

VILLAGE OF ZEBALLOS
COMMITTEE OF THE WHOLE

AGENDA

7:00 pm

March 8, 2022

157 Maquinna Avenue, Zeballos, BC

We would like to acknowledge we are on unceded First Nations land of Ehattesaht Chinehkint territory.

1. CALL TO ORDER

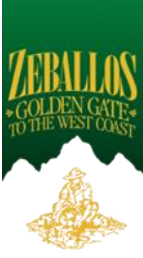
2. BUSINESS ITEMS

2.1 Staff Report from the CAO Re: Capital Expenditures Page 1

Recommendation: For discussion

2.2 Verbal Report from the CAO Re: Strategic Priorities Review Exercise and Progress Update Evaluation Page 11

Recommendation: For discussion



STAFF REPORT

To: Mayor & Council
 From: Shannon Carlow, Chief Administrative Officer
 Re: 2022 Proposed Capital Expenditures

March 3, 2022

PURPOSE

To consider the priority of capital expenditure projects, and their associated budgets, for the 2022 budget year; and further, to consider increasing the amount of capital projects normally completed in a budget cycle.

BACKGROUND

In 2022, Council allocated \$117,500 to Capital Expenditures as outlined in Table 1 below. Table 2 shows which projects were completed and their final costs, plus one addition. It also portrays those expenditures that did not take place for various reasons.

TABLE 1 - 2021 CAPITAL BUDGET – APPROVED

DEPARTMENT	DESCRIPTION	ACCOUNT	BUDGET	DETAILS
Administration	Buildings (VO)	1-6-12-152	\$ 3,000.00	Repair Cracks and Paint (VO)
Administration	Fixtures/Furniture (VO)	1-6-12-154	\$ -	
ZVFD	Buildings	1-6-21-152	\$ -	
ZVFD	Fixtures/Furniture/Vehicles/Uniforms/SCBAs	1-6-21-154	\$ -	
ZVFD	Other Emergency	1-6-21-160	\$ -	
Garbage	Fixtures/Furniture/Vehicles	1-6-31-154	\$ 14,000.00	Lg. Dumpsters (qty 2)
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ -	
Public Works	Fixtures/Furniture/Vehicles	1-6-43-154	\$ 5,000.00	Tools and Equipment
Community Hall	Buildings	1-6-51-152	\$ -	
Museum	Buildings	1-6-52-152	\$ 10,000.00	Siding on rear of building, gutters over porch and miners shack.
Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ -	

Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ 5,000.00	Replace deteriorating boardwalks, signage. \$1,000 is placeholder value ONLY. Not based on a quote. Estuary Trail
Parks	Buildings	1-6-53-154	\$ -	
Library	Buildings	1-6-55-152	\$ -	
Water	Water Infrastructure	1-6-61-162	\$ 21,000.00	SCADA Replacement. 50% split between water and sewer
Sewer	Sewer Infrastructure	1-6-71-164	\$ 21,000.00	SCADA Replacement. 50% split between water and sewer
Sewer	Sewer Infrastructure	1-6-71-164	\$ 6,500.00	Electrical Cabinet for Lift Station #2
Sewer	Sewer Infrastructure	1-6-71-164	\$ 32,000.00	52 KVA 3 Phase Portable Genset.
TOTAL			\$ 117,500.00	

TABLE 2 – 2021 CAPITAL BUDGET – ACTUAL EXPENDITURES

DEPARTMENT	DESCRIPTION	ACCOUNT	BUDGET	DETAILS
Administration	Buildings (VO)	1-6-12-152	\$ 0	Repair Cracks and Paint (VO) Some painting completed by staff.
Administration	Buildings (VO)	1-6-12-152	\$ 10,000.00	Office HVAC Added on emergent basis, approved by Council.
Administration	Fixtures/Furniture (VO)	1-6-12-154	\$ -	
ZVFD	Buildings	1-6-21-152	\$ -	
ZVFD	Fixtures/Furniture/Vehicles/Uniforms/SCBAs	1-6-21-154	\$ -	
ZVFD	Other Emergency	1-6-21-160	\$ -	
Garbage	Fixtures/Furniture/Vehicles	1-6-31-154	\$ 7,540.00	Lg. Dumpsters (qty 2)
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ -	
Public Works	Fixtures/Furniture/Vehicles	1-6-43-154	\$ 0	Tools and Equipment Roll over to 2022 budget (annual item).
Community Hall	Buildings	1-6-51-152	\$ -	

