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

Notice of Meeting on Tuesday, June 14, 2016 at 10:00 AM  
Portlock Park Portable Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

Wayne McIntyre

Gary Utter

Rod Scotvold

David Toynbee

Mike de Carle

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**AGENDA**

1. **Call to Order**
2. **Approval of Agenda**
3. **Adoption of Minutes of the Annual General Meeting held on September 10, 2015**
4. **Chair's Report**
5. **Annual Report for 2015 Fiscal Year**
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 Annual General Meeting of the Ganges Sewer Local Service Commission  
Held September 10, 2015 at the Salt Spring Public Library, 129 McPhillips Avenue, Salt  
Spring Island, BC**

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**DRAFT**

**PRESENT:**   **Director:** Wayne McIntyre  
                  **Commission Members:** Louis Pepin, Rod Scotvold, John Sprague  
                  **Staff:** Keith Wahlstrom, Manager, Engineering Salt Spring Electoral Area; Dan  
                  Robson, IWS Operations Manager, Peggy Dayton, CRD Finance, Erin Jory,  
                  Recording Secretary  
                  **Absent:** Gary Utter

**1. Call to Order**

Commissioner Scotvold called the meeting to order at 10:06 am.

**2. Approval of Agenda**

**MOVED** by Commissioner Sprague, **SECONDED** by Director McIntyre,  
That the Ganges Sewer Local Service Commission agenda of September 10, 2015 be  
approved.

**CARRIED**

**3. Approval of Minutes of the 2014 Annual General Meeting held on October 23, 2014**

**MOVED** by Director McIntyre, **SECONDED** by Commissioner Pepin,  
That the Ganges Sewer Local Service Commission Annual General Meeting minutes of  
October 23, 2014 be approved.

**CARRIED**

**4. Chair and Director Reports**

No reports presented.

**5. 2015 Annual Operations Report**

**MOVED** by Commissioner Sprague, **SECONDED** by Commissioner Pepin,  
That the 2015 Annual Operations Report of the Ganges Sewer Local Service Commission  
be received for information.

**CARRIED**

**6. Election of Officers**

Commissioner Pepin and Commissioner Sprague will not return for additional terms.  
Staff then called three times for nominations from the floor, and hearing none, elections  
closed. Commissioner Scotvold thanked the outgoing members for their service, and  
Director McIntyre asked outgoing members for their feedback.

**7. New Business**

Discussion on whether the capacity of the reconstructed sewer plant can deal with future affordable housing projects.

**8. Outstanding Business**

No items.

**9. Adjournment**

**MOVED** by Commissioner Pepin, **SECONDED** by Director McIntyre,  
That the meeting be adjourned at 10:47 am.

**CARRIED**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**SENIOR MANAGER**



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**GANGES SEWER SERVICE  
2016 ANNUAL REPORT  
Tuesday, June 14, 2016**

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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 2015 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 once again had a significant level of activity in 2015. Items of note include:

- 1) As an outcome of the public engagement meetings, the Commission made two significant decisions relative to the proposed capital infrastructure replacement and system improvements project. Those decisions included changing from a parcel based increase to utilizing the existing consumption rate structure for payment of the debt and utilizing a 20 year amortization period.
- 2) A referendum on July 25, 2015 to request authorization from the rate payers to borrow up to \$3.9 million for capital infrastructure replacement and system improvements. A total of 113 ballots cast of which 101 were in favour and 11 against.
- 3) A New Building Canada Fund, Small Communities Fund Grant was applied for in February and we were advised in August that we were unsuccessful.

- 4) A request for inclusion into the Ganges Sewer area was received from 241 Fulford Ganges Road. Prior to proceeding, additional information was requested from the applicant, which the applicant is still to provide.
- 5) The Commission authorized staff to develop project plans, schedules and initiate the initial procurement of consultants for the capital infrastructure replacement and system improvements project.

### **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 2015. 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. Ammonia concentrations remained below regulatory limits for all of 2015, 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 BC WQG in undiluted effluent: cadmium, copper, sulfide and zinc. These substances, and all others, were well below the BC WQG after the minimum near surface dilution calculation was applied. Minimum near surface dilution represents the predicted concentration of effluent in the marine water column at a distance of 100 m away from the outfall.

