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**CEDAR LANE WATER SERVICE COMMISSION  
ANNUAL GENERAL MEETING**

Notice of Meeting on FRIDAY, September 11, 2015 at 1:00 PM  
Salt Spring Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre      Jan Squier              Osman Phillips      Rob Pingle

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**AGENDA**

1. **Call to Order**
  
2. **Approval of Agenda**
  
3. **Adoption of Minutes of the 2014 Annual General Meeting held on October 30, 2014**
  
4. **Chair's Report**
  
5. **Report**
  - 5.1 **2015 Annual Operations Report**
  
6. **Election of Officers**
  
7. **New Business**
  
8. **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 Annual General Meeting of the Cedar Lane Water Service Commission  
Held October 30, 2014, Public Library Meeting Room, 129 McPhillips Avenue, Salt Spring  
Island, BC**

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**DRAFT:**

**Present:**

**Director:** Wayne McIntyre

**Commission Members:** Chris Dixon (Chair), Osman Phillips, Rob Pingle

**Staff:** Karla Campbell, Senior Manager; Keith Wahlstrom, Chief Engineer Salt Spring Island; Dan Robson, Manager of Operations Integrated Water Services Saanich Peninsula and Gulf Islands; Peggy Dayton, CRD Finance; Erin Jory, Recording Secretary

Chair Dixon called the meeting to order at 1:06pm.

**1. Approval of Agenda**

**MOVED** by Commissioner Pingle, **SECONDED** by Chair Dixon,  
That the agenda be approved as presented.

**CARRIED**

**2. Minutes of the 2013 Annual General Meeting held on December 5, 2013**

**MOVED** by Commissioner Pingle, **SECONDED** by Chair Dixon,  
That the minutes of the Annual General Meeting held on December 5, 2013 be approved.

**CARRIED**

**3. Chair's Report**

**3.1. Bullock Lake expansion**

Chair requested clarification on CRD's position concerning Bullock Lake development as it pertains to Cedar Lane Water sources. Staff advised that the staff provided the Cedar Lane Commission with a staff report on the Bullock Lake hydrogeology assessment report prepared by Waterline Resources at their December 5, 2013 Commission meeting. Following that meeting staff sent a letter to the developer and Islands Trust outlining their concerns.

**4. 2014 Annual Operations Report**

Staff reviewed the 2014 Annual Operations report. General discussion and questions posed by Commission regarding meter installation and leak checking. Commission requested that any future leak checking be performed by systematic shut off of meters to better locate breakdown.

**5. Election of Officers**

Staff advised Commissioner Dixon and Commissioner Pingle's terms to expire on December 31, 2014. Nominations were called. Commissioner Pingle volunteered to stand.

Chair Dixon advised Jane Squire volunteered as Commissioner. Nominations were then called three times by staff and Commissioner Pingle and Jane Squire were elected.

**6. New Business**

- Commission concerned that communication protocol not being followed by staff. Staff advised protocol is to advise all Commissioners in emergency or power outage event.
- Commission requested that line flushing be done during the wet season to save water, and staff advised every effort will be made in that regard moving forward.

**7. Adjournment**

**MOVED** by Commissioner Pingle, **SECONDED** by Commissioner Phillips,  
That the Beddis Water Commission Annual General Meeting be adjourned at 2:10pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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**CEDAR LANE WATER SERVICE  
2015 ANNUAL REPORT  
FRIDAY, SEPTEMBER 11, 2015**

**Purpose of the Annual General Meeting**

The agenda for the Annual General Meeting (AGM) is approved by the members of the Commission. The purposes (and hence the agenda items) of the meeting are:

- To have the last year's AGM minutes approved (by Commission members), and to present reports on the work of the Commission on, the past year's operation, maintenance, capital upgrades and financial information of the service to the service residents and owners,
- To nominate members for appointment to the Commission, and
- To enable the public to share comments on subjects which relate to the work of the Commission. The Commission can identify (under "new business") issues on which it wants feedback at the meeting. Motions raised by the public at the AGM will be considered by the commission at a subsequent regular meeting.