Museum	Buildings	1-6-52-152	\$ 0	Siding on rear of building, gutters over porch and miners Shack. Roll over to 2022 budget.
Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ -	
Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ 0	Replace deteriorating boardwalks, signage. \$1,000 is placeholder value ONLY. Not based on a quote. Increase/apply for grant and roll over to 2022 budget.
Parks	Buildings	1-6-53-154	\$ -	
Library	Buildings	1-6-55-152	\$ -	
Water	Water Infrastructure	1-6-61-162	\$ 21,919.00	SCADA Replacement. 50% split between water and sewer. Over budget by \$1,000.
Sewer	Sewer Infrastructure	1-6-71-164	\$ 21,919.00	SCADA Replacement. 50% split between water and sewer. Over budget by \$1,000.
Sewer	Sewer Infrastructure	1-6-71-164	\$ 0	Electrical Cabinet for Lift Station #2. Rollover to 2022 budget. Get new quote, \$2,000 added for adjustment.
Sewer	Sewer Infrastructure	1-6-71-164	\$ 34,053.00	52 KVA 3 Phase Portable Genset. Over budget \$2053.00 - unanticipated trailer repair.
TOTAL			\$ 95,431.00	
Difference between budget and expenditures			\$ 22,169.00	
				<i>(Under approved budget)</i>

Currently Village infrastructure is failing and has been for some time. This was advanced during the pandemic due to the inability to retain contractors to the area, coupled with staff changes. The impact of historically choosing to not use Reserve Funds for major repairs is an additional notable attribute in the deterioration of Village infrastructure assets. Leaving them to further diminish is not advisable from a fiscal or liability perspective.

STAFF IMPLICATION

Staff is continually revisiting the same issues in order to do minimal repairs as budgets allow. This is inefficient and over time attains higher costs than fulsome repairs that bring infrastructure back up to

industry standards and compliance. This will also free up time to complete other projects that have already been approved and funded.

Larger projects that cannot be funded through Reserve Funds will need to be managed externally. This is becoming more feasible with some programs allowing for a portion of the grant for administration work. This method also ensures legislation, permitting processes, and other applicable regulations are closely adhered to with oversight still being held by the Village. Using experts in grant writing and project management adds value by streamlining application timelines and utilizing the most applicable and current programs as they become available. Some local governments currently assign the tracking of available grants, their parameters and guidelines, as well as deadlines through a sole employee who then is a resource to all staff. Due to our size we do not have capacity for such a singular position making consulting partnerships the most feasible and efficient method to create actionable projects in a timely manner.

RECOMMENDED PROJECTS

In order to bring multiple village assets back into a state of unfettered use, extensive time has been taken to research project costs and create relationships with vendors who can be relied upon to come to Zeballos to complete these works in a professional and timely way. Completing these projects would create a safer and more welcoming community as well as address environmental components.

TABLE 3 – RECOMMENDED PRIMARY 2022 CAPITAL PROJECTS

PROJECT	COST	FUNDING SOURCE 1	FUNDING SOURCE 2	COMMENT
RENO STREET CULVERT				
<i>Reno Street (Pandora Slough Culvert) Replacement</i>	Up to \$100,000 (Village portion - \$26,700)	Infrastructure Canada Infrastructure Program – EQ Grant @ 73.33% applied for 2022-03-23	Village Portion of \$26,700 drawn from Gas Tax Reserve Fund	15% of grant allowable allocation to administration costs for external assistance
COMMUNITY HALL				
<i>Community Hall Plumbing and Septic Tank/Field Replacement</i>	\$60,000 appx.	Pull from Gas Tax Reserve Fund	N/A	2021 Gas Tax funds of \$122,000 are currently unexpended
SEAPLANE DOCK				
<i>Seaplane Dock and Walkway Resurfacing</i> (Option 1) New cement anchors, refurbish dock, timbers, hinges and hardware, using wood and rubber belting materials	\$15,000 appx.	Pull from Gas Tax Reserve Fund	N/A	2021 Gas Tax funds of \$122,000 are currently unexpended
<i>Seaplane Dock and Walkway Resurfacing</i> (Option 2) Ensure dock anchored	\$19,000 appx.	Pull from Gas Tax Reserve Fund	N/A	Use of western Red Cedar versus composite decking can reduce pricing.

