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

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

Wayne McIntyre

John Sprague

Louis Pepin

Gary Utter

Rod Scotvold

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Adoption of Minutes of the 2014 Annual General Meeting held on October 23, 2014**
4. **Chair's Report**
5. **Operations Report**
6. **Election of Officers**
7. **New Business**
8. **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 Ganges Sewer Local Service Commission
Held October 23, 2014 at the Community Gospel Church,
147 Vesuvius Bay Road, Salt Spring Island, BC**

DRAFT

PRESENT: **Director:** Wayne McIntyre, **Alternate Director:** Peter Lake
 Commission Members: John Sprague, Gary Utter, Kevin Bell, Rod Scotvold,
 Staff: Karla Campbell, Senior Manager; Keith Wahlstrom, Contract Engineer;
 Peter Sparanese, IWS Senior Manager; Dan Robson, IWS Operations Manager;
 Craig Gottfred, Manager Distribution Engineering; Peggy Dayton, CRD Finance;
 Erin Jory, Recording Secretary
ABSENT: **Commissioner:** Louis Pepin

Chair Utter called the meeting to order at 10:07am

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes of November 29, 2013.

MOVED by Commissioner Sprague, **SECONDED** by Director McIntyre,
That the Minutes of the Annual General Meeting of November 29, 2013 be approved.

CARRIED

3. Chair Report

2013 and 2014 (to date) were both solid years with surpluses, notwithstanding emergency repairs to keep plant running. Plant is over 30 years old, and most components are at or near end of life. Commission must balance service needs with costs to ratepayers. Important items to consider going forward:

- Provide input process for ratepayers re: service going forward. Commission must outline costs and benefits outlined by staff.
- Refine and prioritize projects that require attention. October 17th meeting allowed discussion on these.
- Combine input from stakeholders with the output of prioritization to formulate referendum question(s).
- Explore grants and financing: increased amortization on MFA funding in an effort to ease negative financial burden on stakeholders.
- Discuss 10-year plan moving forward to create proactive plan rather than reactive steps.

4. 2013 Annual Report

Staff reviewed the 2013 Annual Report dated October 23, 2014.

- Information is relative to 2013 operating year.
- All instances of 'Committee' should be changed to 'Commission' throughout.
- Amount of receiving water testing is decreased as plant is meeting compliance objectives.
- In Figure 1 – December 2012 high monthly flow an anomaly as annual flows show overall downward trend. A high storm year would change annual flows.

5. Election of Officers

Staff called for nominations. Chair Utter and Commissioner Scotvold have sat for three terms, ending December 31, 2014. Commissioner Bell nominated Chair Utter and Commissioner Scotvold to stand for additional term to December 31, 2016. Staff called three times before nominations were closed. Chair Utter and Commissioner Scotvold agreed to stand and were nominated by acclamation.

Staff called for nominations of the Chair. Commissioner Bell nominated Chair Utter. Staff called three times before nominations were closed. Chair Utter agreed to stand as Chair and was nominated by acclamation.

Commissioner Bell questioned staff if it was possible to expand the Board beyond six members and was advised by staff that was an option but required amendment by bylaw.

6. New Business

A question arose why a cost was shown in the 2014 Annual Report as opposed to revenue regarding property located at 2012 Fulford-Ganges Road. Staff responded that costs associated to connections are paid by homeowners and are offset by revenue. Audience member inquired what type of dwelling is located at 2012 Fulford-Ganges Road and staff advised it is a rooming house.

7. Adjournment

The meeting was adjourned at 10:50am.

CHAIR

SENIOR MANAGER



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**GANGES SEWER SERVICE
2015 ANNUAL REPORT
THURSDAY, SEPTEMBER 10, 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.

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.

The Ganges Sewer Service has experienced a significant level of activity in 2014. Items of note include:

- 1) Options for infrastructure replacement of several components of the Ganges sewer system. In particular, staff, developed replacement strategy options, presented those to the Commission and then held an open house style public engagement meeting on December 2, 2014 which was used to complete further recommendations for the Commission to consider in 2015.
Essentially, the result of the various reports, meetings and public consultation was for the Commission to continue to move forward with gaining the required public support for a \$3.9 million infrastructure replacement program.

