - R & M							
5072	Computers - Equipment	5,000	3,138	7,500	4,664	5,000		2,500
5074	Computers - Software & Consulting	6,000	5,809	6,000	5,444	6,000	3,726	5,500

Total Administration		248,199	242,782	255,399	251,762	246,661	236,389	251,180
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Honoraria

5080	Honoraria - Practices & Extra Training	20,000	27,020	25,000	30,685	30,000	21,211	30,000
5082	Honoraria - Fire Calls	45,000	58,128	50,000	58,760	55,000	35,584	55,000
5086	Honoraria - Officers	9,800	9,800	9,800	8,509	16,400	10,517	16,400
5088	Honoraria - Meetings	5,000	5,320	7,000	4,480	5,000	3,740	5,000
5089	Honoraria - Burn Complaints	200						
5090	Honoraria - Duty Crew/Officer	16,000	12,200	16,000	15,200	16,000	11,750	16,000
5091	Salaries and Benefits	90,000	87,978	87,000	86,061	95,000	59,261	95,000
5092	Lost Wages	4,000	6,364	4,000	1,868	4,000	2,534	4,000
5093	Fire Chief - Call out Pay			6,160	6,025	7,000	2,737	7,000
5094	Employer Payroll Expense Honoraria	1,600	1,887	2,000	1,933	2,500	1,514	2,500
5096	Employer Payroll Expense Salary	5,000	6,168	5,500	6,087	6,500	4,523	6,500
5096	Recognition	8,000	6,673	5,000	5,065	5,300	4,587	10,500
5099	Volunteer Benefits	4,500	3,715	4,500	3,775	4,500	4,049	4,500

Total Honoraria		209,100	225,263	221,980	230,427	247,200	162,006	252,400
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Training/Travel/Accomm.

5100	Training Courses & Materials	25,000	24,180	25,000	27,768	25,000	15,948	28,500
5102	Travel/Mileage	2,000	2,078	2,000	1,427	2,000	2,185	3,500
5104	Accommodations	3,500	1,976	3,500	1,098	3,500	3,391	4,500
5106	Meals Allowance	5,000	4,324	5,000	4,647	5,500	3,784	5,000
5108	Seminars / Conventions							4,000

Total Training/Travel/Accomm.		35,500	32,558	36,500	34,940	36,000	25,318	45,500
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Fire Hall

5112	Building		3,401					
5114	Furniture & Fixtures Equipment			1,905	1,904			
5118	Communications Equipment					10,000	6,918	
5120	Furniture & Office Equipment	2,354	2,354					
5122	Fire Fighting Equipment	9,000				10,000	9,357	10,000
5124	Rescue Equipment	15,000	12,573					
5126	Fire Hydrants			34,000	15,516	25,000	10,350	25,000
5128	Computer Vehicles	5,000	2,514					10,000
5130	Fire Rescue Vehicles	500,000	663,227	78,000	71,448			

Total Asset Additions		531,354	584,069	110,905	88,868	45,000	26,625	45,000
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6-0000 Debt Service

*2010	Bylaw 342 - CTA(mat.2025)-principal	72,886	72,886	76,348	76,348	79,975	79,975	83,774
*5134	Bylaw 342 - CTA(mat. 2025)-Interest	48,548	46,548	45,085	45,085	41,459	41,459	37,660

Total Debt Service		121,434	121,434	121,434	121,433	121,434	121,434	121,434
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Transfers to Reserves

5152	FP Renewal Reserve Fund	94,427	99,193	60,556	105,648	31,309	6,644	3,010
5154	Debt Repayment Reserve Fund	39,006	40,418	38,971	41,643	39,216	41,150	39,321
5156	FP Operating Reserve Account							

Total Transfers to Reserves		133,433	139,611	99,526	147,291	70,525	47,794	42,331
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TOTAL EXPENDITURES		1,550,555	1,588,497	1,177,619	1,179,913	1,100,720	722,551	1,080,800
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Total Surplus (Deficit)		0	32,379	0	15,614	-1	388,286	40,024
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Ornamental Portion

