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**GANGES SEWER LOCAL SERVICES COMMISSION  
ANNUAL GENERAL MEETING**

Notice of Meeting on Thursday, October 23, 2014 at 10:00 AM  
Community Gospel Church, Upstairs Rm, 147 Vesuvius Bay Rd, Salt Spring Island, BC

Wayne McIntyre     John Sprague     Kevin Bell     Gary Utter     Rod Scotvold  
Louis Pepin

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**(amended) AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2013 Annual General Meeting held on November 29, 2013  
(previously distributed)**
- 4. Chair's Report**
- 5. Operations Report**
  - 5.1 2014 Annual Report**
- 6. Election of Officers**
- 7. New Business**
- 8. Adjournment**



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**Minutes of the Annual General Meeting of the Ganges Sewer Local Service Commission  
Held November 29, 2013, 145 Vesuvius Bay Road, Salt Spring Island, BC**

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**DRAFT**

**Present:** **Alternate Director:** Peter Lake  
**Commission Members:** Louis Pepin (2:05 pm), John Sprague, Gary Utter  
**Staff:** Karla Campbell, Senior Manager; Brian MacDonald, Manager Financial Planning and Treasury Corporate Services; Ted Robbins, GM Integrated Water Services; Dan Robson, Manager of Operations Integrated Water Services Saanich Peninsula and Gulf Islands; Peter Sparanese, Senior Manager Infrastructure Operations; Sarah Shugar, Recording Secretary  
**Also Present:** Kevin Bell  
**Absent:** Rod Scotvold, Tom Toynbee (Chair)

Commissioner Utter called the meeting to order at 2:00 pm.

**1. Approval of Agenda**

Addition of Item 1.1 Minutes of November 27, 2012 Annual General Meeting  
Addition of Item 4.2 SSI Liquid Waste Disposal Services Commission appointment

**MOVED** by Commissioner Sprague, **SECONDED** by Commissioner Pepin,  
That the agenda be adopted as amended.

**CARRIED**

**1.1 Adoption of Minutes – November 27, 2012**

**MOVED** by Commissioner Sprague, **SECONDED** by Commissioner Utter,  
That the minutes of the November 27, 2012 Annual General Meeting be approved as circulated.

**CARRIED**

**2. Chair's Report**

There was no report at this time.

**3. Annual Report**

T. Robbins reviewed the 2012 Annual Report dated November 29, 2013.

**4. Election of Officers**

T. Robbins advised Tom Toynbee has resigned from the Commission and Kevin Bell has submitted an application. Commissioner Pepin advised he would stand for reappointment. Commissioner Sprague advised he would stand for reappointment.

Commissioner Sprague and Commissioner Pepin were reappointed and Kevin Bell was appointed.

**4.2 SSI Liquid Waste Disposal Services Commission appointment**

Commissioner Scotvold was appointed as the representative for Ganges Sewer Local Service Commission to the SSI Liquid Waste Disposal Services Commission.

**5. New Business**

There were no new business items at this time.

**6. Adjournment**

**MOVED** by Commissioner Pepin, **SECONDED** by Commissioner Sprague,  
That the meeting be adjourned at 2:20 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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**GANGES SEWER SERVICE  
2014 ANNUAL REPORT  
THURSDAY, OCTOBER 23, 2014**

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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 Committee. The purposes (and hence the agenda items) of the meeting are:

- To have the last year's AGM minutes approved (by Committee members), and to present reports on the work of the Committee 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 Committee, and
- To enable the public to share comments on subjects which relate to the work of the Committee. The Committee 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 committee at a subsequent regular meeting.

The Annual General Meeting is for the 2013 fiscal year.

**SEWER SYSTEM**

**About the Service**

The Capital Regional District (CRD) provides sewer service to the Ganges community. The service is administered by the Ganges Sewer Local Services Commission.

The Commission has delegated authority from the CRD Board for provision of the services, including recommending policies and budgets to the Board. Professional CRD staff members provide operational, engineering and financial services. The CRD Salt Spring Island Electoral Area Director is an appointed member of each Commission and the other Commission members are residents or land owners in the service areas, elected at Annual General Meetings.

**Ganges Sewer Regulatory Compliance - Wastewater**

Wastewater influent and effluent were analyzed for a list of priority substances. None of the daily effluent flows from the Ganges Harbour WWTP exceeded the allowable maximum in 2013, and flows were slightly lower than 2012 levels. Effluent quality met permit requirements for all parameters, including TSS, CBOD and fecal coliform bacteria. Ammonia concentrations remained at normal levels for all of 2013, after elevated levels were observed for parts of 2007, 2009 and 2010.

