



Making a difference...together

CEDARS OF TUAM WATER SERVICE COMMISSION
Notice of Annual General Meeting on **November 24, 2015 at 1:00 PM**
Salt Spring Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre

Ron Bain

Peter Wypkema

AGENDA

1. **Approval of Agenda**
2. **Adoption of Minutes of October 20, 2014**
3. **Chair's Report**
4. **2014 Annual Report-Cedars of Tuam**
5. **Election of Officers**
6. **New Business**
7. **Adjournment**

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 Cedars of Tuam Water Service Commission
Held October 20, 2014 in the Public Library Meeting Room, 129 McPhillips Avenue, Salt
Spring Island, BC**

DRAFT

Present: **CRD Director:** Wayne McIntyre
Commission Members: Ron Bain, Chair; Mary Gillies;
Staff: Dan Robson, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, CRD Finance; Karla Campbell, Senior Manager; Keith Wahlstrom, Contract Engineer; Erin Jory, Recording Secretary;

The Chair called the meeting to order at 1:05pm

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Gillies,
That the amended agenda be approved.

CARRIED

2. Adoption of Minutes of the 2014 Annual General Meeting held on February 28, 2014

MOVED by Commissioner Gillies, **SECONDED** by Director McIntyre,
That the February 28, 2014 Minutes of the Annual General Meeting be approved with the following amendment on page 2 item 6, second paragraph: add 'or less' after 150 connections.

CARRIED

3. Chair Report

The Chair gave a verbal report.

4. Operations Report

4.1 2014 Annual Report-Cedars of Tuam

Staff reviewed the 2014 Annual report.

5. Election of Officers

Nominations were called. Commissioner Gillies' term ends on December 31, 2014. Chair nominated Peter Wypkema, seconded by Commissioner Gillies. Peter Wypkema accepted the nomination. Nominations were closed by the Chair.

6. New Business

Commission requested that the 2015 Annual General Meeting be changed to November and requested earlier participation in the budget process.

7. **Adjournment**

The meeting was adjourned at 2:29pm

CHAIR

SENIOR MANAGER



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**CEDARS OF TUAM WATER SERVICE
2014 ANNUAL REPORT
TUESDAY, NOVEMBER 24, 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 may be considered by the Commission at a subsequent regular meeting.

The Annual General Meeting is for the 2014 fiscal year.

