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## **BEDDIS WATER SERVICE COMMISSION**

Notice of Meeting on **Thursday, March 19, 2020 at 11:00 am**  
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Gary Holman

Michael McCormick

Ruth Waldick

Geoff Bartol

Laurie Jacques

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### **AGENDA**

- 1. Election of Chair**
- 2. Approval of Agenda**
- 3. Adoption of the Minutes of October 10, 2019**
- 4. Chair and Director Reports**
- 5. New Business**
  - 5.1 Beddis Water Service – Level Control System Repair Capital Project Budget**

That the Beddis Water Commission recommend that the Electoral Area Committee recommend to the Capital Regional District Board that the 2020 Beddis Water Five Year Capital Plan be amended to include a revised project budget in the amount of \$42,500 for the Sky Valley Upper reservoir level control upgrade.
- 6. Outstanding Business**
- 7. Adjournment**

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*To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.*

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**Minutes of the Beddis Water Service Commission  
Held October 10, 2019 at the Creekside Meeting Room, #108 121 McPhillips Ave Salt  
Spring Island, BC**

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**DRAFT**

**Present:** **Director:** Gary Holman  
**Commission Members:** Simon Wheeler, Geoff Bartol, Laurie Jacques  
**Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Lia Xu, Manager, Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary  
**Absent:** Ruth Waldick

**1. Approval of Agenda**

**MOVED** by Commissioner Bartol, **SECONDED** by Director Holman,  
That the Beddis Water Service Commission agenda of October 10, 2019 be approved  
and amended by adding item 5.1 Outstanding business-additional items.

**CARRIED**

**2. Adoption of the Minutes of February 28, 2019**

**MOVED** by Commissioner Bartol, **SECONDED** by Commissioner Jacques,  
That the Beddis Water Service Commission meeting minutes of February 28, 2019 be  
approved.

**CARRIED**

**3. Chair and Director Reports**

**3.1** Director Holman reported that the Provincial Government is funding a water optimization study for Salt Spring.

**3.2** Chair briefly reported that the lake has good volume.

**4. New Business**

**4.1 2020 Operating and Capital Budget**

- Staff reviewed CRD Budget process and accounting practises.
- Budget process starts in July and is a projection with a conservative approach.
- Water sales are mostly stable; there was a leak adjustment from late in 2018 which was applied in 2019.
- Current adjustment policy for undetected leaks is at 100% when proof of repairs provided; accidentally leaving a hose running does not qualify; Commission could consider changes to bylaw.
- Average water consumption use is presented at Annual General Meetings.
- Transfers to reserves helps stabilize budgets, cover unexpected events, and or the occasional planned maintenance.

- Amend the 2020 budget by increasing water sales by \$4000 and lowering user charge by \$4000.

**MOVED** by Commissioner Bartol, **SECONDED** by Commissioner Jacques,  
That the Beddis Water Service Commission:

1. Approve the 2020 operating and capital budget as amended, and that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the Capital Reserve Fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Beddis Water Service as amended.

**CARRIED**

**5. Outstanding Business**

**5.1 Additional Items**

- Chair Wheeler will be stepping down from his term at the end of this year.
- Director Holman asked is the sale of property was complete; still under negotiations.
- There is one potential addition to the service boundary.

**6. Adjournment**

**MOVED** by Commissioner Jacques, **SECONDED** by Commissioner Bartol,  
That the meeting be adjourned at 12:08 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**

**REPORT TO BEDDIS WATER SERVICE COMMISSION  
MEETING OF THURSDAY, MARCH 19, 2020**

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**SUBJECT**     **Beddis Water Service – Level Control System Repair Capital Project Budget**

**ISSUE**

To seek the approval of a revised budget of \$42,500 for a 2020 capital project to repair the Upper Sky Valley Reservoir level control system.

**BACKGROUND**

The Upper Sky Valley Reservoir is located on Sky Valley Road with a storage volume of 45 m<sup>3</sup> serving water to approximately 25 lots in the Beddis Water Service area.

