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**FULFORD WATER SERVICE COMMISSION  
ANNUAL GENERAL MEETING**

Notice of Meeting on MONDAY, September 14, 2015 at 10:00 AM  
Salt Spring Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre

Carol Eyles

Gord Singbell

Alan Martin

Anthony Maude

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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 20, 2014**
- 4. Chair's Report**
- 5. Operations 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 Fulford Water Service Area 2014 Annual General Meeting  
Held October 20, 2014 in the Salt Spring Island Public Library Meeting Room, 129  
McPhillips Avenue, Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre  
**Commission Members:** Carole Eyles, Chair; Jonathan Yardley, Gord Singbell,  
**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;  
**Absent:** Anthony Maude

The Chair called the meeting to order at 10:14am.

**1. Approval of Agenda**

**MOVED** by Commissioner Yardley, **SECONDED** by Commissioner Singbell,  
That the agenda be approved as presented.

**CARRIED**

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

**MOVED** by Commissioner Yardley, **SECONDED** by Commissioner Singbell,  
That the Minutes of the February 28, 2014 Annual General Meeting be approved with the following amendment: '150 connections' should read as '150 connections or less'

**CARRIED**

The Commission requested an update on action taken regarding float bells and pumper truck and staff advised that no investigation has been performed to date as the issue may not be an insurable cost.

**3. Chair's Report**

The Chair provided a written report with the following points:

- Overall consumption is down by 25% to date in 2014.
- Improvements needed in obtaining revenue and expense reports and North Salt Spring Water Works invoices on a monthly basis.
- Staff to correct 2014 Annual Report by changing the reference to a repair of a water service line at 155 Sunnyside, not 143 Sunnyside.
- Chair requesting answers to questions in a timely manner such as TVSS system, ROW issues, and pumper truck issues.

**4. Operations Report**

Staff reviewed the 2014 Annual Report.

**5. Election of Officers**

5.1. Staff advised that the terms for Commissioner Singbell and Commissioner Yardley will expire on December 31, 2014. Chair called for nominations. Chair nominated

Commissioner Singbeil and Commissioner Singbeil was elected by acclimation for a two-year term ending December 31, 2016. Commissioner Yardley is standing down, leaving one position vacant.

5.2. Nominations were called two more times and hearing none, Commissioner Eyles closed elections.

**6. Outstanding Business**

6.1. Discussion was held regarding maintenance and repairs item from the minutes of the February 28, 2014 Annual General Meeting.

**7. New Business**

7.1. Senior Manager informed the Commission that Keith Wahlstrom has been hired as the Chief Engineer for Salt Spring Island Electoral Area.

7.2. Director McIntyre iterated that water conservation issues need to be dealt with.

**8. Adjournment**

The meeting was adjourned at 11:07am.

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**CHAIR**

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**SENIOR MANAGER**



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**FULFORD WATER SERVICE  
2015 ANNUAL REPORT  
MONDAY, SEPTEMBER 14, 2015**

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### **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 Fulford Water System provides drinking water to 102 taxable folios. Service is provided to the Fulford School, BC Ferry terminal and businesses in the village.

#### **Source Water – Lake Weston**

The Fulford water system obtains its drinking water from Lake Weston, a small lake that lies within an uncontrolled multi-use watershed outside and northeast of the service area. The Capital Regional District (CRD) holds two licenses to divert a total of up to 291.6 cubic metres per day and store up to 49,339 cubic metres. Lake Weston is estimated to have a total volume of 1,090,000 cubic metres. Lake Weston is subject to seasonal water quality changes and is affected by periodic algae blooms.

#### **Water Treatment Process**

Water from Lake Weston flows by gravity to Hilltop Road where it is then pumped to the Fulford Water Treatment Plant located on South Ridge Drive. The water treatment process consists of dissolved air flotation, filtration, disinfection with ultraviolet light and chlorine using sodium hypochlorite.