The Annual General Meeting is for the 2014 fiscal year.

**DRINKING WATER SYSTEM**

**Water Production and Demand**

The total amount of water produced into the Cedar Lane water distribution system (Figure 1) in 2014 was 3,659.5 cubic metres (m<sup>3</sup>), a decrease of approximately 11% over the previous year's volume of 4,105.8 m<sup>3</sup>.

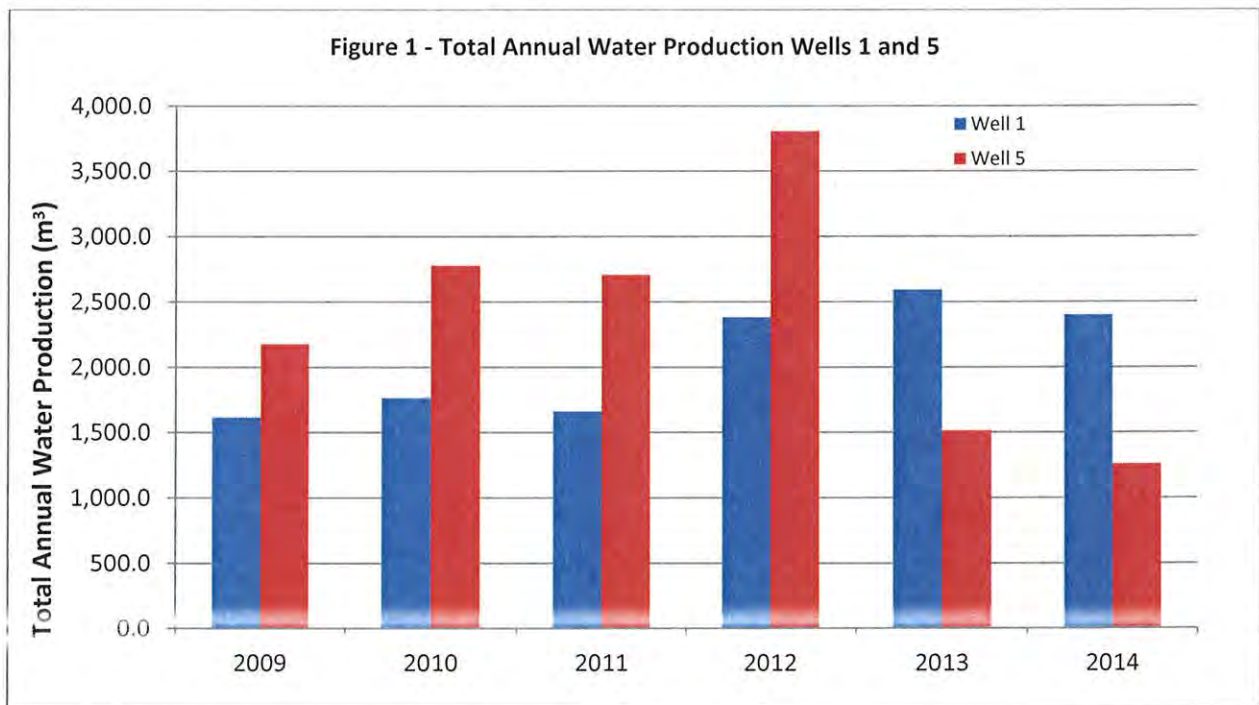
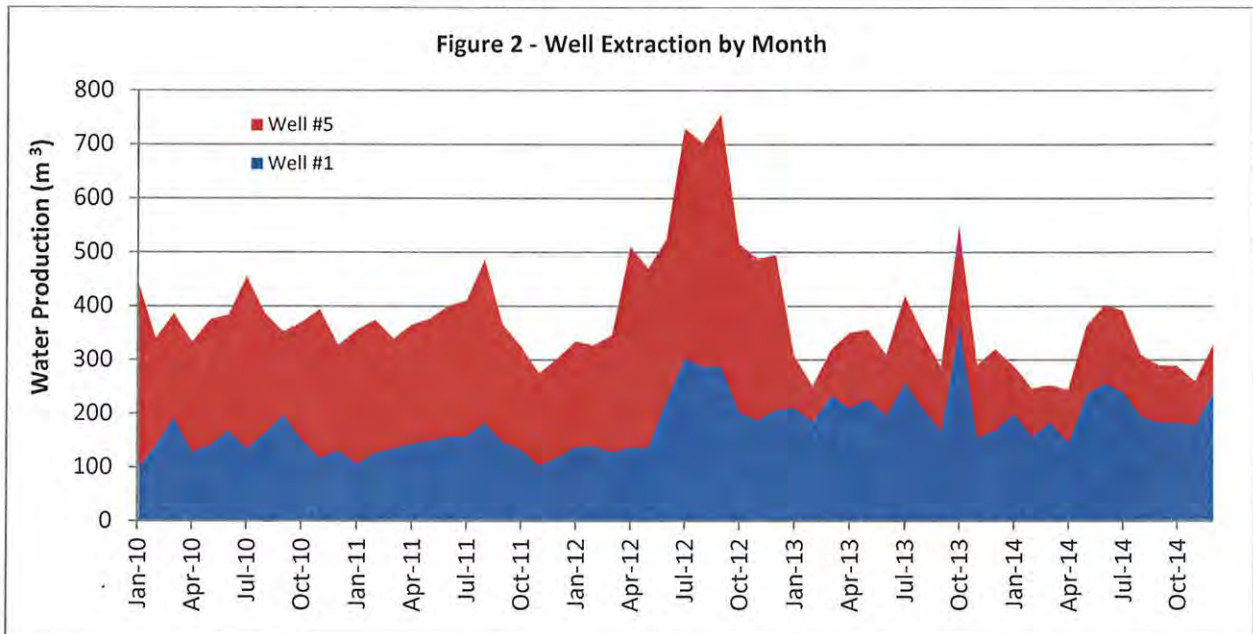