and replace dock surface with non slip fibreglass composite decking, replace/fix broken hinges/hardware, bull rails and blocks.				2021 Gas Tax funds of \$122,000 are currently unexpended.
<i>NEW Seaplane Dock and Walkway Repair</i> (Option 3) Replacement of actual seaplane dock with pressure treated wood, hot dipped galvanized hardware, enviro encapsulated flotation, no slip marine fibreglass composite decking and resurfacing of adjacent walkway as outlined in Option 2 above.	\$39,000 appx.	Pull from Gas Tax Reserve Fund	N/A	Use of western Red Cedar versus composite decking can reduce pricing. 2021 Gas Tax funds of \$122,000 are currently unexpended.

MUNICIPAL WHARF				
<i>Municipal Wharf Resurfacing</i> Lower section - Replacement of surface boards with no slip fibreglass composite decking, replace broken bull bar, replace broken pile guide, replace gangway tracks and pads. Upper section – Repair of noted surface spots.	\$15,000 appx.	Pull from Gas Tax Reserve Fund	N/A	Use of western Red Cedar versus composite decking can reduce pricing. 2021 Gas Tax funds of \$122,000 are currently unexpended.
TRAILS				
<i>Estuary Trails</i> Replacement of estuary trails. Other trails may be added.	Unknown	Tentatively working on a regional grant application with other stakeholders for March 31, 2022 deadline.	Parks Reserve Fund	Village resources will be allocating funds back to this Reserve Fund with Auditors.

FINANCIAL IMPLICATION

Review of Attachment A – “Reserve Schedule Fiscal Year 2020” shows Reserve Funds can easily absorb these proposed costs. As noted, the 2021 Gas Tax funds received by the Village in the amount of

\$122,000 have yet to be spent and further funds will be received in 2022. In addition, staff worked diligently to finalize two outstanding grants in late December 2021. Finalizing these grants returned \$415,000 to the Village, some of which will go back into Reserve Funds once the Auditors review the 2021 fiscal year end.

Further the \$200,000 provincial COVID monies provided to the Village have not yet been utilized. \$127,000 was allocated to the Connected Coast project, however staff have confirmed this cost is now approximately \$48,000 leaving a difference of \$79,000 available. The remainder of the initial monies was contemplated for a part-time Fire Chief, these monies are also not expended at this time as a review of the position and recruitment plan are still required.

A preliminary draft 2022 Capital Expenditure budget is shown below in Table 4. This table itemizes approved projects not completed and rolled over from 2021, along with the primary projects proposed above in Table 3. There is also room for adjustments for grants and possible external stakeholder funding for some items. It is of note that the Capital Budget was set at 293,500 in 2019 and was proposed as \$157,000 in 2020.

TABLE 4 – DRAFT 2022 CAPITAL BUDGET

DEPARTMENT	DESCRIPTION	ACCOUNT	BUDGET	DETAILS
Administration	Buildings (VO)	1-6-12-152	\$ -	
Administration	Fixtures/Furniture (VO)	1-6-12-154	\$ -	
ZVFD	Buildings	1-6-21-152	\$ -	
ZVFD	Fixtures/Furniture/Vehicles/ Uniforms/SCBAs	1-6-21-154	\$ -	
ZVFD	Other Emergency	1-6-21-160	\$ -	
Garbage	Fixtures/Furniture/Vehicles	1-6-31-154	\$ -	
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ 3,000.00	General Repairs
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ 26,700.00	Reno Street Culvert Grant Portion
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ 39,000.00 <i>(Other option may decrease costs)</i>	Seaplane Dock Replacement/Repairs (other option \$19,000)
Roads & Bridges	Roads & Bridges	1-6-41-156	\$ 15,000.00	Municipal Wharf Repairs
Public Works	Fixtures/Furniture/Vehicles	1-6-43-154	\$ 5,000.00	Tools and Equipment
Community Hall	Buildings	1-6-51-152	\$ 60,000.00	Septic System
Museum	Buildings	1-6-52-152	\$ 10,000.00	Siding on rear of building, gutters over porch and miners Shack.

Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ 5,000.00 <i>(Grant and other funders may be available, figure may change)</i>	Replace deteriorating boardwalks, signage, Estuary Trail.
Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ 20,000.00 <i>(Grant may be available, figure may change)</i>	Playground equipment and related assets. <i>Placeholder value ONLY. Not based on a quote.</i> Ballfield, Skatepark, Concession Stand, and Playground
Parks	Fixtures/Furniture/Vehicles	1-6-53-152	\$ 2,000.00	Replace rotten picnic tables at RV Park and throughout town.
Parks	Buildings	1-6-53-154	\$ -	
Library	Buildings	1-6-55-152	\$ -	Contemplate larger septic tank in conjunction with Community Hall Septic project.
Water	Water Infrastructure	1-6-61-162	\$ -	
Sewer	Sewer Infrastructure	1-6-71-164	\$ 8,500.00	Electrical Cabinet for Lift Station #2 Obtain new quote if proceeding. (Cost estimate increased by \$2,000 over 2021)
TOTAL			\$ 194,200.00	

LEGAL IMPLICATIONS

Continuing to allow infrastructure to decline may result in liability issues, loss of services and effect on the ability to recruit and retain competent staff.

RECOMMENDATION

For discussion.

Shannon Carlow,
Chief Administrative Officer

Attachment A – Village of Zeballos – Reserve Schedule Fiscal Year 2020

Attachment A

**Village of Zeballos
Reserve Schedule
Fiscal Year 2020**

Statutory Reserve Sub-Total	\$	97,050.77
Non-Statutory Reserve Sub-Total	\$	663,702.90
RESERVE TOTAL	\$	760,753.67

	Non-Statutory Reserves								Statutory Reserve		Total Provision for future expenditures
	Unrestricted 1-5-00-302	Fire Equipment 1-5-00-303	GGS Equipment 1-5-00-304	Parks & Landscaping 1-5-00-305	Environmental Health 1-5-00-306	Gas tax 1-5-00-308	Infrastructure Planning 1-5-00-309	Cenotaph Project 1-5-00-310	Capital 1-5-00-361	Economic Development 1-5-00-362	
Share of Total Reserve	25.91%	2.18%	6.65%	4.20%	5.58%	35.08%	5.76%	0.03%	6.37%	8.25%	
January 1, 2020 Opening Balance <i>Less Equipment Purchases/Expenses</i>	170,152.81	14,319.04	43,662.39	27,572.56	36,641.20	230,432.61	37,822.39	167.65	41,854.00	54,189.45	656,814.10
<i>Additions</i>											0.00
<i>Plus Equipment Surplus Sales</i>											0.00
<i>Transfers to Reserves</i>											0.00
<i>Inter Fund Transfers</i>											0.00
<i>Interest Earned</i>	1,784.60	150.18	457.94	289.19	384.30	2,416.82	396.69	1.76	438.97	568.35	6,888.80
Year End Balance 2020	171,937.41	14,469.22	44,120.33	27,861.75	37,025.50	232,849.43	38,219.08	169.41	42,292.97	54,757.80	663,702.90