Fire - Expense Account Breakdown

Account	Title	Expenses Covered.	Amount	
5002 Fire Hall - R&M		Heat System Servicing	\$1,500.00	
		Sprinkler System Service	\$700.00	
		Yard Maintenance	\$1,200.00	
		CO2 Sensor Service	\$450.00	
		Generator Service	\$700.00	
		Misc. Repair (electrical, roof, etc.)	\$1,950.00	
				<u>\$6,500.00</u>
5004 Fire Hall - Insurance			\$19,000.00	
				<u>\$19,000.00</u>
5006 Fire Hall - Alarm System	Set Price		\$500.00	
				<u>\$500.00</u>
5008 Fire Hall - Hydro			\$12,000.00	
				<u>\$12,000.00</u>
5009 Auxiliary Build - Hydro			\$1,200.00	
				<u>\$1,200.00</u>
5010 Fire Hall - Heat Natural Gas			\$2,000.00	
				<u>\$2,000.00</u>
5012 Refuse & Recycling	Contract - June 2018		\$400.00	
				<u>\$400.00</u>
5014 General Operational Exp.	Janitor		\$3,600.00	
	Misc.		\$1,400.00	
				<u>\$5,000.00</u>
5016 Postage & Freight			\$750.00	
				<u>\$750.00</u>
5018 Association Memberships & Dues		Fire Chief Association of BC	\$561.00	
		Canadian Association of Fire Chiefs	\$300.00	
		Volunteer Fire Assn BC	\$238.00	
		BC Fire Training Officers Assoc.	\$100.00	
		VI Fire Fighter Assoc.	\$98.00	
		Active 911 Renewal	\$625.00	
		Fire Marshal Public Safety	\$100.00	
5020 Equipment Rentals	Misc Equipment/Tool rental		\$250.00	
				<u>\$250.00</u>
5022 Equipment - Fire Apparatus		Ladder Testing	\$1,800.00	
		Fire Extinguisher Service	\$250.00	
		Class A Foam	\$6,000.00	
		Compressor service	\$1,500.00	
		Fire Hose	\$5,000.00	
		Hazmat Decon Equipment	\$2,500.00	
		Forestry Equipment	\$2,500.00	
		Forestry Hose	\$2,500.00	
		SRT Dry Suit	\$1,500.00	
		Floor Jack	\$500.00	
		Hand Held Lanterns	\$1,200.00	
		SCBA Flow Testing	\$1,500.00	
		Misc Equipment	\$2,500.00	
5024 Pagers	Purchase and Replacement		\$4,500.00	
	Repairs and Maintenance			
				<u>\$4,500.00</u>
5026 Snow Removal			\$1,000.00	
				<u>\$1,000.00</u>
5028 First Aid Supplies		India Medical - Yearly Support	\$100.00	
		O2 bottle refill & testing	\$500.00	
		Supplies	\$1,400.00	
		Alway Suction Machine	\$2,000.00	
				<u>\$4,000.00</u>

5030 Vehicles - Fuel		\$8,000.00	
			\$8,000.00
5032 Vehicles - R & M	Vehicle Inspections (5)	\$1,000.00	
	Annual Pump Servicing	\$4,000.00	
	Annual Vehicle Servicing	\$2,500.00	
	Tire Replacement C-1	\$1,000.00	
	Misc. Repairs	\$1,500.00	
			\$10,000.00
5034 Vehicle - Insurance	Increased to coverage anticipated rate increase	\$8,500.00	
			\$8,500.00
5036 Ornamental Streetlighting	Cedar Estates /56 lots	\$1,500.00	
	Cost and repairs		\$1,500.00
5038 Streetlighting Expense	Entire District / Based on costs	\$34,000.00	
			\$34,000.00
5039 Fire Amortization	Based on depreciation of capital	\$135,000.00	
			\$135,000.00
5040 Telephone - Fire Hall	Contract - Expire Jan 2018	\$360.00	
			\$360.00
5042 Telephone - Fax	Contract - Expire Jan 2018	\$360.00	
			\$360.00
5044 Telephone - Internet	Contract - Expire Jan 2018	\$685.00	
			\$685.00
5046 Telephone - Cell & I pads	Increased to cover additional I pads	\$1,700.00	
			\$1,700.00
5048 Radio license	Annual	\$1,500.00	
			\$1,500.00
5050 Uniforms	Station Wear	\$500.00	
	T-Shirts	\$500.00	
	Duty Jackets	\$2,000.00	
	Coveralls	\$1,000.00	
	Boots	\$1,000.00	
			\$5,000.00
5052 Promotions	Smoke Detectors	\$500.00	
	Fire Extinguishers	\$500.00	
	Monthly Recognition	\$500.00	
			\$1,500.00
5054 Fire Prevention	Annual Open House	\$2,500.00	
	Fire Prevention Materials	\$1,500.00	
			\$4,000.00
5056 Health & Wellness	Lung Testing (every 2nd year 2019)		
	Annual Fit Testing	\$700.00	
	Fitness Equipment	\$2,000.00	
			\$2,700.00
5060 FP Contribution Infrastructure	Formula		
5062 Office Supplies		\$500.00	
			\$500.00
5064 Bank Charges	Bank Confirmation	\$30.00	
	Cheques (every 2nd year 2018)	\$350.00	
			\$380.00
5066 General Administration	Misc.	\$2,000.00	
	Staffing Review - Consulting	\$8,000.00	
			\$10,000.00
5068 Furniture & Office Equipment	Copier - Maintenance Agreement	\$300.00	
			\$300.00
5070 Furniture & Equipment - R & M			