Figure 2 shows monthly water production since 2010.



The Cedar Lane Water System is fully metered, and water meters are read every three months. Water meter data enables water production and consumption to be compared in order to estimate leakage losses in the distribution system. The difference between production and total metered consumption, called non-revenue water, includes distribution leaks, meter error, and unmetered uses such as fire hydrant usage, distribution system maintenance and process water for the treatment plant. Non-revenue water in 2014 was 50.5 m<sup>3</sup> (1.5%) and in 2013 it was 486.8 m<sup>3</sup> (11.9%) of overall production; The 2014 non-revenue volume is extremely low and it may not repeat in future years, however, the overall trending will help identify if there are system problems.

The average single-family residence in the Cedar Lane System used 100 m<sup>3</sup> in 2014, virtually unchanged from 2013 use of 101 m<sup>3</sup>.

The volume of water produced in 2013 as reported in the 2014 AGM (2013 fiscal year) was 6,271 m<sup>3</sup>. Comparing the produced volume relative to the sold water, showed the non-revenue water equated to 42.2% of the total amount of water produced. This was excessive and volumes of this nature should have been observable through leaks or accounted for through known maintenance (flushing), water main breaks or emergency use. As none of these events were observed, an investigation was undertaken and a data recording error was found. The records have been corrected as reported here.

### Water Quality

The analytical results of water samples collected in 2014 from the Cedar Lane Water System showed that the drinking water was of good bacteriological and chemical quality and well within Guideline for Canadian Drinking Water Quality health-related regulatory limits, including disinfection by-products. However, manganese regularly exceeds the aesthetic limits and its associated precipitates have been a significant nuisance problem in parts of the Cedar Lane system.

Typical Cedar Lane Water System drinking water quality characteristics for 2014 are summarized as follows:

- Source water from both wells was void of any coliform bacteria and parasites.
- Source water was hard (~150 mg/L CaCO<sub>3</sub>) and slightly basic (pH 8.0 – 8.6).
- Both wells exhibited elevated iron and especially manganese concentrations.
- Treated water was bacteriologically safe to drink.
- Disinfection by-products such as trihalomethanes (THM) were well below the GCDWQ limit of 100 mg/L.
- Metals were typically below maximum acceptable concentration (MAC) limits except for elevated iron and manganese concentrations that regularly lead to discoloration of the drinking water (aesthetic issue).