Of the 190 priority substances analyzed, 60 were detected at standard detection limits in effluent, similar to previous years. Those detected included metals, 6 polycyclic aromatic hydrocarbons, diethyl phthalate and di-n-butyl phthalate; these parameters have also been detected in previous years.

#### Toxicity Testing

The effluent sample from July 2015 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 2011–2014.

#### Sludge (Mixed Liquor)

Ganges Harbour WWTP sludge (mixed liquor) met the criteria for BC Organic Matter Recycling Regulations (OMRR) Class A Biosolids in 2015. None of the metals measured, including mercury, which has exceeded limits in the past, exceeded applicable OMRR Class A Biosolids limits.

#### Receiving Water

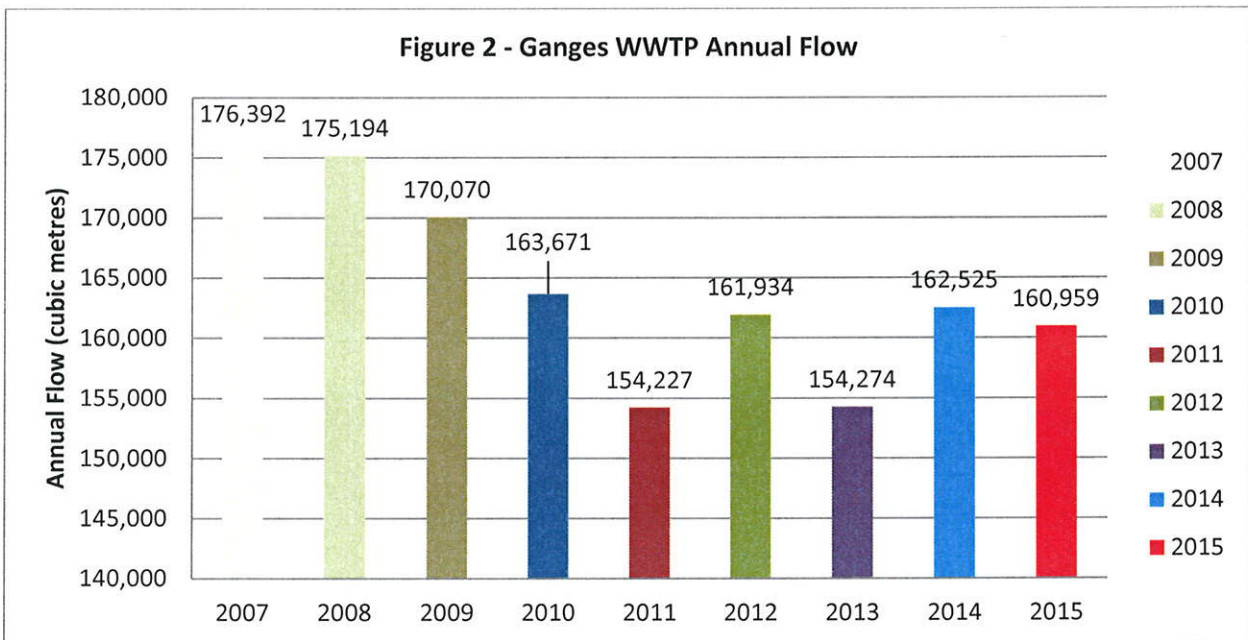
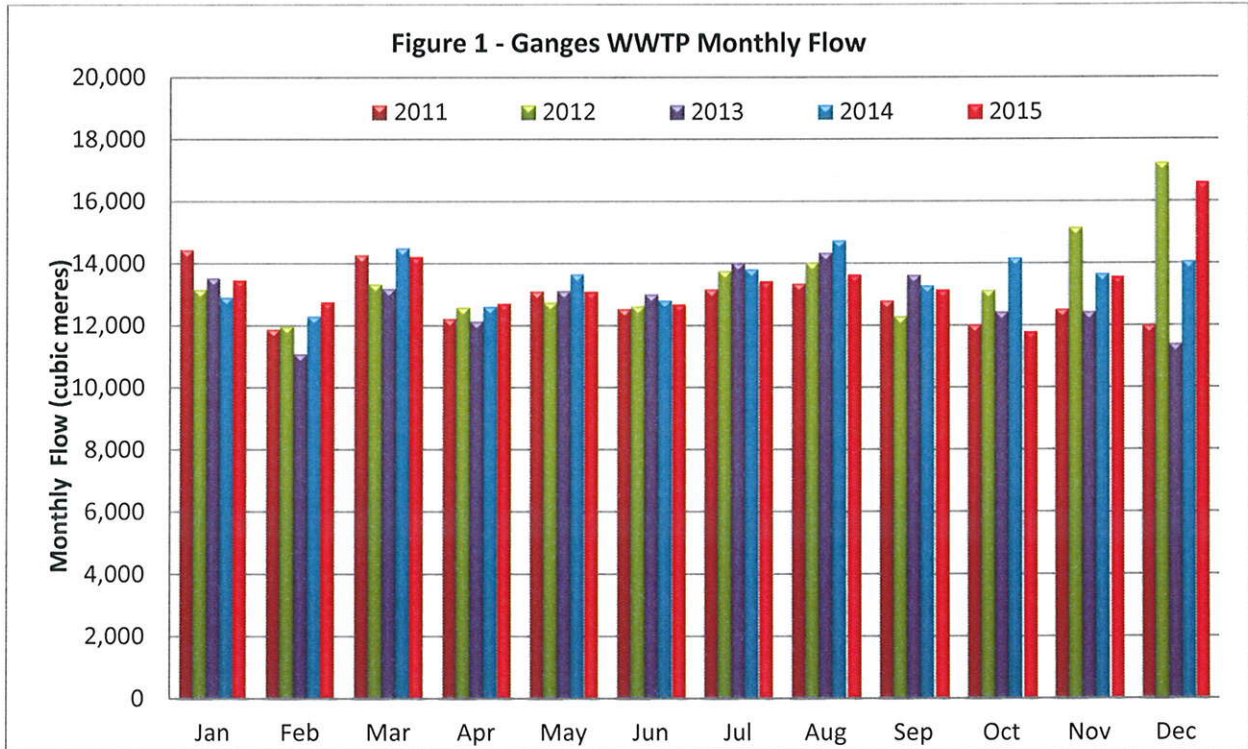
There was no receiving water monitoring conducted at the Ganges WWTP in 2015. Monitoring is scheduled to be repeated in 2016 unless there are planned bypasses, plant failures/overflows or wet weather overflows that exceed 3 days' duration in the winter or 1 day duration in the summer.