5072 Computers - Equipment		\$2,500.00	
			\$2,500.00
5074 Computers - Software & Consulting	IT Support	\$3,570.00	
	Fire Pro Support	\$1,700.00	
			\$5,270.00
5080 Honoraria - Practices & Extra Train	Working On Rates		
5082 Honoraria - Fire Calls	Working On Rates		
5086 Honoraria - Officers	Working On Rates		
5088 Honoraria - Meetings	Working on Rates		
5090 Honoraria - Duty Crew / Officer		\$16,000.00	
			\$16,000.00
5091 Salaries and Benefits		\$95,000.00	
			\$95,000.00
5092 Lost Wages		\$4,000.00	
			\$4,000.00
5093 Fire Chief - Call out pay		\$7,000.00	
			\$7,000.00
5094 Employer Payroll Expense Honoraria	Based on 2017 Budget	\$2,500.00	
			\$2,500.00
5095 Employer Payroll Expense Salary		\$6,500.00	
			\$6,500.00
5096 Recognition	Dinner Awards	\$3,000.00	
		\$7,500.00	
			\$10,500.00
5099 Volunteer Benefits	Yearly	\$4,500.00	
			\$4,500.00
5100 Training Courses & Materials	Live Fire Training (IIBC)	\$3,000.00	
	Annual Refresher - Ropes	\$2,000.00	
	Annual Refresher - SRT	\$2,000.00	
	Fire Officer (VIERA)	\$6,000.00	
	Team Lead	\$2,400.00	
	NFPA 1001 Program	\$2,500.00	
	Live Fire Refresher (ERT)	\$2,500.00	
	Start Program (Comox)	\$1,800.00	
	Hazmat Operations	\$2,500.00	
	Critical Incident Stress (IIBC)	\$2,000.00	
	ICS 100/200 (IIBC)	\$1,500.00	
			\$28,200.00
5102 Travel/Mileage		\$3,500.00	
			\$3,500
5104 Accomodation	Training Conference/Seminar		
			\$4,500
5106 Meal Allowance		\$5,000.00	
			\$5,000
5108 Seminars / Conference		\$4,000.00	
			\$4,000.00

CAPITAL

5122 Firefighting Equipment	Ground Monitor	\$2,500	
	Turn Out Gear (3 Sets)	\$7,500	
			\$10,000
5126 Fire Hydrants	Hydrant Upgrade	\$5,000	
	Alternate water Supply	\$20,000	
			\$25,000
5128 Computers	Server Upgrade	\$10,000	
			\$10,000



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2740 Weeks Road Shawnigan Lake, BC Canada V0R 2W1 Email: joe@ifcwater.ca Telephone: (250) 361-5503

**NCID
Monthly Service and Maintenance Report**

September 8, 2017

To: **NCID**
Date of Service: **August, 2017**
Location: **Cedar, B.C.**
Type of Service: **Monthly Service and Maintenance Report**

August 2017

Major Events and Alarms

August 1/17 – Meet with Keesha Rosario from Sensus Meters to investigate Well # 3 meter failure.

August 9/17 – 1331 Leask Rd repair service leak hit by Emcon ditching.

August 11/17 – 2034 Holden Corso Rd 4" A.C. main break and repair.

August 2017 – Metal storage shed at Barnes Reservoir site was dismantled and removed by Sinclair Utility Construction.

All pipe and fittings and scrap were relocated to new well site property.