- 2) Support of the 161 Drake Road Rezoning provided the developer pay the full amount of the capacity sewer charges.
- 3) The emergency replacement of two pumps essential to the treatment process.

Ganges Sewer Regulatory Compliance – Wastewater

Wastewater influent and effluent were analyzed for a list of conventional and priority substances, as well as for acute and chronic toxicity. None of the daily effluent flows from the Ganges Harbour WWTP exceeded the allowable maximum in 2014. Effluent quality met provincial and federal regulatory requirements for all parameters, including total suspended solids (TSS), carbonaceous biochemical oxygen demand (CBOD), un-ionized ammonia, and fecal coliform bacteria. Total residual chlorine was sampled 11 times in 2014 and exceeded the regulatory limit 55% of the time. Ammonia concentrations remained below regulatory limits for all of 2014, 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. Three substances exceeded BCWQG in undiluted effluent: copper, iron, and zinc. These substances, and all others, were well below the BCWQG after the minimum initial dilution calculation was applied. Minimum initial dilution represents the predicted concentration of effluent in the marine water column at a distance of 100 m away from the outfall.

Of the 146 priority substances analyzed, fewer were detected at standard detection limits in effluent during 2014 than in 2013. Those detected included total phenols, phenol, naphthalene and bis(2)ethylhexyl phthalate; these parameters have also been detected in previous years.

Toxicity Testing

The effluent sample from July 2014 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 2011–2013.

Sludge (Mixed Liquor)

Ganges Harbour WWTP sludge (mixed liquor) was monitored to inform the Regional Source Control program and determine sludge quality prior to transfer to the Burgoyne Septage facility. There were no obligations for Ganges mixed liquor to meet criteria in the BC Organic Matter Recycling Regulations (OMRR) for Class A Biosolids. However, comparisons were made to the OMRR limits for historical consistency. None of the metals measured, including mercury which has exceeded limits in the past, exceeded applicable OMRR Class A Biosolids limits in 2014.