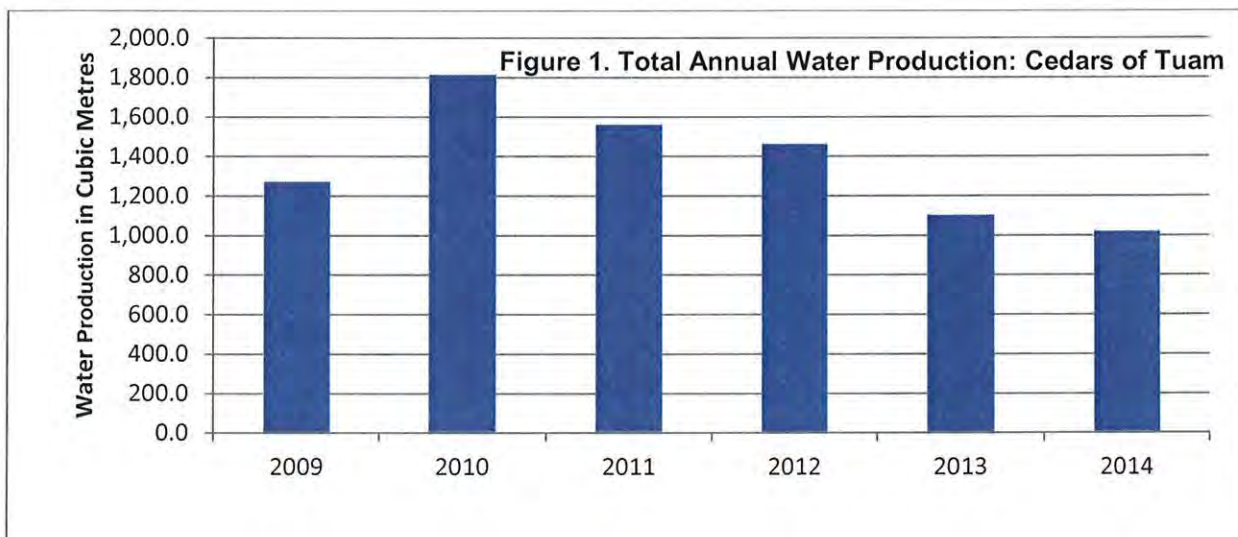
DRINKING WATER SYSTEM

The Cedars of Tuam water system extracts water from a well, treats the water and distributes it to customers. This service is paid for by all users in the service area. Total costs to operate the system are supported by a user fee and by consumption (water sales).

Water Production and Demand

Total water production through the Cedars of Tuam well and treatment system in 2014 was measured to be 1,019 cubic metres (m³), which is about a 7.5% decrease from 1,102 m³ produced in 2013. However, as noted below there is reason to believe that the production meter is reading too low.

The total annual water production since 2009 is shown in **Figure 1** below:



Total consumption measured through individual customer meters in 2014 was 1,177 m³ approximately 1% less than the previous year’s 1,192 m³. The difference in the volume of raw water extracted from the well and the volume of water measured at the customers meter is considered non-revenue water. However, with Cedars of Tuam, the volume of water consumed exceeded the measured volume of water extracted which indicates that the water supply meter is reading too low, possibly due to sand intrusion.

Non-revenue water for Cedars of Tuam is typically used for operational and disinfection process purposes as well as well cleaning, water main flushing and reservoir cleaning.

Typically the targeted non-revenue water in a utility is around 10%. Non-revenue water in excess of that is generally a result of unidentified leaks, water main breaks, old water meters (failed or failing water meters always read low, never high), excessive process water, excessive flushing, firefighting, etc.

The average Cedars of Tuam account used 74 m³ of water in 2014, essentially unchanged from 2013. An average water demand by residential service connection for water service areas operated by the CRD is shown in **Figure 2**. This comparison shows that Cedar of Tuam customers, on average, use much less water than other service area customers.

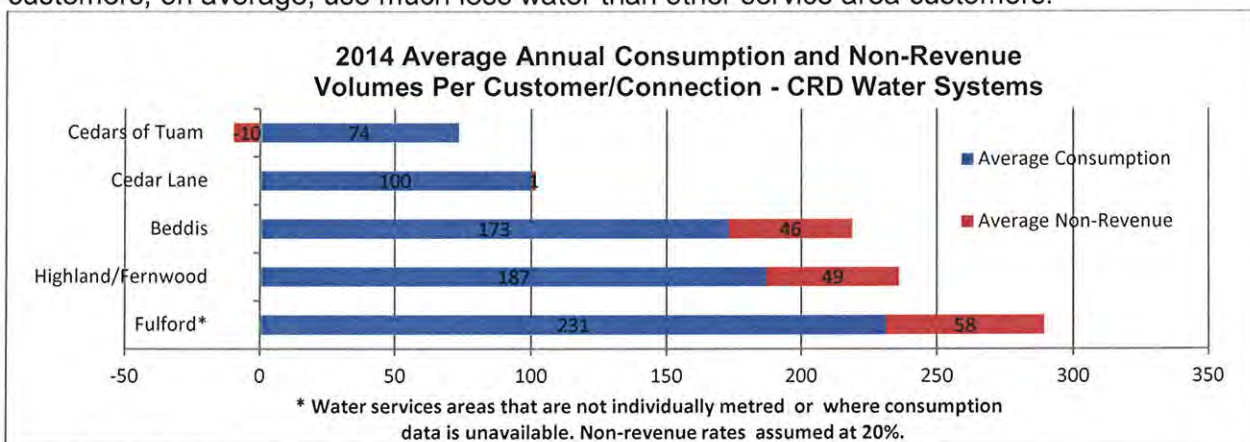


Figure 2 – 2014 Average Water Demand per Connection

Operations

The Cedars of Tuam water system operated reliably in 2014.