August 2017 – C Can storage unit was moved onto new well site property to store emergency stock materials.

Main and Service Repair and Upgrades

August 21/17 – 1456 Frontier Rd – Repair service leak with excavator.

Operational Meetings

August 24/17 – Operational meeting attended to discuss signage and operation and maintenance contract.

SCADA Installations or Upgrades

August 2017- None to report

Non Revenue Water and Water Loss Investigation

August 2017 – Ongoing Total Water use documentation and SCADA total flow reporting.

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Minor Service repairs and customer service

Please see work orders completed for minor repairs.

Meter Repairs and Installs – Ongoing

Main Locates – Ongoing

Shut offs – Ongoing

Maintenance:

August, 2017 -Ongoing Routine Preventative Maintenance **(Please see NCID Preventative Maintenance Schedule Program details.)**

Hydrant Maintenance

August 2017 – 85 NCID Hydrants of 169 hydrants were inspected through confirmation test and operation. All NCID hydrants completed are listed and documented in the NCID Hydrant Maintenance Manual.

Vegetation Control

August 2017 – IFC Water Solutions completing vegetation control for safe unobstructed access to all NCID hydrants.

Quarterly Meter Reading

August 2017 - No Meter reading for August 2017

Please call if you have any questions.

Thank-you

Joe Woolls Level III Certified Operator (EOCP)

IFC Water Solutions Ltd

**North Cedar Improvement District
Request for Decision**

Date Presented: 14 September 2017

Item Number: 20170914A

SUBJECT

Information on the ongoing treatment plant upgrade. The NCID treatment Facility is moving forward, and as part of our due diligence we are required to have an environmental assessment completed on the property and building at 1723 Cedar Road.

ISSUE

Before the NCID can proceed with the construction of the treatment facility at 1723 Cedar road, the old house will have to be demolished. A prior home inspection identified possible Asbestos in the house, therefore, a full assessment is required.

BACKGROUND

Prior to demolishing the house at 1723 Cedar Road, the fire department would like to use it for training purposes, also when demolished, special conditions must be met to dispose of the materials. Staff have investigated and found that Bastion Environmental is the best company to complete an assessment on the property buildings. The fire chief has offered to pay for part of the assessment for training purposes.

REPORTS/DOCUMENT

- Staff have met with Bastion Environmental on site for an estimate.
- Bastion Environmental has supplied an estimate to complete the assessment at \$3800 plus taxes.
- Quote from Bastion Environmental attached.

FINANCIAL

- Funds would be taken from the Fire Protection-Training account, and from the Water Treatment Facility Capital account to cover the expense

OPTIONS

Information only

RECOMMENDATION

That the Board or Trustees accept this quote as information.

Submitted by: CAO.

Concurrence by: Treasurer

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Dear Mr. Mike Bolch

September 6, 2017

Thank you for enquiring about our Hazardous Material Assessment (HMA) services for the properties located at 1723 Cedar Road, Cedar BC

The building is a two-storey 1940s era build, and covers an area of approximately 2400 square feet. And Barn of unknown size. Based on visual observations, there has been multiple renovations made to the interior and exterior of the building materials of the structure. At the time of the walkthrough that was conducted by Bastion Environmental Inc. on September 6, 2017, the buildings are in good condition. The house's planned use is for fire training and eventual demolition through burning. The Barn on the property is to be demolished. Based on the details you provided, the scope of work includes a Full Hazardous Materials Assessment to be completed on the building located at the above address.

Bastion Environmental Inc. follows WorkSafeBC's Occupational Health and Safety Regulations and Related Guidelines (OHSR 20.112), which require a qualified person to collect representative samples of any suspect hazardous building materials that may be affected by any demolition or renovation activities planned to occur at the above address. While we make every attempt to sample in discrete areas of the building, there may be instances where samples are required to be taken in plain view. It is the home owner's responsibility to repair those areas if desired.

Based on the walk through conducted on September 5, 2017, we have estimated the Hazardous Materials Assessment to include the following:

Technician Site Time \$70/hr. (Estimated 6 hrs. Total. 3hrs X2 Technologists)

Bulk Asbestos Samples \$35/sample (Estimated 60-65 Samples) (1) (2) (5)

Bulk Paint Samples for Lead Analysis \$30/sample (Estimated 15-20 Samples) (3) (5)

Vermiculite Analysis (If present) \$90/Sample (4) (5)

Report Writing (\$70/Hr.) (Estimated 4 hrs.)

