



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# WOOBURY VILLAGE WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION OUTLINE

A meeting of the Woodbury Village Water Services Community Advisory Committee was held at 1:00 pm PST / 2:00 pm MST on Tuesday, November 21, 2023 through a hybrid model

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m858048912cb2ae3d72f5f23f8b23c0b1>

**Join by Meeting Number:**

**Meeting Number (access code):** 2771 909 0819

**Meeting Password:** PPqYq2MP3U2 (77797267 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**COMMITTEE MEMBERS PRESENT**

Committee Member Richard Nellis

Committee Member Barney Gilmore

Committee Member Allan Hobden

Committee Member Ken Chambers

Director Aimee Watson, Electoral Area D (ex-officio)

**STAFF PRESENT**

Uli Wolf, GM – Environmental Services- present

Alex Divlakovski, Water Operations Manager- present

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE AND CAPITAL UPDATE**

- Annual flushing and valve exercising.
- One distribution system leak repaired.
- Interior Health Construction Permit issued and upgrades on the water treatment plant/new intake have begun.
- New intake pump to be installed this November.
- Commissioning of the water treatment upgrades to begin December/January.  
Follow up action: staff to inform CAC when commissioning begins and new intake source is initiated.

**3. 2024-2028 FINANCIAL PLAN**

A copy of the 2024-2028 Financial Plan for Service S259 Water Utility-Area D (Woodbury) is provided.

*Action Item: Staff to provide a revised Financial Plan to Community Advisory Committee members with corrected Contribution to Reserves and revised Parcel Tax increases at 13% increase for 2024 and less than 12% increase for 2025.*

*Action Item: Director Watson to inform Community Advisory Committee if Environmental Services Fees and/or Fleet Contributions change significantly in Final Budget.*

**4. DISCUSSION ITEM: COMMITTEE MEMBERSHIP EXPIRING**

All Committee memberships are set to expire on December 31, 2023.

*Action Item: Director Watson to re-appoint existing members to the Community Advisory Committee: Richard Nellis; Barney Gilmore; Allan Hobden; Ken Chambers.*

**5. NEXT ASSEMBLY**

The next assembly of Woodbury Village Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

Next Community Advisory Committee meeting to be scheduled for preliminary 2025 budget review in November, 2024.

**SUMMARY OF ACTION ITEMS:**

1. Staff to provide a revised Financial Plan to Community Advisory Committee members with corrected Contribution to Reserves and revised Parcel Tax increases at 13% increase for 2024 and less than 12% increase for 2025.
2. Director Watson to inform Community Advisory Committee if Environmental Services Fees and/or Fleet Contributions change significantly in Final Budget.
3. Director Watson to re-appoint existing members to the Community Advisory Committee: Richard Nellis; Barney Gilmore; Allan Hobden; Ken Chambers.
4. Schedule Community Advisory Committee meeting in November 2024.

**Regional District of Central Kootenay  
S259 Water Utility-Area D (Woodbury)**

**2024 to 2028 Financial Plan**

**V-P2**

Version P2 - Issued for CAC meeting.

**SYSTEM INFORMATION AND RATES**

	No.	2023	2024	2025	2026	2027	2028
Active Accounts	41						
Accounts Using Water	34						
Accounts Not Using Water	7						
Service Charges % Increase		9%	4%	4%	4%	4%	4%
WDV-DWELLING-MULTI FAMILY FIRST DWELLING	5	951	989	1,029	1,070	1,113	1,158
WDV-DWELLING- MULTI FAMILY- ADDITIONAL	5	500	520	540	562	585	608
WDV-DWELLING-SINGLE FAMILY	29	951	989	1,029	1,070	1,113	1,158
WDV-UNDEVELOPED PARCEL		0%	0%	0%	0%	0%	0%
Metered Rate	7	377	377	377	377	377	377
Base Charge		135	141	146	152	158	164
Metered Consumption		3.88	4.04	4.20	4.36	4.54	4.72
Parcel Tax % Increase		0%	25%	0%	0%	0%	25%
Parcel Tax	41	426	533	533	533	533	666
<b>Total</b>							