#### **Distribution System**

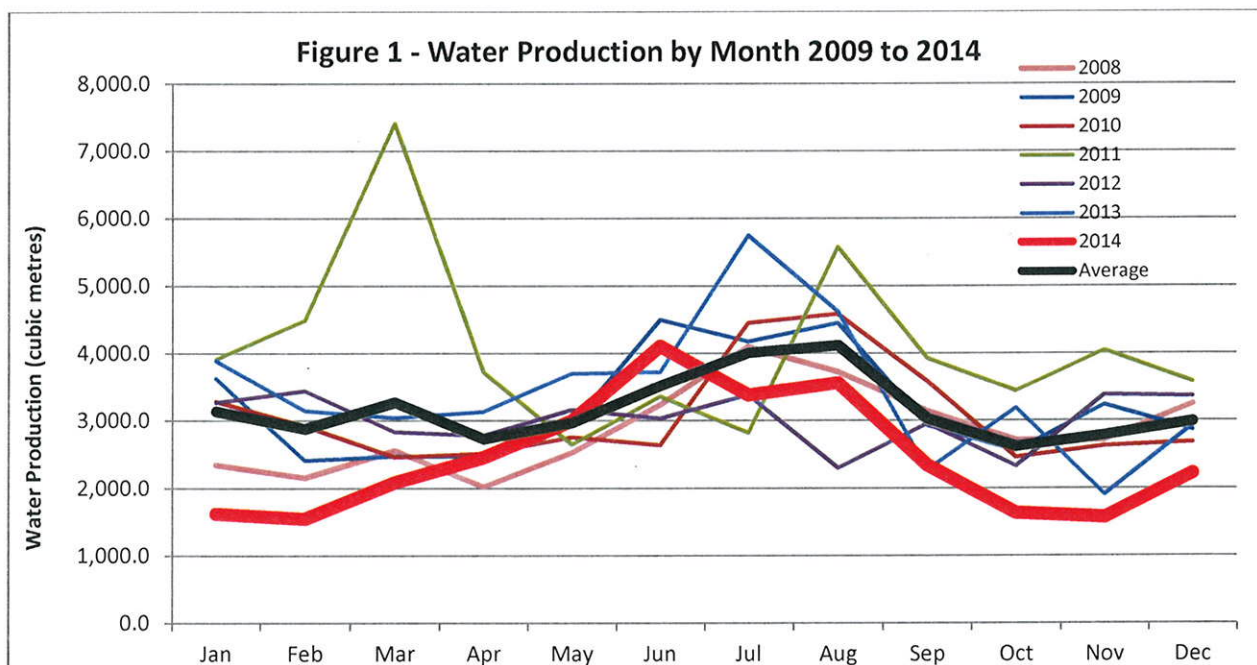
Treated water is pumped from the plant to a 360 cubic metre steel storage reservoir located behind the Fulford School. Water then flows from the reservoir into the distribution system – a network of mainly 100 mm – 150 mm diameter pipes, many of which are original to the system. The distribution system operates on two pressure zones, regulated by the Sunnyside PRV. The commercial customers are metered.

A total of 29,506 cubic metres (m<sup>3</sup>) of water was abstracted from Lake Weston in 2014, about 29% less than 2013. Overall, community water use has dropped and monitoring over the upcoming years will show if this is a new normal or an anomaly.

A summary of the monthly water production volumes (in cubic metres) at the treatment plant is tabulated in Table 1 and graphically depicted in Figure 1.

**Table 1**  
**CRD INTEGRATED WATER SERVICES - OPERATIONS**  
**FULFORD WATER SYSTEM**  
**Monthly Production (cubic metres)**

	2008	2009	2010	2011	2012	2013	2014	Average
Jan	2,348.0	3,625.0	3,284.0	3,906.0	3,273.0	3,884.7	1,622.6	3,134.8
Feb	2,161.0	2,415.5	2,923.0	4,483.0	3,440.0	3,150.0	1,550.3	2,874.7
Mar	2,559.0	2,477.0	2,464.0	7,409.0	2,836.0	3,045.2	2,087.5	3,268.2
Apr	2,023.0	2,470.0	2,515.0	3,716.0	2,778.0	3,133.0	2,457.2	2,727.5
May	2,529.0	2,949.5	2,754.0	2,648.0	3,164.0	3,696.3	2,997.3	2,962.6
Jun	3,235.0	4,494.0	2,637.0	3,354.0	3,036.0	3,719.4	4,098.6	3,510.6
Jul	4,091.0	4,172.0	4,446.0	2,815.0	3,382.0	5,744.6	3,377.2	4,004.0
Aug	3,722.0	4,446.0	4,576.0	5,572.0	2,300.2	4,612.9	3,554.6	4,112.0
Sep	3,139.0	2,930.0	3,581.0	3,920.0	2,951.8	2,270.7	2,339.9	3,018.9
Oct	2,709.0	2,555.0	2,457.0	3,439.0	2,327.5	3,185.5	1,628.8	2,614.5
Nov	2,714.0	3,232.0	2,624.0	4,036.0	3,382.0	1,909.1	1,569.8	2,781.0
Dec	3,241.0	2,862.0	2,678.0	3,574.0	3,357.8	2,927.3	2,221.8	2,980.3
<b>TOTAL</b>	<b>34,471.0</b>	<b>38,628.0</b>	<b>36,939.0</b>	<b>48,872.0</b>	<b>36,228.3</b>	<b>41,278.7</b>	<b>29,505.6</b>	<b>37,988.9</b>
<b>AVG</b>	<b>2873.0</b>	<b>3219.0</b>	<b>3078.3</b>	<b>4072.7</b>	<b>3019.0</b>	<b>3439.9</b>	<b>2458.8</b>	<b>3165.7</b>
<b>MAX</b>	<b>4091.0</b>	<b>4494.0</b>	<b>4576.0</b>	<b>7409.0</b>	<b>3440.0</b>	<b>5744.6</b>	<b>4098.6</b>	<b>4112.0</b>
<b>MIN</b>	<b>2023.0</b>	<b>2415.5</b>	<b>2457.0</b>	<b>2648.0</b>	<b>2300.2</b>	<b>1909.1</b>	<b>1550.3</b>	<b>2614.5</b>