Although there are no significant activities to report, Salt Spring Island operations staff attended to the site, on a weekly basis, to undertake maintenance activities including:

- monthly water sampling for bacteriological, metals, disinfection by-products analysis
- weekly field chlorine residual testing to ensure water within the distribution system meets regulatory requirements.
- removal of sand from the vortex separating system.
- water production meter cleaning.
- sodium hypochlorite replenishment.
- static and dynamic well level recording.
- cleaning and calibration of free chlorine monitoring system.
- minor distribution water system flushing.
- valve exercising.
- reservoir inspection.
- minor building maintenance.

Capital Plan

The 2014 Capital Plan included a well and distribution system upgrade feasibility study for the Cedars of Tuam system. The study was to determine the quantity, age, condition and approximate life expectancy of the water mains and other system infrastructure and establish a plan to develop and connect the new well. The study was also to include a long-term financial plan to fund system operation and maintenance, infrastructure renewal and the development of new works, in order to maintain an acceptable level of service and provide future annual cost of service projections.

The study was not initiated in 2014 as clarity was needed relative to the sequencing and timing of the various study components. It was determined that prior to undertaking the study, the well site needed to be legally secured from the School District as that would significantly influence any decisions regarding the future water supply.

The work to secure the well site was started in 2014 with the intention of allocating funds in 2015 for completion. The actual study was to be considered as part of the 2015 budget development.

Water Quality

The analytical results of water samples collected in 2014 from the Cedars of Tuam Water System showed that the drinking water was of good bacteriological and chemical quality and well within Guidelines for Canadian Drinking Water Quality health-related regulatory and aesthetic limits, including disinfection by-products.

Typical Cedars of Tuam Water System drinking water quality characteristics for 2014 are summarized as follows:

- Source water from wells was void of any *E. coli* bacteria and parasites and exhibited only extremely low concentrations of total coliform bacteria.
- Source water was slightly hard (~64 mg/L CaCO₃) and slightly acidic (pH 6.82).
- 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 below maximum acceptable concentration (MAC) limits.

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/cedars-of-tuam-water-quality-reports>

ANNUAL BUDGET AND FINANCIAL REPORT FOR 2014

Revenue includes user fees (*Sale of services*), sales revenue (water consumption) and small amounts for interest on savings and miscellaneous revenue such as late payment charges (*Other revenue*). *Expenses* include all costs of providing the service. *General government services* include budget preparation, financial management, utility billing, insurance 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 Cedars of Tuam Water 2014 revenue of \$23,499 includes \$21,978 of User Fees, \$1,440 of Sales Revenue, \$60 of interest earned and \$21 of late payment charges collected. The total expenses of \$24,273 include \$1,630 for administration, \$21,016 for operating expenses and \$1,627 for debt servicing cost. The difference between revenue and expenses in 2014 amounted to a net deficit of \$774.

With \$350 transferred to Reserve Funds, the 2014 deficit of \$1,124 was deducted from the 2014 carry forward balance of \$1,545 creating a 2014 year end surplus of \$421, carried forward to 2015.

As of December 31, 2014 the Cedars of Tuam Capital Reserve Fund (1057 101843) balance was \$10,600 and there was \$28,961 in unspent funds in a General Capital Fund (WLA3024). \$20,861 of this amount was left over from capital projects that have been completed. In 2015 the \$20,861 was transferred back to the Capital Reserve Fund. The remaining \$8,100 will be used to fund capital projects that are still in progress.

Water System Problems - Who to Call:

To report any event or to leave a message regarding the Cedars of Tuam water system, call:

CRD water system emergency call centre: 1-250-474-9630

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

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

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