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41010 Requisitions												
41015 Parcel Taxes	17,466	17,466	17,466	17,466	17,466	17,466	17,466	21,833	21,833	21,833	21,833	27,291
42025 Sale of Services - Specified												
42030 User Fees	28,291	29,707	35,195	31,064	37,486	38,181	38,181	38,880	40,329	41,837	43,405	45,035
43015 Donations - Specified	3,120			3,120								
43020 Grants					49,976	49,976	49,976					
43025 Grants - Specified	0	153,869	42,649	65,506	284,322	0	284,322	41,416				
43030 Community Works Grants	0		85,440	42,720		1,750	1,750					
45000 Transfer from Reserves	13,732	12,105	6,709	10,849	27,000	0	27,000	4,000	0	0	0	0
49100 Prior Year Surplus	(8,240)	(5,240)	5,035	(2,815)	49,372	50,590	50,590	57,471	(11,894)	(11,894)	(11,894)	(11,894)
<b>Revenue</b>	<b>54,369</b>	<b>207,907</b>	<b>192,495</b>	<b>167,910</b>	<b>465,622</b>	<b>157,963</b>	<b>469,285</b>	<b>163,599</b>	<b>50,268</b>	<b>51,775</b>	<b>53,343</b>	<b>60,432</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	3,036	3,874	9,281	5,397	8,352	2,244	2,992	8,870	9,225	9,409	9,597	9,789
51020 Overtime	72	49	996	372	217	0	0	230	240	244	249	254
51030 Benefits	536	667	1,528	910	2,172	403	537	2,307	2,399	2,447	2,496	2,546
51500 Directors - Allowance & Stipend			386	386	403	303	404	428	445	454	463	472
51565 Directors - Mileage			128	128	133	71	95	141	147	150	153	156
53020 Admin, Office Supplies & Postage	6			6	0	16	21	0	0	0	0	0
53030 Communication		0	0	0	541	0	0	1,000	1,040	1,061	1,082	1,104
53040 Advertising			905	905			0	0	0	0	0	0
53050 Insurance	402	654	63	373	1,983	595	793	2,106	2,190	2,234	2,279	2,324
53080 Licence & Permits	450	513	5,951	2,305	676	190	254	718	747	762	777	792
54010 Legal					14,500	0	14,500	2,000				
54030 Contracted Services	920	416	4,276	1,871	1,190	346	462	1,264	1,314	1,341	1,367	1,395
55010 Repairs & Maintenance	329	298	1,497	708	1,082	550	734	1,149	1,195	1,219	1,243	1,268
55020 Operating Supplies	481	423	859	588	1,072	167	223	1,138	1,184	1,208	1,232	1,256
55025 Chemicals	71	51	(96)	9	595	43	57	632	657	670	684	697
55040 Utilities	1,423	1,805	2,023	1,750	2,380	1,228	1,637	2,528	2,629	2,681	2,735	2,790
<b>Operating Expenses</b>	<b>7,726</b>	<b>8,751</b>	<b>27,796</b>	<b>15,708</b>	<b>35,296</b>	<b>6,157</b>	<b>22,709</b>	<b>24,511</b>	<b>23,411</b>	<b>23,879</b>	<b>24,357</b>	<b>24,844</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1221-100 WDV W - 2021 SROW Water Line Protection					1,021	1,216	1,216					
60000 CAP1422-100 WDV W - 2023 Water Quality Upgrades					341,416	127,992	300,000	41,416				
<b>Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>342,437</b>	<b>129,208</b>	<b>301,216</b>	<b>41,416</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59000 Contribution to Reserve	18,991	12,739	3,194	11,641	53,938	53,938	53,938	77,475	9,536	9,991	10,485	16,479
59500 Transfer to Other Service	17,386	15,818	11,526	14,910	14,901	1,870	14,901	11,860	8,175	8,338	8,505	8,675
59510 Transfer to Other Service - General Admin. Fee	3,837	3,952	4,150	3,980	4,256	4,256	4,256	4,520	4,701	4,795	4,891	4,988
59550 Transfer to Other Service - Environmental Services Fee	11,669	15,648	17,555	14,957	14,794	14,794	14,794	15,711	16,340	16,666	17,000	17,340
<b>Non-Operating Expenses</b>	<b>51,883</b>	<b>48,157</b>	<b>36,425</b>	<b>45,488</b>	<b>87,889</b>	<b>74,858</b>	<b>87,889</b>	<b>109,566</b>	<b>38,751</b>	<b>39,790</b>	<b>40,880</b>	<b>47,482</b>

<b>Total Service</b>					(0)	(52,260)	57,471	(11,894)	(11,894)	(11,894)	(11,894)	(11,894)
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Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 CAP1222-100 WDV W - 2021 Water Quality Upgrades													
59500 CAP1222-100 WDV W - 2021 Water Quality Upgrades - Project Management				3,968		7,500							
59500 OPR327-100 Woodbury Water Utility-Distribution - General													
59500 OPR327-112 Woodbury Water Utility-Transfer to other Service - Fleet		2,563	2,978	1,996	2,771	3,642		3,642	3,868	4,023	4,103	4,185	4,269
59500 OPR327-114 WDV W Woodbury Water Utility-Transfer to other Service - Project Ma		13,563	12,105	3,970	12,834		1,870	7,500	4,000				
59500 OPR327-117 Woodbury Water Utility-Transfer to other Service - Operator Admin		1,260	735	1,592	998	3,759		3,759	3,992	4,152	4,235	4,320	4,406
<b>Total Transfer to Other Service</b>		<b>17,386</b>	<b>15,818</b>	<b>11,526</b>	<b>16,602</b>	<b>14,901</b>	<b>1,870</b>	<b>14,901</b>	<b>11,860</b>	<b>8,175</b>	<b>8,338</b>	<b>8,505</b>	<b>8,675</b>

	2023	2024	2025	2026	2027	2028
Balance Previous Year	152,089	180,547	255,828	267,922	280,592	293,883
Interest (Assumed 1%)	1,521	1,805	2,558	2,679	2,806	2,939
Contribution	53,938	77,475	9,536	9,991	10,485	16,479
Withdrawal	(27,000)	(4,000)	0	0	0	0
	<b>180,547</b>	<b>255,828</b>	<b>267,922</b>	<b>280,592</b>	<b>293,883</b>	<b>313,301</b>

**2022 Asset Management Plan Identified Contribution to Reserves**

25 Year	31,579
100 Year	37,279