Most priority substances in the effluent were below the BC Water Quality Guidelines (BCWQG) (2010) before the predicted minimum initial dilution of 419:1. Four substances exceeded BCWQG in undiluted effluent: weak acid dissociable (WAD) cyanide, sulfide, chloride and copper. These substances, and all others, were well below the BCWQG after the minimum

initial dilution calculation was applied. Chloride (as a surrogate for total residual chlorine) was measured only once in 2013, with the concentration in undiluted effluent above BCWQG, but predicted to be below WQG after discharge to the environment. Measurement to total residual chlorine is only required following membrane flushes, when chlorine is used as part of the cleaning process.

Of the 146 organics analyzed, several were detected at the chosen detection limits in effluent during 2013, including: total phenols, total polycyclic aromatic hydrocarbons (PAH), total high molecular weight (HMW) PAH, total low molecular weight (LMW) PAH, fluoranthene, fluorene, phenanthrene, and organotins. Slightly fewer organic parameters were detected in 2013 relative to 2012.

### **Toxicity Testing**

The effluent sample from July 2013 passed the 96-hour trout acute toxicity test with 100% survival. The sample also passed the 48-hour Daphnia acute toxicity test with 100% survival. These results are consistent with 2011 and 2012.

### **Sludge (Mixed Liquor)**

Ganges Harbour WWTP sludge (mixed liquor) met the criteria for BC Organic Matter Recycling Regulations (OMRR) Class A Biosolids in 2013. None of the metals measured including mercury, which has exceeded limits in the past, exceeded applicable OMRR Class A Biosolids limits.

### **Receiving Water**

Receiving water monitoring was conducted around the Ganges Harbour WWTP outfall in October/November 2013. The program consisted of five sets of samples in a 30-day period from six surface water stations. Samples were analyzed for fecal coliform and enterococci. All six of the receiving water stations had fecal coliform and enterococci geometric means well below the guidelines of 200 CFU/100 mL and 20 CFU/100 mL, respectively. The 2013 sampling represents the second year of monitoring for this facility as per commitments to MOE. Results from 2012/2013 have recently been reviewed with MOE and the need for future monitoring is currently being determined. It is likely that sampling will not be required again until 2016 unless a significant spill, overflow, bypass or emergency event occurs.

### **Annual Flow**

The monthly flows over past 4 years is shown in Figure 1 and the total annual flow over the past 7 years is shown in Figure 2. The graphs indicate there has been an overall decrease in annual flow, but there is not sufficient data to draw significant conclusions regarding a permanent decrease in flow. Continued monitoring and a program to reduce the Inflow and Infiltration (I & I) will be required in order to maintain a reduced annual flow as well as ensure future treatment plant components do not require over-sizing in order to meet the flow and to regain hydraulic capacity lost to the extraneous flow.