Estimate Total = \$ 3600-3800 (excluding taxes)

Please Note:

- (1) This is an estimated amount. If during the inspection additional material is detected, you will be contacted and advised on the situation.
- (2) If during demolition suspect material is uncovered, work must stop immediately and the material MUST be tested for asbestos.

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p. 250.585.3830

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- (3) If paint samples have a lead concentration of 100 ppm or greater. The paint and substrate must undergo a Toxicity Leachate Characteristic Profile, (TCLP) at \$150/sample (Note: similar material may be added together as a "composite sample" to help reduce cost.
- (4) If Vermiculite is determined to originate from South Africa. Three samples must be taken for a total of 4 liters. The analysis cost is estimated to be \$660
- (5) Additional shipping charges may be involved.

Please be advised: As qualified persons, we are required to follow Work Safe BC guidelines on sampling suspect asbestos containing materials. Please see the attached table for an outline of the minimum number of samples required by Work Safe BC for each type of suspect material. For more information on the requirements of building inspectors when conducting Hazardous Material Assessments please visit Work Safe BC's Website.

Turn-around time for completion of the Hazardous Materials Assessment, bulk sample analysis, and production of the report typically takes approximately 10 days.

If this proposal is in agreement with you, please reply with an acknowledgement. We will then contact you to arrange a date and time for the survey.

Thank you for choosing Bastion Environmental.



Steve Cameron B.Sc. (P.Chem.)

Senior Analyst

250-585-3830

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 Nanaimo, BC, V9S 3B5
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Bulk Material Sample Collection Guide: Produced by Work Safe BC

Source: *Safe Work Practices for Handling Asbestos 2012 (pg. 27)*

Type of Material	Area of Homogeneous material*	Minimum number of bulk samples to be collected**
Surfacing materials, including texture coating, drywall mud, plasters and stucco	Less than 90 m ² (approximately 1,000 ft ²)	At least 3 samples of each type or surfacing material
	Between 90 and 450 m ² (approximately 5,00ft ²)	At least 5 samples of each type of surfacing material
	Greater than 450 m ²	At least 7 samples of each surfacing material
Sprayed insulation and blown-in-insulation, including sprayed fireproofing, and vermiculite insulation (including vermiculite insulation within concrete masonry units, or CMUs)	Less than 90 m ² (approximately 1,000 ft ²)	At least 3 samples
	Between 90 and 450 m ² (approximately 5,00ft ²)	At least 5 samples
	Greater than 450 m ²	At least 7 samples
Flooring, including vinyl sheet flooring (and backing) and floor tiles.	Any Size	At least 1 sample per flooring type in each room (and 1 from each layer of flooring)
Mechanical insulation, including duct taping, pipe insulation, elbows and boiler/tank insulation	Any Size	At least 3 samples
Mastic and putties, including duct mastic (around penetrations) and window putty	Any Size	At least 3 samples
Roofing materials, including felting and shingles	Less than 90 m ² (approximately 1,000 ft ²)	At least 1 sample (each layer of material must be sampled)
	Between 90 and 450 m ² (approximately 5,00ft ²)	At least 2 samples (each layer of material must be sampled)
	Greater than 450 m ²	At least 3 samples (each layer of material must be sampled)
Asbestos cement (transite) board and pipe	Any Size	At least 1 sample
Other materials	Any Size	At least 1 sample per type of material

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If the material is assumed to contain asbestos, samples do not have to be collected. The professional judgment of a qualified person can be used to reduce the number of bulk samples of homogeneous materials. If fewer samples than the minimum recommended number are collected, surveyors should document the rationale for their position in the survey report.

Resolution 5-2017

WHEREAS water tolls and other charges to the accounts set up for the properties identified by folio numbers below are in arrears greater than 90 days at the issued date of billings of June 29, 2017

AND WHEREAS North Cedar Improvement District Bylaw No. 457 permits the District to shut off the water service to any premises where water tolls and other charges are in arrears 90 (ninety) days or longer;

BE IT RESOLVED THAT where these outstanding arrears remain unpaid after August 10, 2017 the water service to these premises be turned off in accordance with our bylaws.