The level control system currently employed at the Upper Sky Valley reservoir was installed a few years ago as a temporary solution when the original level controls inside the reservoir failed. Recently it was found by staff that the “temporary” level control system stopped working which leaves no functional automatic controls for the filling cycles of the Upper Sky Valley Reservoir. Automatic level control system detects the water level and automatically start/stop the pumps that fill the reservoir. The failure of this system has resulted in the Operations having to operate the reservoir manually to maintain service level.

CRD has investigated the problem and concluded that the temporary level control system cannot be restored or repaired. The problem with the temporary level control system lies with the underground telecommunication cables between the reservoir and the Lautman pump station and replacement/repair of these cables is cost-prohibitive. The recommended solution is to install a level measuring transducer inside the reservoir which communicates wirelessly with the Lautman pump station and water treatment plant. This solution requires accessing the reservoir safely from the top.

In the five year capital plan, there is an approved project of \$10,000 in 2020 to upgrade the temporary level control system. The budget of this planned project was an order-of-magnitude estimate during multi-year budgetary planning process which did not consider the costs associated with providing safe access to the top of the reservoir nor the fact that the current wired communication system is no longer employable. CRD has obtained quotes from various vendors/contractors and developed an upgrade budget. The estimated costs including project management and contingency for the project, are provided as follows:

<b>Work Activity</b>	<b>Estimated Cost (\$)</b>
Installation of level transducer and communications system (labour and materials)	20,500
Replacement of wooden mask and associated electrical repairs/replacement at Lautman Pump station (labour and materials)	10,000
Safe access to the top of the reservoir (using a man lift)	3,500
Project Administration (10%)	3,400
Contingency (15%)	5,100
<b>Total</b>	<b>42,500</b>

Currently the Capital Reserve Fund at the beginning 2020 has a balance of \$50,868. It is estimated that the Capital Reserve Fund at the end of 2020 will be \$6,508 if this project is approved.

### **ALTERNATIVES**

#### *Alternative 1*

That the Beddis Water Commission recommend that the Electoral Area Committee recommend to the Capital Regional District Board that the 2020 Beddis Water Five Year Capital Plan be amended to include a revised project budget in the amount of \$42,500 for the Sky Valley Upper reservoir level control upgrade.

#### *Alternative 2*

That the Beddis Water Service Commission recommend that this report be referred back to staff for additional information.

### **IMPLICATIONS**

#### *Financial Implications*

Without a reliable and functional level control system, the Upper Sky Valley Reservoir has to be manually monitored and operated which results in approximately \$1400 per week additional operating costs.

#### *Environmental & Climate Implications*

Without a reliable and functional level control system, a small amount of dechlorinated water has to be released from the reservoir which has triggered the Environmental Incident Reporting process and notifications to environmental regulators.

#### *Service Delivery Implications*

Failure to move forward with this project results in increased risks to the end users in the service area and reduces the ability of the CRD to deliver portable water reliably and effectively.

### **CONCLUSION**

Repair work is urgently needed for the level control system of the Upper Sky Valley Reservoir to enable the CRD to monitor and control the system automatically. The lack of functional level control system creates risks to the environment as well as significant additional operating costs.

The recommended solution to address the problem involves accessing the top of the reservoir and installing a level measuring transducer inside the reservoir which communicates wirelessly with the Lautman pump station and water treatment plant.

### **RECOMMENDATION**

That the Beddis Water Commission recommend that the Electoral Area Committee recommend to the Capital Regional District Board that the 2020 Beddis Water Five Year Capital Plan be amended to include a revised project budget in the amount of \$42,500 for the Sky Valley Upper reservoir level control upgrade.

Submitted by:	Allen Xu, MSc., P.Eng, Manager of Engineering, Salt Spring Island Electoral Area
Concurrence:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Matthew McCrank, MSc., P.Eng, Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Rianna Lachance, BCom, CPA, CA, Senior Manager Financial Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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