CATEGORY	PRIORITY YEAR	OBJECTIVES / STRATEGIES	MEASURES / ACTIONS	OUTCOMES / PROGRESS REPORTING			
				2019	2020	2021	2022
Public Relations	2019	C2C Meetings with neighbouring First Nations.	C2C Meetings have occurred.	Priority Reaffirmed. Ongoing.	C2C Meeting with Ehattesaht/Chinehkint Nation scheduled.	C2C Meeting with Ehattesaht/Chinehkint Nation scheduled.	C2C Meeting with Ehattesaht/Chinehkint Nation recently discussed by Administrators.
	2019	Renew Protocol Agreement with Nuchatlaht Tribe.	Signed Protocol Agreement in place with the Nuchatlaht First Nation.	Priority reaffirmed.	Ongoing.	Ongoing.	Ongoing.
OCP Review	2020	OCP strategy: Break work into small sections to complete over time and secure funding for each piece.	Funding secured for Housing Needs Assessment.		Completed.		
	2020	OCP strategy: Break work into small sections to complete over time and secure funding for each piece.	Development Permit Area redefined via Slope Mitigation Feasibility Study.		Feasibility study contracted.	Ongoing.	Completed.
	2021	OCP strategy: Break work into small sections to complete over time and secure funding for each piece.	FireSmart review of OCP; funding and source supplier.			Funding identified.	Ongoing. Grant extended to December 30/22.
Community Development	2018	Complete updated Official Community Plan (OCP).	OCP Bylaw reconsidered and adopted in 2019.	Priority reaffirmed in 2019. Ongoing.	Priority reaffirmed in 2019. Ongoing.		
Economic Stability	2019	Research Transfer Station and / or Industrial Site requirements and demand.	1. If necessary, land identified for industrial site. 2. Action plan in place with specific steps toward development of industrial site.		Ongoing.	Ongoing.	
	2021	Tourism Marketing Plan via online stream.	Post pandemic responses to websites and social media web traffic.			Budget approved. Service provider identified.	Service provider hired, social media launched, Councillor liaison engaged.
Unightly Premises Bylaw	2019	Continue with notification of infractions	Neat and tidy yards.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	3 properties cleared of derelict buildings and excessive over-growth. Bylaw Officer continues to be engaged in education and process.
	2019	Fewer letters needing to be sent to unsightly premise owners.			Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Letter writing transferred from CAO to SRD Bylaw Officer.
Policies and Bylaws	2019	Complete bylaw and policy review.	Fewer bylaws in need of housekeeping amendments.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Procedure and Fees and Charges Bylaws to be amended in 2023.
	2021	Gather additional data for input into the Asset Management Plan.	Identify funding needs and service sources.				Old grant to be closed.
Local Maintenance and Beautification (Within Village Limits)	2019	Museum Expansion (completion of porch and siding).	Budget item approved.	Ongoing.	Ongoing.	Ongoing	Ongoing, siding to be put back in 2022 budget. Gardens to be tended.
	2020	Engage CVRD educators to encourage recycling.	Encourage an annual event.		Priority Identified.	Ongoing.	
	2019	Schedule a hazard waste pickup and PR opportunity.			Ongoing.	Ongoing.	
	2019	Improve signage for clarity and accuracy.			Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	
	2019	Address street side debris piles and encourage removal as necessary.	1. Streets clear of stored materials, derelict vehicles, and sundry debris. 2. Village properties appear tidy and well kept.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	
	2019	Maximize revenue collection from parking fees; Continue with parking attendant and patrols.	Parking Attendant retained.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Revenue increased, new model required for staffing.
	2019	Village cleanup month of May, including free tipping at landfill. Council to encourage participation.	Spring Clean-Up participation.		Ongoing.	Ongoing.	
	2019	Maintain Village gardens.	Gardener retained.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Return to prepandemic service level.
	2019	Monitor road allowances which fall under Village of Zeballos responsibility.		Priority Identified.			
	2019	Install columbarium at the Zeballos Cemetery.	Columbarium installed.	Priority Identified.	Completed.		
Parks & Trails	2019	Ongoing engagement with the Community Unity Trail (CUT) project.	U4C Society holding regular meetings and designated representatives reporting to Council.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Type of trail to be determined.
	2019	PW continue to maintain existing trails.	Budget line item approved.	Budget line item approved.	Ongoing.	Ongoing.	
	2019	Local trails need improvements to reduce risk to public use.	Estuary and River trails have a reduced risk and are widely used.	"use at own risk signs" placed at trailheads. Ongoing.	Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Under discussion with other stakeholders.
	2019	Identify rules and regulations surrounding estuary development, safety and signage.	Estuary and River trails have a reduced risk and are widely used.	Priority reaffirmed in 2019. Ongoing.	Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	