	Account	Folio #
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	Account	Folio#
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03001	03089470
05901	03283122
15501	03054025
05951	03283134
04591	03157000
07201	03302000
01061	03032205
06031	03283150
09601	03462300
05411	03226120
13521	16859000
07351	03303650
01801	03038228
03321	03089650
07511	03310270
13751	16863000
08281	03380035
07121	03300540
01971	03042000
04781	03177000
03701	03093000
05401	03226110

02351	03082000
02221	03067000
04921	03191000
14031	03472040
06281	03283202
01481	03036020
13371	04659320
03591	03090120
06231	03283190
04301	03131010
07151	03300570
17841	03054010
13931	03283314
02661	03089296
06181	03283180
02691	03089302
02601	03089284
09701	03469014
06251	03283194
02181	03063000
09621	03463000

I HEREBY CERTIFY THAT the foregoing is a true copy of the original resolution as passed by the Board of Trustees, sealed with the District seal and signed on the 8th day of June 2017.

W. Michael Bolch
Chief Administrative Officer



**Associated
Engineering**

*GLOBAL PERSPECTIVE.
LOCAL FOCUS.*

Monthly Report

August Project Status Report to North Cedar Improvement District Board

SUBMITTED: September 7, 2017 File No: 2012.2148.00.E.01.00

AUTHORED BY: Oleh Dubek, P.Eng. and James Rees, EIT
Associated Engineering (B.C.) Ltd.

SUBJECT: Current North Cedar Improvement District Projects

1. General Items

1. General Items

- a) Appendix A - Work Order for the Preliminary Design of the NCID Water Treatment Plant has been executed. We are now proceeding with the work items as described in the July 25, 2017 letter for Preliminary Design as quickly as we can. We are currently relocating the building and access point from the previous conceptual plan so that the central driveway at 1723 Cedar will be the main entrance. The initial conceptual plan was utilizing the existing access that is being used for the Chlorine building and well field. This access point is deemed too close to the Macmillan Road intersection and access to the opposite property. The revised building location layout drawing will be sent to the Geotechnical Engineering firm so that they can carry out a site investigation. We are currently working on confirmation of design flows and interior equipment layout based on the relocated building.

There have been several items of interest that have been raised by the Board regarding building phases and site issues. The following are initial responses to the questions raised by the Board:

1. It is proposed to have the entire plant building built at one time in Phase 1. Phase 2 and 3 will consist of adding a direct filter package plant for each phase. Each filter package can treat 22 to 26 L/s and Phase 1 will have two

filters that would be capable of treating the Maximum Day Demand for current and accounted connection (48.4 L/s). The internal piping for the filters will be designed to be extendable (blind flanges at end points). As well, the UV reactors and distribution pumps will be designed for easy expansion for the next phases. We believe one building shell at Phase 1 construction will be more economical than a smaller building that will require extension for the next phases. The one shell approach will eliminate additional mobilization time and temporary walls/weatherproofing requirements between Phases 2 and 3.

2. We have attached our conceptual plant layout plan for information only as it is being revised to accommodate the new location and optimization of equipment location and various rooms for electrical, blowers, coagulants, washroom, etc.
3. The piping from the existing wells will not need to be upgraded. There will be new piping required to connect the plant to the discharge piping from the wells.
4. The treatment plant will have a washroom facility and space for operators work site. There will be an emergency eyewash and shower station in the chlorine room.
5. It is proposed to have adequate parking and paved access to the plant from Cedar Road. A fenced area to accommodate maintenance material such as pipes, spare hydrants, fittings, etc. is also proposed. An area within the building for more sensitive/valuable equipment will be proposed for board consideration. We do not anticipate fencing the entire site although an secured entrance gate will be incorporated.
6. The Phase 1 upon completion will be turnkey operational.
7. Demolition of the existing house and out buildings will be included in the construction cost estimate that will be part of the preliminary design.
8. It is not anticipated that the contractor will need the existing house and will provide his own trailer for a construction office. This item is usually outlined in the tender documents.
9. The building, parking and access road area (where necessary) will be stripped as required/outlined in the geotechnical evaluation report.
10. We can include landscape design and construction cost in the next cost estimate and fee estimate stage after preliminary design is complete.

2. Barnes Reservoir

- a) The detail design drawings are being prepared for internal and external piping to the new reservoir. Once complete the structural drawings will be updated to include provision for the piping inside the reservoir. Once completed, we will review with NCID. Although Water Treatment Plant is our main priority we are still proceeding with the detail design of the new reservoir as time permits.