#### Annual Flow

The monthly flows over past 5 years is shown in Figure 1 and the total annual flow over the past 9 years is shown in Figure 2. The graphs indicate there has been an overall decrease in annual

flow, but the annual volumes as are still quite variable. This indicates that inflow and infiltration does make a significant difference to the monthly and annual flow rate.

The approved capital infrastructure replacement and system improvements does include a program to help identify/quantify the Inflow and Infiltration (I & I) and some funds to repair identified problems. The intent of this is to regain hydraulic capacity lost to the extraneous flow and ultimately to defer upgrades to the treatment as growth occurs.



**OPERATIONS**

Integrated Water Services, Peninsula and Gulf Island Operations, is responsible for the day to day operations of the wastewater system. Salt Spring Island based operations staff perform regular weekly routine operational work to ensure the wastewater system is functioning properly. Additional support is provided by Peninsula Operations staff including the dedicated electrical and mechanical maintenance groups as required.

For the most part during 2015, the wastewater system operated reliably. However during the year there were events that required emergency response. Table 1 below highlights some of the significant operational activities undertaken during the year.

Table 1- Operational Activities

TASK	NOTES
Installation of electronic equipment	
Replacement of Uninterrupted Power Supply (UPS)	The UPS for the electronic equipment at the Ganges Wastewater Treatment Plant was showing signs of failure. Service life for this type of the equipment is typically 5 to 8 years.
Electric Hoist Repairs	The electric hoist used to remove the wastewater treatment membrane bioreactor filters from the treatment process for annual maintenance, stopped functioning. The hoist was sent for significant electrical repairs and placed back into service.
Installation of cooling equipment	Through the annual preventative maintenance program, overheating of electronic equipment was observed in the motor control center (MCC) within the electrical room. In order to reduce the risk of further premature electronic equipment failures, cooling fans were installed.
Fine screen gear box replacement	The gear reducing box on the influent fine screen failed and required replacement. Because a spare gear box was available the system was offline for a short period only. Another gear box was ordered and placed into inventory.
PLC card replacement	A programmable logic controller (PLC) card, which is a part of an electronic device that controls the process at the wastewater treatment plant was likely damaged as a result of overheating. The card was replaced and the facility was placed into full operation in short order.