Figure 1 - Ganges WWTP Monthly Flow

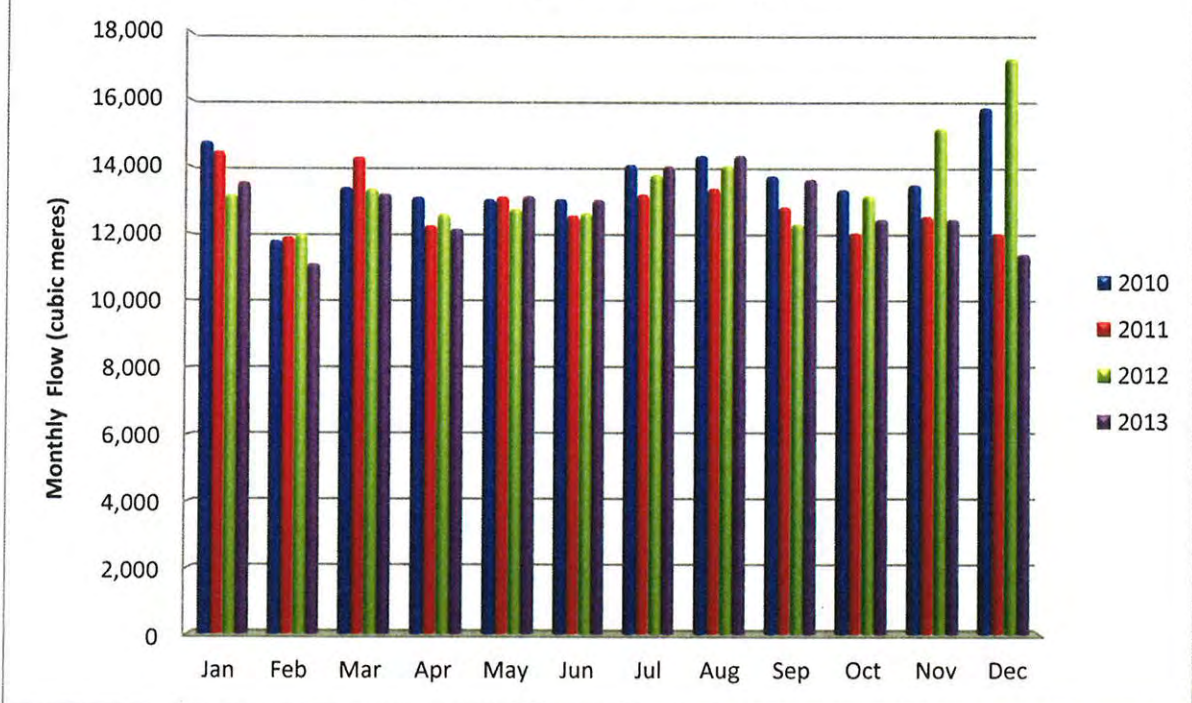
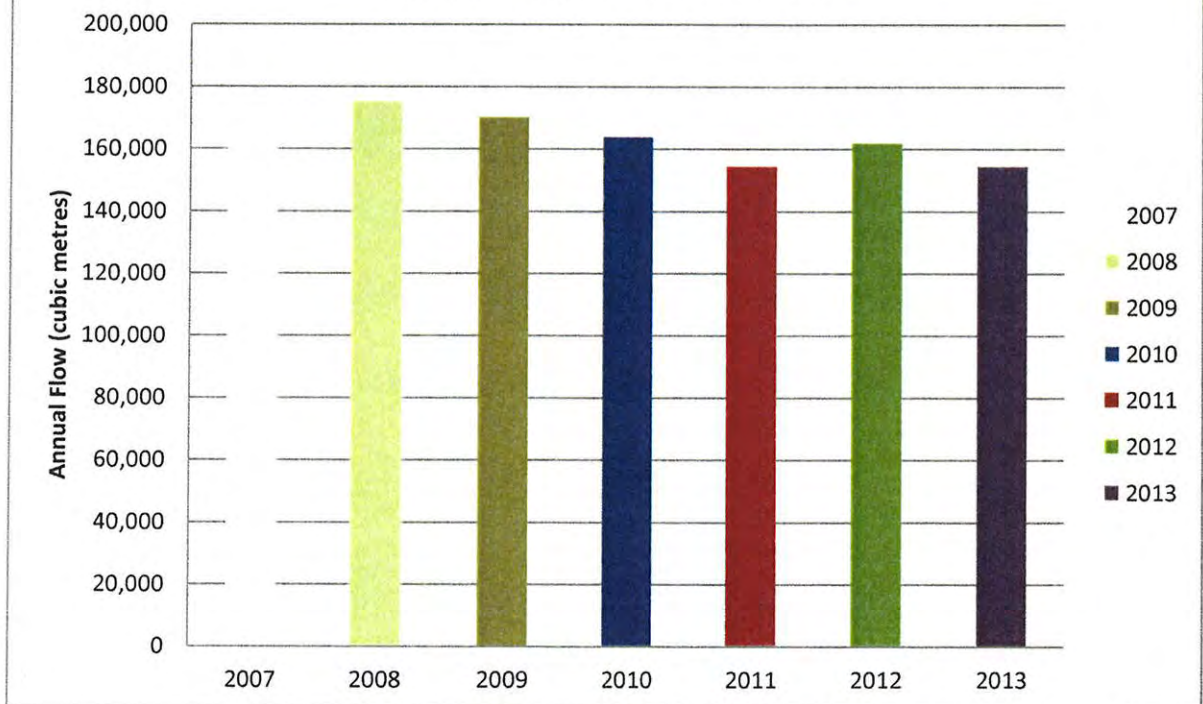


Figure 2 - Ganges WWTP Annual Flow



## Operations

The Ganges wastewater treatment plant and collection system, for the most part, operated reliability. However, there were a number of significant repairs and maintenance activities in 2013 including:

