



Making a difference...together

**Minutes of the Annual General Meeting of the Beddis Water Service Commission
Held December 6, 2012 in the Portlock Park Meeting Room, Salt Spring Island, BC**

DRAFT

Present: **Alternate CRD Director:**

Peter Lake

Commission Members:

Jim Sharp, Simon Wheeler

Staff:

Janice Poncelet, CRD Senior Business Analysis; Ted Robbins, CRD Acting GM Integrated Water Services; Kees Ruurs, CRD EA Senior Manager; Sarah Shugar, Recording Secretary; Ralf Waters, CRD Engineer

Observers: Geoff Allen, Margaret Allen, Bev Bolton, Nancy Hamilton, Neil Haywood, Sylvia Ommanney, Zwanette Pereboom, Stan Shapiro, Don Stevens, Kit Stevens

Excused: Wayne McIntyre, CRD Director

Jim Sharp called the meeting to order at 10:05 am.

1. Approval of Agenda

It was generally agreed that the agenda be accepted with the following addition:
2011 AGM Minutes.

MOVED by P. Lake, **SECONDED** by S. Wheeler,

That the 2011 Annual General Meeting Minutes were approved as presented.

CARRIED

The Chair called for introductions. There were introductions around the table.

2. Chair's Report

Jim Sharp verbally presented the following Chair Report:

In the last year Mr. Wheeler and Mr. Sharp have concentrated their efforts in two main areas:

1. To help improve the working relationship between the CRD staff and the Commission; and

2. To assist CRD Salt Spring to move the first phase of the upgrades to completion.

The residents of Beddis pay a piece of our parcel tax to pay for a loan that was taken out in 2005 that we are getting no return on. It is important that that job be finished so that we can get some benefit from the \$290 per year that we pay towards that loan. The work that is being done now is to complete the water treatment plant and those facilities at Cusheon Lake. The other activities are to extend the pipeline from the old Lautman tank to the new tank on Sky Valley, commission the new tank by pressure testing and disinfecting it, and lastly, add a pressure reduction station along Cusheon Lake Road. At some point there will be the need to remove the elevated Sky Valley tank and we need to add a pump station to provide water to those residents in the Sky Valley area. We will be discussing in the budget meeting the timing of that work.

The relationship that Commission has with the CRD is a professional one, with cooperative sharing of information between parties at all times, we participate regularly in all aspects of the work ranging from agreement on the design of facilities, the scope of work to be done, we review any bid documents and agree on the awarding of contracts.

It has taken several months to transfer the project from the Victoria CRD office to Ralf Waters on Salt Spring and to determine the work required, learn what was completed and what needs to be done to get what we have operational. In my view the work is progressing well and Mr. Waters will be providing more detail in his report. At this point I would like to express my appreciation to Mr. Robbins for his overall management of our system in the past year and to Mr. Ruurs and Mr. Waters for all of their hard work over the last several months in developing a plan to complete the upgrade work. It is important to note that Mr. Ruurs and Mr. Waters have the best interest of the water users at heart. Not only do they want to complete the facilities but they want to do it at the least possible cost, which is a refreshing attitude that was not really present before. Just a couple of key accomplishments by Mr. Waters: He has worked closely with VIHA and Tetra Tech and has concluded that we do not need to add an additional chlorine contact chamber. The second is the redesign of the pressure reduction station to a simpler configuration. Both of these steps will reduce expenditures which translates into less cost for the water users. At the moment the facility upgrades are under budget, however we will not know the final numbers until the remaining construction has been bid and awarded. Hopefully, we will be under budget and we will not need to borrow the full \$400,000 that is presently in the plan.

3. Annual Report

T. Robbins reviewed the 2011 Annual Report. He highlighted the following items:

- The Beddis Water System operated reliably in 2011.
- The Creekside PRV – the replacement of deteriorated pressure reducing valve mechanical components.
- All water mains were flushed in the Spring and the Lautman reservoir was cleaned.
- Cusheon Lake intake was inspected and cleaned in the Spring and again in the summer.
- Electrical work was completed to ensure the Lautman booster pumps can only run when the lake intake pumps are running.
- North SS Waterworks operated under contract with CRD to provide annual operational services.
- Lautman reservoir developed a leak and temporary repair was completed until the new reservoir is commissioned with the treatment plant completion.
- The outstanding legislated requirement is that as a condition of the VIHA permit to operate the Beddis water system, the CRD was to complete the treatment upgrades to the plant by 2009. An order from VIHA has since been received and the CRD has committed to complete the treatment plant by 2013. TetraTech Consultants, CRD staff and the Commission have defined a proposed scope of work and budget to complete the treatment plant and related improvements to water storage and distribution.
- Construction of a new Sky Valley reservoir and booster pump station have been deferred until 2019.