	2019	Develop a strategic plan for ongoing management of Village trail network.		Priority Identified.	Ongoing.		
	2019	Enhance the foreshore park and trail area.	Foreshore parks are attractive and widely used.	Priority Identified.	Ongoing.		
Policing	2019	Continued communications with all levels of RCMP.	Annual Meetings with RCMP Staff Sargent.		Ongoing.	Ongoing.	Communication from RCMP on March 22 Council agenda.
	2019	Increased RCMP presence in visibility as well as availability.	Monitor stats as per RCMP quarterly reports.		Ongoing.	Ongoing.	Quarterly reports requested from RCMP for agendas.
Emergency Preparedness	2019	Improve strategy to inform residents of emergencies underway.	Joint Emergency Committee meetings (VoZ, SRD, ECFN & NFN).		Ongoing.	Ongoing.	
	2019	Research and secure Tsunami Warning Siren for the east side of Zeballos River.	Connect with fund providers at 2019 UBCM.		Priority reaffirmed in 2020. Ongoing.	Priority reaffirmed in 2021. Ongoing.	Grant application submitted by SRD.
	2019	Partner with the Ehattesaht Chinehkint First Nation to establish an Evacuation Site on the west side of Zeballos.	Evacuation Site being used in drills and practice.	Partnership with the Ehattesaht Chinehkint First Nation established and revised strategy adopted in 2019.	Ongoing.	Ongoing.	Completed.
	2019	Improve signage and Emergency Plan familiarity.			Ongoing.	Ongoing.	
	2019	Secure funding for mitigation feasibility study for the east side slope hazard.	Funding secured for a mitigation feasibility study.	Priority Identified.	Completed.		
	2019	Procure a mobile EOC system and train volunteers to administer it.	Mobile EOC system procured and volunteers trained.	Priority Identified.	Completed.		
	2020	Slope Mitigation.	Seek build funding for mitigation on slope including Zeb creek flooding.		Funding secured.		Project to go to bid. Requires project mgt and future maintenance.
Foreshore	2019	Engineered assessment of seaplane dock and municipal dock.	Identify funding and source work.	Priority Identified.	Assessment requested.	Assessment received.	Capital Expenditure 2022.
	2019	Research and develop a plan for Lot 501.	UBCM meeting for funding and guidance - Develop strategies and a way forward to a cohesive plan.			Ongoing.	Ongoing.
	2019	Feasibility study to mitigate flood hazards identified in the 2018 report, Zeballos River Floodplain Modernization.	Funding received for mitigation feasibility studies and plan development.		Ongoing.	Ongoing.	Completed.
	2019	Foreshore stabilization feasibility study.	Funding received for study and implementation.		Ongoing.	Ongoing.	Ongoing.
Roads and Bridges	2019	Pursue pot hole and sink hole repair along all roadways working with the various jurisdictions: Forestry, Highways, Emcon, Village PW	Monitor effectiveness of communications ie # of trouble spots increasing? Or decreasing?		Ongoing.	Ongoing.	Discussion with Forestry and Mainroad Contractor early 2022. Contractor contacting MOTI.
	2019	Encourage Road User (RUG) Group - new format, more meetings and cooperation.	1 RUG meeting held.		Ongoing.		Meetings starting again March 2022.
	2019	Finalize Sugarloaf Bridge project and related paving.	Signage and traffic controls on bridge approaches.			Request approved. Ongoing.	Completed.
	2019	Assessment on Pandora Slough culvert collapse.	Report received.		Ongoing.	Report received.	Grant application submitted by Feb 23.
Sewer Services	2019	West Side Sewer Expansion Project.	Continue meeting with ECFN and staff.	Ongoing.	Ongoing.	Ongoing.	Ongoing.
	2020	East side sewer project.	Secure funding to build. Council to set budget priority.			Ongoing.	
	2021	Implement improvements to Lift station 2.	Budget Item Approval.		Ongoing.	Ongoing.	Ongoing.