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**Minutes of the Cedar Lane Water Service Commission Special Business Meeting
Held Monday, January 10, 2022 at the Salt Spring Island Library, 129 McPhillips Avenue,
BC**

Present: **CRD Director:** Gary Holman
Commission Members: Jason Griffin, Marianne Hobbs and Cathy Lenihan
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area, Dean Olafson, Manager SSI Engineering, Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (Via Zoom), Christoph Moch, Manager, Water Quality Operations, Environmental Protection (Via Zoom), and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair Griffin provided the Territorial Acknowledgement and called the meeting to order at 10:15 am.

2. Limited Space Meeting Resolution

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that this resolution applies to the Cedar Lane Water Service Commission for the meeting being held on January 10, 2022, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (43) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

CARRIED

3. Approval of Agenda

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission Agenda of January 10, 2022 be approved as amended by moving item 6.1 to 6.3, adding item 6.1 Sampling Data Discussion and, item 6.2 Request for Proposal (RFP) Process that Led to the Selection of Contractor.

CARRIED

4. Adoption of Minutes – None

5. Chair’s Report

Chair Griffin briefly reported:

- Expressed there was a lack of communication between staff and the Commission.

6. New Business

6.1 Sampling Data Discussion

- The Commission requested staff clarify the large spikes in manganese testing recorded on July 21, 2021 and September 13, 2021 and staff responded that different operators and lengths of draw could have had an effect on the data but could not confirm. However, staff confirmed that manganese testing from the source was consistently high and that a new system would remove the majority of manganese from the water source.
- The Commission asked staff if any investigation into the two large spikes in data had been completed and staff confirmed it had not.
- The Commission requested staff compare maintenance completion dates against the manganese data spikes and report back.
- Staff confirmed both the Surfside Park Estates Water System on Mayne Island and the Magic Lake Estates Wastewater System on Pender Island have manganese removal systems in place.
- Staff confirmed different manganese removal system designs are required for different water systems.
- The Commission asked staff if any toxicology testing or investigation had been completed for independent residences within the Cedar Lane Water Service area and staff responded it had not, further confirming that CRD is responsible for providing potable water from the source.
- The Commission asked staff how often system flushing was completed and staff confirmed annually with an option for spot flushing if needed.
- It was asked when the annual flushing date was completed in 2021 and staff confirmed April 2021.
- Staff confirmed the system pipes range from 25ml to 150ml in size and noted that “pigging” was most likely not an option however, this could be confirmed with the engineering consultant hired to complete the design.
- The Commission requested staff provide a copy of the six month manganese data report being submitted to Island Health and staff confirmed that once the report was complete they would provide it to the Commission.
- The Commission requested manganese results following the most recent reservoir cleaning and staff confirmed they would provide this to the Commission.

6.2 Request for Proposal (RFP) Process that Led to the Selection of Contractor

- The Commission expressed frustration towards being uninvolved in the RFP process.
- Staff confirmed the RFP went out to public through BC Bid and that notification had been posted to the public CRD website.
- Staff confirmed the deadline of the RFP had closed.

- The Commission requested staff extend the RFP due to a known applicant expressing low cost estimates in order to complete the required updates.
- Staff confirmed professional engineers are responsible for the RFP design.
- Staff confirmed the RFP had not be awarded.
- Staff confirmed no local bids had been submitted.
- The Commission asked if a design build approach was an option and staff confirmed design builds are usually only completed during large capital projects.
- Staff confirmed the completion date CRD provided to Island Health was 2023.
- Staff reminded the Commission that the voter approval process can be lengthy.

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that the Cedar Lane Water Service Commission request staff include the Commission in a timely manner on communications with internal and external agencies where a significant impact on the budget or capital plan occurs.

CARRIED

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the Cedar Lane Water Service Commission request staff re-issue the Request for Proposal (RFP) for the Cedar Lane water system manganese treatment upgrade design.

CARRIED

- The Commission asked if community works funds were available and staff confirmed.
- The Commission requested test results from December 2021. Staff confirmed when the results returned from the lab they would provide them to the Commission.

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Hobbs, that the Cedar Lane Water Service Commission request staff continue manganese testing on the Cedar Lane Water System for and additional six months.

DENIED

6.3 Cedar Lane Manganese Treatment System and Engineering Designs

- Discussion recorded in item 6.1 and 6.2.

7. Next Meeting – TBD

8. Adjournment

MOVED by Commissioner Griffin, **SECONDED** by Commissioner Lenihan, that the meeting be adjourned at 12:34 pm.

CARRIED

CHAIR

SENIOR MANAGER