- 26,073 cubic metres of water was abstracted from Cusheon Lake in 2011, 5% less than in 2010.
- The system is seeing a reduction on water use as a result of conservation efforts and declining indoor water use resulting from the use of low flow water fixtures and high efficiency appliances.
- The Beddis system is fully metered, and water meters are read every three months.
- Non-revenue water in 2011 was 2,935 cubic metres, 9% of overall production.
- Average single family residence in the Beddis area was 183 cubic metres.
- The analytical results of water samples collected in 2011 show that the quality of drinking water was satisfactory and within regulatory limits.
- The 2011 revenue of \$162,743 includes \$61,733 in water sales, \$39,594 in fixed charges and \$58,954 in parcel taxes.
- Total expenditures for 2011 were \$130,834 of which \$53,975 was the annual cost of borrowing for capital work.
- Operating expenses were approximately \$34,000 under budget, since the budget included an unused allocation for operating the new treatment plant that did not enter service in 2011.
- An \$18,360 surplus was carried forward to the 2012 budget revenue.
- The balance in the Beddis Capital Reserve Fund at December 31, 2011 was \$82,279.

4. Treatment and Distribution System Project Update

R. Waters reviewed the Progress Update for the Beddis Water Treatment Plant Completion and Distribution System Upgrade Project Report. The report provided the status of the ongoing capital project to complete the Beddis Water Treatment Plant and the upgrades to the water distribution system required to put the treatment plant and new storage tank into service. To date, most of the mechanical and electrical work within the treatment plant is complete and a fifty percent design brief has been received on the required civil works. The design is expected to be complete in March 2013.

5. Election of Officers

T. Robbins advised that S. Wheeler's term expires at the end of 2012 and that there are two additional vacancies on the Commission.

The Chair called for nominations.

J. Sharp nominated Nancy Hamilton, S. Wheeler seconded the nomination.

Nancy Hamilton was elected by acclamation.

S. Wheeler agreed to stand for another term. S. Wheeler was elected by acclamation.

N. Hamilton arrived at the meeting at 10:47 am.

6. New Business

6.1 Letter from Director McIntyre

P. Lake read the following message from Mr. McIntyre:

To all attendees of the Beddis Water District, it has been a very challenging year in many aspects but I believe that we have made progress and continue to do so. One aspect that was identified when I was elected as Director was to bring more CRD to Salt Spring in terms of project managers. Kees Ruurs, EA Senior

Manager and Ralf Waters, CRD Engineer as a team have been in place for six months and a measurable progress has been made. I thank them for what they have done not only for the Beddis Project but on many other fronts. I would also like to address the efforts of two incredible commissioners, Jim Sharp and Simon Wheeler. In a pressure filled meeting they stepped up to represent all Beddis water users and have done a terrific job. Jim Sharp has worked closely with management staff on a number of technical and related issues and Simon Wheeler has worked on providing information to all the users in a timely and comprehensive manner. These two gentleman have been exemplary Commissioners on your behalf and I know that all CRD staff has enjoyed working with them. I hope that their efforts are recognized and appreciated. There is a third part of the team, CRD Victoria staff and while some past mistakes still resonate with many, I know that Ted Robbins and his staff and many others in the CRD are working hard to insure that continued improvements will be made. Thank you Ted Robbins and the rest of the staff at CRD headquarters. As I have in the past, I am certainly prepared to have an open meeting with all of you if there are issues that arise during the AGM that are not answered to your satisfaction.

6.2 Request for Removal of Service Area

J. Sharp verbally advised that there is a bylaw that states that users cannot connect a secondary water system to the Beddis Water System. Mr. Robbins noted that the intent of the bylaw is to protect the public water supply. There was discussion regarding the backflow prevention valve. It was generally agreed that T. Robbins would look into the VIHA technical advisory regarding the backflow prevention valve.

6.3 Capital Reserve Fund Contribution

J. Sharp verbally advised that Commission would like to take into consideration input on how much the users would like to put into the Capital Reserve Fund. Presently users are paying approximately \$450 per year in parcel tax, of which \$290 towards the payment of the 2005 loan and the balance goes into the capital reserve fund. When the district takes out the additional loan, the parcel tax is going to increase. Please forward comments to Jim Sharp, Simon Wheeler or leave a comment on the Beddis District web site: <http://beddiswater.com/>

Additional request:

- That staff provide a copy of the emergency plan for the Beddis Water District. Ted Robbins advised that the plan meets the basic requirements and that it would be costly to develop a more comprehensive emergency plan. D. Stevens volunteered to assist anyone leading this activity.

7. Adjournment

The meeting was adjourned at 11:24 am.