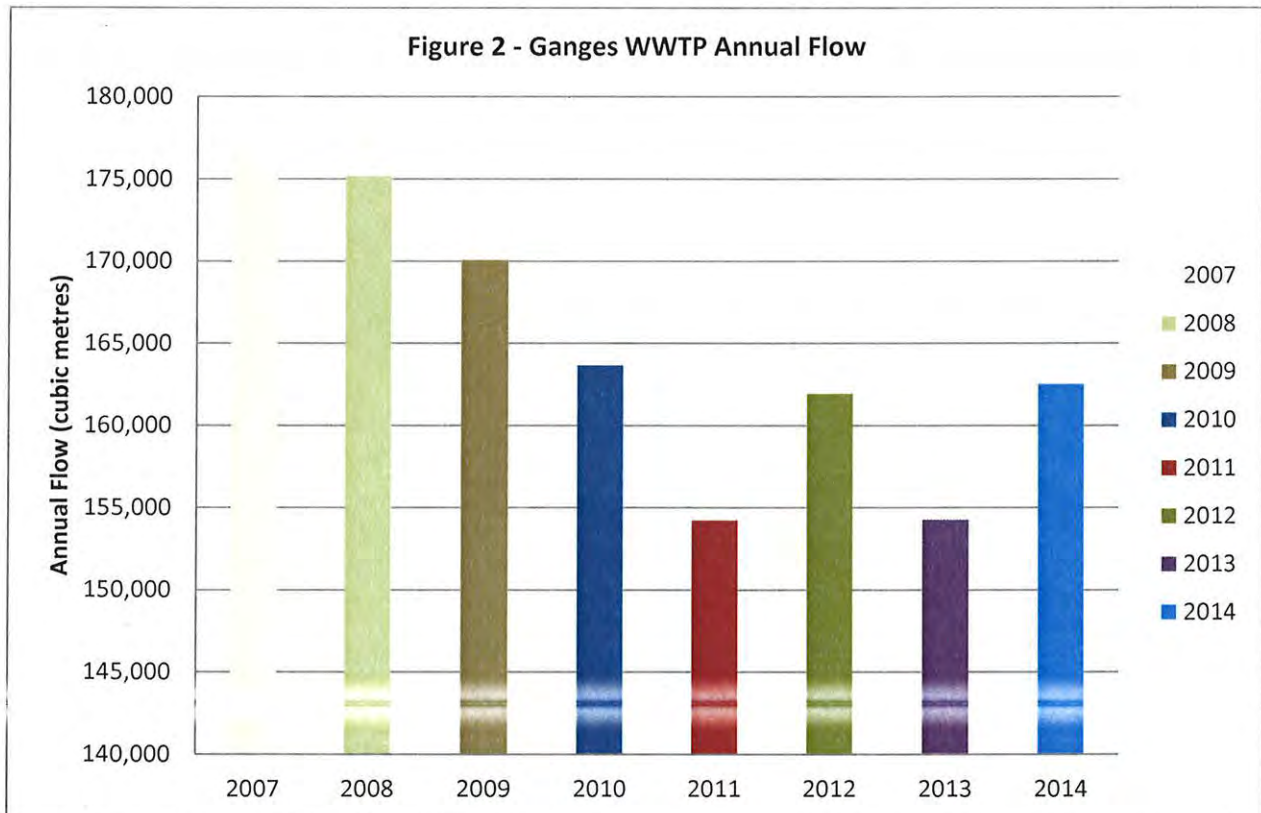
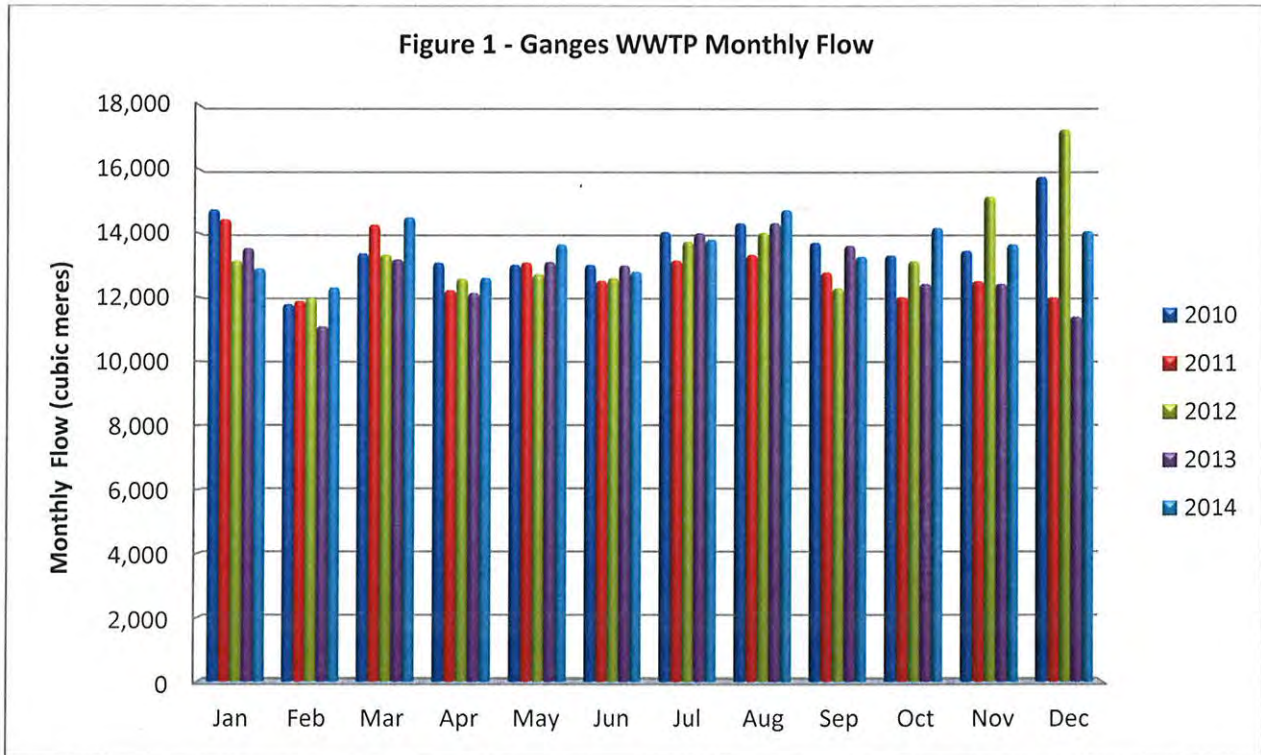
Receiving Water