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 2015 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 lGal (1,672 m<sup>3</sup>) 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 three capital projects were planned for 2015:

1. Dissolved Oxygen Sensor (\$10,000 allocated, \$9,686 spent) – 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. The project was primarily completed in 2015 with a minor amount spent in 2016.
2. Sludge Return Pumps (emergency replacement of the membrane bioreactor sludge return pumps (\$30,000 allocated, \$26,452 spent) This project was reported as completed in 2014, however, minor final costs associated with the work were incurred in 2015.
3. Funds were allocated to undertake a referendum and for public engagement (total allocation from 2014 and 2015 was \$33,500, \$35,888 spent). The slightly higher costs were primarily related to legislated advertising for the referendum.

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

1. Additional funds for staff time to complete reports for advancing the capital improvement plan (\$30,000 allocated, \$4,417 spent) This budget category was not established as a separate budget, but is now part of the overall approved \$3.9 million budget and will not be separately tracked going forward.



**2015 FINANCIAL REPORT**

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. *Contract for services* is payments to Gulf Island Septic Limited. *Waste Sludge Disposal* includes payments to the SSI Septage service. *CRD Labour and Operating Costs* includes CRD staff time as well as the costs of equipment, tools and vehicles. *Other expenses* includes all other costs to administer and operate the sewer system (insurances, supplies, electricity, etc).

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 2015 revenue of \$611,392 consisted of:

- \$54,170 - *Transfers from government*
- \$555,199 - *User Charges*
- \$1,367 - *Interest*
- \$656 - *Other revenue.*

The total expenditures for 2015 were \$505,643:

- \$25,920 – *General Government Services*
- \$24,186 – *Contract for Services*
- \$99,412 – *Waste Sludge Disposal*
- \$248,400 – *CRD Labour and Operating Costs*
- \$107,725 – *Other Expenses*

The difference between revenue and expenditures at 2015 year end amounted to a net surplus of \$105,749.

There was a surplus from 2014 of \$46,138. Therefore the total surplus available was \$151,887. This surplus was used to add \$150,386 to the Capital Reserve Fund (1056) and \$1,500 to the Maintenance Reserve Account.

2015 User Fee charges were \$413.83 per Single Family Equivalent (SFE) and 2015 Parcel Tax charges were \$136.07 per Taxable Parcel.

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

Description	Balance as of the end of 2015
Maintenance Reserve Fund	\$3,500
Capital Reserve Fund (1056 101836)	\$225,281
Capital Reserve Fund (1056 101900)	\$72,387
Funds remaining to spend on projects in progress (SLA491)	\$13,610

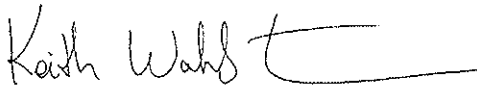
**Wastewater System Problems – Who to Call:**

To report any event or to leave a message regarding the Ganges Wastewater System, call either:

<b>CRD wastewater system emergency call centre:</b>	<b>1-855-822-4426 (toll free)</b>
<b>CRD wastewater system emergency call centre:</b>	<b>1-250-474-9630 (toll)</b>
<b>CRD local operator (Ganges Wastewater Treatment Plant):</b>	<b>250-537-4314</b>
<b>CRD wastewater system general enquiries (toll free):</b>	<b>1-800-663-4425</b>

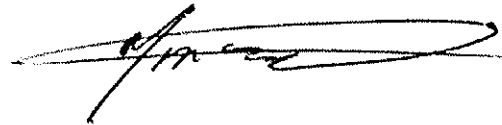
When phoning with respect to an emergency, please specify to the operator, the service area in which the emergency has occurred.

The new toll free number for reporting emergencies is being pilot-tested and will be evaluated at the end of 2016 to assess the use and need going forward.



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Keith Wahlstrom, PEng  
**For**  
Karla Campbell, Senior Manager  
Salt Spring Island Electoral Area



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Matthew McCrank, MSc, PEng  
Senior Manager, Infrastructure Operations  
Concurrence



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Rajat Sharma, B.Eng, MBA, CPA, CMA  
Acting Chief Financial Officer  
Concurrence

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Glenn Harris, Ph.D., R.P.Bio  
Senior Manager, Environmental Protection  
Concurrence

KW:ts