3. New Applications to connect to NCID Water System

a) **Woobank Subdivision**

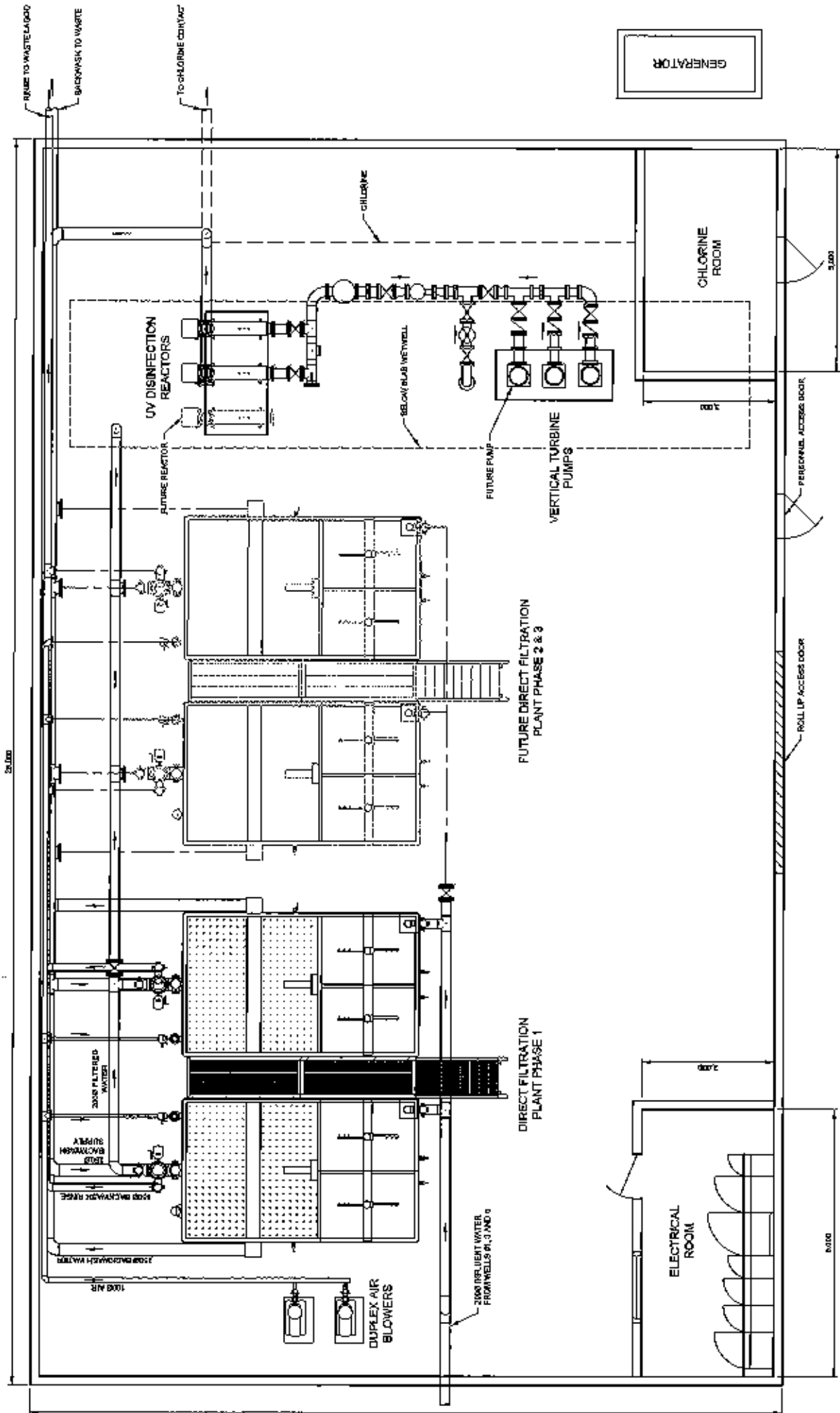
There has been no activity regarding this application since our June report.
The tie in to the Woobank water main was completed June 7 with Joe witnessing

the connection on behalf of NCID. Although connected, the isolation valve to the subdivision will remain closed.

All other items as listed in the March 24 letter would need to be satisfied before the water connection would be accepted by NCID and service meters installed for the subdivision.

b) Huddington Connection – Preliminary Study

We have been given the go ahead for this study September 4, 2017 and will start work next week.



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