There was no receiving water monitoring conducted at the Ganges WWTP in 2014. As per commitments to the BC Ministry of Environment, monitoring is next required in 2016 unless there are planned bypasses, plant failures/overflows or wet weather overflows that exceed three days' duration in the winter or one day duration in the summer.

Annual Flow

The monthly flows over past 5 years is shown in Figure 1 and the total annual flow over the past 8 years is shown in Figure 2. The graphs indicate there has been an overall decrease in annual flow, but in 2014 there was an increase above 2013. This indicates that inflow and infiltration

does make a significant difference to the monthly and annual flow rate. 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.



Operations

The Ganges wastewater treatment plant and collection system, for the most part, operated reliably. However, there were a number of significant repairs and maintenance activities in 2014 including:

Ganges Wastewater Treatment Plant

- Membrane bioreactor (MBR) electric chain hoist repair
- Ultraviolet light disinfection system equipment repair
- Rotoscreen electrical and mechanical repair
- Equalization tank air blower repair
- Influent wet well check valve replacement
- Effluent pump float replacement
- MBR cassette mechanical repairs
- Diesel fuel tank replacement
- Influent wet well chain hoist replacement
- MBR sludge recirculation pump replacement

Manson Lift Station

- Pump guide rail repair

Harbour House Lift Station

- Pump overload troubleshooting and repairs
- Pump guide rail repair

Wastewater Collection System

- 127 Desmond Crescent wastewater connection installation

Sludge Hauling and Disposal

- 367,899 IGal (1,672 m³) of sludge waste disposed of at the Salt Spring Island Liquid Waste Disposal facility at Burgoyne Bay at an annual cost of \$140,682. Hauling costs for the year were provided by contracted services totalling \$31,307.

Capital Improvements

The following two capital projects were planned for 2014:

1. Funds were allocated to undertake a referendum for several significant improvements identified in the Asset Condition Evaluation and Engineering Study from Stantec Engineering (\$10,000). The referendum was not undertaken and was rescheduled to 2015.
2. Dissolved Oxygen Sensor – the 2013 project was put on hold while approval for additional funding was sought in 2014 (\$2,000). Installation and commissioning of the equipment was reprioritized and deferred to 2015. It is expected this project will be completed in the fall of 2015.

Subsequent to the approved budgets, there were additional capital projects added, including:

1. Emergency replacement of the membrane bioreactor sludge return pumps (\$30,000 budget) and the final cost was \$24,920. This project is complete.
2. Additional funds for staff time to complete reports for advancing the capital improvement plan (\$15,000 budget) and for public engagement strategy for the capital improvement plan (\$4,000 budget). The final cost was \$15,021.

Financial Reports

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 2014 revenue of \$596,333 consisted of \$50,957 from parcel taxes and \$542,866 from user fees and consumption charges, \$1,700 in interest, \$662 in other revenue and \$148 in grants in lieu of taxes.

The total expenditures for 2014 were \$556,965. These expenses all relate to operations and administration as there is no debt to service.

The difference between revenue and expenditures at 2014 year end amounted to a net surplus of \$39,368.

There was a surplus from 2013 of \$111,857, therefore the total surplus available was \$151,225. This surplus was used to add \$105,088 to the Capital Reserve Fund (1056) and \$46,137 was carried forward to 2015.

The Ganges Sewer Service has several reserve funds. They are listed below:

Description	Balance as of the end of 2014
Maintenance Reserve Fund	\$2,000
Capital Reserve Fund (1056 101836)	\$88,109
Capital Reserve Fund (1056 101900)	\$71,224
Funds remaining to spend on projects in progress (SLA491)	\$29,297

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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Islands Infrastructure Operations

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