### Ganges Wastewater Treatment Plant

- Replacement of the ultraviolet light (UV) lights and sensors
- Installation of exterior lighting
- Repair to equalization tank pump
- Repair pressure switch for the Membrane Bioreactor (MBR)
- Repair anoxic mixer
- Replacement of faulty valve actuator for washer compactor
- Repair Modicon analog card
- Repair influent well pump
- Repair air system automatic valve actuator
- Replacement of failed fine screen gear box
- Replacement of the MBR sludge return pumps
- Repair mud valve
- Repair or replace ball check valve in the effluent wet well
- Repair equalization tank sump pump
- Replace badly corroded overflow pipe in the equalization tank
- Replacement of influent well check valves
- Replace damage pump base equalization tank
- Repair damaged MBR support structure
- Replace overflow pipe
- Assist GE Power & Water with the MBR technical review
- Repair sludge thickening tank level transducer

### Manson Lift Station

- Replace/extend electrical wire on submersible pump
- Repair pump number one

### Collection System

- Sewer connection installation for 212 Fulford-Ganges Road

### Sludge Hauling and Disposal

- 347,190 lGal (1,578 m<sup>3</sup>) of sludge waste was trucked and disposed of at the Salt Spring Island Liquid Waste Disposal facility at Burgoyne Bay at a cost of \$131,932, not including hauling costs by the contracted service provider.

## Capital Improvements

The following capital projects were planned for 2013:

1. Funds were allocated to undertake a referendum for several significant improvements identified in the Asset Condition Evaluation and Engineering Study from Stantec Engineering. The referendum was not done as the level of work identified in the Stantec report required further review.
2. UV System Replacement – this work was completed.
3. Dissolved Oxygen Sensor – the 2013 project was put on hold while approval for additional funding was sought in 2014.

In November 2011, staff received an Asset Condition Evaluation and Engineering Study from Stantec Engineering. Currently the study is being reviewed by engineering staff to reflect the current state of the infrastructure, update the replacement costs to 2014 dollars and provide a staff report with alternatives to the approach for the infrastructure renewal.

## Financial Reports

Attached is a *Statement of Operations (Unaudited)* as prepared by CRD Finance and Corporate Services for the year 2013. The statements provide an overview of the revenues and expenditures for the year.

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 sewer system, and the principal and interest payments on borrowing to finance capital projects. *Other fiscal services* include 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 Ganges Sewer Water Utility 2013 revenue of \$613,147 consisted of \$46,527 from parcel taxes and \$545,490 from user fees and consumption charges, \$1,180 in interest, \$19,804 in other revenue and \$146 in grants in lieu of taxes.

The total expenditures for 2013 were \$507,166. These expenses all relate to operations and administration as there is no debt to service.

The difference between revenue and expenditures at 2013 year end amounted to a net surplus of \$105,981.

There was a surplus from 2012 of \$5,876, therefore a surplus of \$111,857 was carried forward to 2014.



The balance in the Ganges Capital Reserve Fund at December 31, 2013 was \$3,772.

The balance in the Ganges Capital Purchase Fund at December 31, 2013 was \$69,956.

**Wastewater System Problems – Who to Call:**

To report any event or to leave a message regarding the Ganges wastewater system, call:

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

**CRD emergency call centre: 1-250-474-9630**

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Karla Campbell  
Senior Manager, Salt Spring Island Electoral Area

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Craig Gottfred, P.Eng.,  
Manager, Wastewater Engineering and Planning  
Integrated Water Services

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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering and Operations  
Concurrence

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T Ted Robbins, BSc., C Tech.  
General Manager, Integrated Water Services  
Concurrence

KW:KC:ts:mm  
Attachment: 1

## CAPITAL REGIONAL DISTRICT

### Sewer Revenue Fund Statement of Operations (Unaudited) For the Year Ended December 31, 2013

#### Ganges Sewerage System

#### Revenue

Transfers from government	\$	46,527
Sale of services		545,490
Other revenue from own sources:		
Permits		-
Interest earnings		1,180
Other revenue		19,804
Grants in lieu of taxes		146
Total revenue		613,147

#### Expenses

General government services	23,995
Other	481,367
Other fiscal services	1,804
Recovery	-
Total expenses	507,166

**Net revenue (expenses)** 105,981

Transfers to own funds:	
Capital Funds	-
Reserve Funds	-
Equipment Replacement Fund	-
Transfers from own funds:	
Sewer Capital Fund	-
Revenue Funds	-

**Annual surplus (deficit)** 105,981

**Accumulated surplus (deficit), beginning of year** 5,876

**Accumulated surplus (deficit), end of year** \$ 111,857