Water Quality data collected from this drinking water system can be reviewed on the CRD website:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports/salt-spring-island-water-quality-reports/cedar-lane-water-quality-reports>

### **Operations**

The water system is operated and maintained under contract by North Salt Spring Waterworks with oversight by CRD Integrated Water Services Infrastructure Engineering and Operations.

A significant operations contract amendment occurred this year in which the annual operation and maintenance hours were reduced from 332 hours to 166 hours for North Salt Spring Waterworks. This decrease in annual operating hours is primarily due to the reduction in the frequency of field testing for free and total chlorine residuals from three times per week to once per week. This operational change was supported by CRD Water Quality Division as a result of the new water treatment process and having confidence that water quality objectives are consistently being met.

Additionally, now that remote monitoring (SCADA) is installed, further reduces the frequency of operational site visits.

The Cedar Lane Water System operated reliably in 2014.

Significant 2014 operations activities include:

- Replacement of check valve on chlorine analyser loop
- Power outage emergency response
- Annual water system flushing
- Replace failed electronic equipment for the pump controller
- Replace membrane cap on chlorine analyser
- Response to complaints of discoloured water

### **Capital Improvements**

The development of a Strategic Asset Management Plan (SAMP) was proposed for 2014, however, the SAMP has not been initiated and was included in the 2015 budget for completion in 2015.

## ANNUAL BUDGET AND FINANCIAL REPORT FOR 2014

*Revenue* includes parcel taxes (*Transfers from government*) and user fees (*Sale of services*), and small amounts for interest on savings and miscellaneous revenue such as connection charges and late payment charges (*Other revenue*). *Expenses* include all costs of providing the service. *General government services* include budget preparation, financial management, utility billing, and risk management services. *Other expenses* includes all other costs to administer and operate the water system, and the principal and interest payments on borrowing to finance capital projects. *Other fiscal services* includes administration costs for loans.

The difference between *revenue* and *expenses* is reported as *Net revenue (expenses)*. Any transfers to or from capital or reserve accounts for the service (*Transfers to own funds*) are deducted from this amount and the result is then added to any surplus or deficit carry forward from the prior year, yielding an *Accumulated surplus* (or deficit) that is carried forward to the following year.

The Cedar Lane 2014 revenue of \$59,769 consisted of \$21,653 from parcel taxes and \$37,718 from user fees and consumption charges, \$148 in interest and \$250 in other revenue.

The total expenditures for 2014 were \$53,721, of which \$15,698 was the annual cost of borrowing for capital work, and the remainder was the cost of operation and administration of the service.

The difference between revenue and expenditures at 2014 year end amounted to a net surplus of \$6,048.

There was a surplus from 2013 of \$5,965 therefore the total surplus available was \$12,013. This surplus was used to add \$3,510 to the Capital Reserve Fund ((1076 102020)) and \$8,503 was carried forward to 2015.

The balance in the Cedar Lane Capital Reserve Fund (1076 102020) at December 31, 2014 was \$81,673.

### **Water System Problems - Who to Call:**

To report any event or to leave a message regarding the Cedar Lane water system, call either:

**North Salt Spring Waterworks District (contract operator): 250-537-9902**

**CRD water system emergencies call centre: 1-250-474-9630**

**CRD water system general enquiries (toll free): 1-800-663-4425**

**CRD local operator (Ganges Wastewater Treatment Plant): 250-537-4314**

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Dan Robson, A.Sc.T  
Manager, Saanich Peninsula and Gulf  
Islands Infrastructure Operations

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Keith Wahlstrom, P.Eng.  
Manager, Engineering  
Salt Spring Island Electoral Area

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Malcolm Cowley, P.Eng.  
Senior Manager, Infrastructure  
Engineering  
Concurrence

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Karla Campbell  
Senior Manager, Salt Spring Island Electoral  
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Ted Robbins, BSc., C Tech.  
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KW/ts