The Fulford Water System does not have residential water meters and therefore the average per single family equivalent (SFE) is simply a calculate value. Utilizing 102 SFE and an deducting an allowance of 20% for non-revenue water such as distribution leaks, fire hydrant usage, distribution system maintenance and process water for the treatment plant, the average SFE is 231m<sup>3</sup> per year.

## Water Quality

In general, the Fulford Drinking Water System has been reliably providing good quality drinking water to its customers in 2014. A number of samples for a variety of water quality relevant parameters were collected and analysed throughout the year and confirmed that the DAF and disinfection treatment stages were effective in treating raw water from Lake Weston.

Typical Fulford drinking water quality characteristics for 2014 are summarized as follows:

- Lake Weston exhibited low concentrations of total coliform and *E. coli* bacteria throughout the year.
- No parasitic cysts and oocysts were detected in the raw source water from the lake in 2014;
- Raw water from the lake was slightly hard (~46.1 mg/L CaCO<sub>3</sub>) and pH neutral (pH 7.17).
- Treated water was bacteriologically safe to drink.
- Treated water turbidity (cloudiness) was well below the *Guidelines for Canadian Drinking Water Quality* (GCDWQ) limit of 1 nephelometric turbidity units (NTU);
- Total organic carbon (TOC median 1.26 mg/L) was very low indicating effective treatment.
- Disinfection by-products such as trihalomethanes (THM) did not exceed the GCDWQ limit of 100 mg/L.
- Metals concentrations were all well below maximum acceptable concentration (MAC) limits with the exception of one aluminum exceedance of the suggested operational guidelines (not a health issue) at one of the sampled locations.

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/fulford-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 748 hours to 540 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 chorine 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 facility being brought online 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.

Significant 2014 operations activities include:

- Remove leaking redundant flush Fulford/Ganges Road
- Replace faulty level indicator
- Repairs to leaking raw water pump (Morningside PS)
- Replace bearings on Dissolved Air Floatation (DAF) flash mixer
- Repairs to faulty Panel Mate
- Replacement of ultraviolet light lamps
- Replace faulty PLC power supply
- Replace (DAF) faulty water level indicator
- Drained and cleaned DAF process train
- Replace air valve on raw water line
- Install water service connection for 171 Sunnyside Dr

### Capital Improvements

There was capital project planned for 2014:

1. Extend phase 1 of the Strategic Asset Management Plan (SAMP) with the principle objective of completing a location plan of the infrastructure, followed by the technical documentation. The work of developing location plans was completed; however, no additional work was completed on developing the technical portion of the SAMP.

There was one capital project added to the work program – the installation of Transient Voltage Surge Suppression equipment at the treatment plant in order to reduce the probability of damage to sensitive electrical equipment due to problems from the electrical supply (lightning, trees falling on power lines, etc). The work was initiated in 2014, but not completed until 2015.

### ANNUAL BUDGET AND FINANCIAL REPORT 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 Fulford Water Utility 2014 revenue of \$214,603 consisted of \$74,785 from parcel taxes and \$133,286 from user fees and consumption charges, \$317 in interest, \$5,496 from a connection and \$819 in other revenue.

The total expenditures for 2014 were \$176,068, of which \$66,935 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 \$38,535.

\$8,130 was transferred to the capital reserve at year end and the balance of the surplus (\$30,405) was carried forward to 2015 as revenue.

The Fulford Water Service has one capital reserve fund with a balance of \$13,600 at December 31, 2014. In addition, at the end of 2014 there was \$37,215 remaining in funds that have been committed to capital projects in progress.

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

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

**CRD water system emergencies call centre: 1-250-474-9630**  
**North Salt Spring Waterworks District (contract operator): 250-537-9902**  
**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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Islands, Infrastructure Operations

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