



Making a difference...together

MALIVIEW SEWER SERVICE COMMISSION

ANNUAL GENERAL MEETING

Notice of Meeting on **TUESDAY, November 28, 2017 at 12:00 PM**
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre Sharon Bywater Carol Newmeyer

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 2016 fiscal year.

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2015 Annual General Meeting held June 14, 2016**
- 4. Chair's Report**
- 5. Annual Report for 2016 Fiscal Year**
- 6. Election of Officers**
- 7. New Business**
- 8. Adjournment**

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.

EXEC-1295039085-1447



Making a difference...together

Minutes of the Annual General Meeting Highland Water and Sewer Service Commission (Maliview) Held June 14, 2016 Portlock Park Meeting Room, 145 Vesuvius Bay Road Salt Spring Island, BC

DRAFT

Present:

Director: Wayne McIntyre

Commission Members: Sharon Bywater (Chair), Carol Newmeyer

Staff: Karla Campbell, Senior Manager SSI Electoral Area; Keith Wahlstrom, Manager, Engineering SSI Electoral Area; Matthew McCrank, Senior Manager, Infrastructure Operations; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations, Peggy Dayton, Senior Financial Analyst; Kyu-Chang Jo, Financial Analyst 2; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Bywater called the meeting to order at 2:20 pm

2. Approval of Agenda

MOVED by Commissioner Bywater, **SECONDED** by Director McIntyre,
That the agenda of the 2015 Annual General Meeting of the Highland Water and Sewer Services Commission (Maliview) held on June 14, 2016 be approved.

CARRIED

3. Approval of Minutes of the 2014 Annual General Meeting Held September 14, 2015

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,
That the meeting minutes of the 2014 Highland Water and Sewer Services Commission (Maliview) Annual General Meeting be approved.

CARRIED

4. Chair's Reports

Chair Bywater reported good working communication and progress.

5. Annual Operations Report for 2015 Fiscal Year

5.1 Maliview Sewer Service

Staff reviewed a report which highlighted the following:
Wastewater regulatory compliance, annual flow, operations, capital improvements and fiscal reports.

General discussion:

- Improve user compliance by educating rate payers on cost of blockages
- SAMP in final stages
- Consider identifying illegal suites/duplexes which only have one user connection fee.
- Increasing Capital and Maintenance reserve funds.

6. **Election of Officers**

Sharon Bywater was nominated and agreed to stand for another 2 year term.

7. **New Business**

No outstanding business.

8. **Adjournment**

MOVED by Director McIntyre, **SECONDED** by Commissioner Newmeyer,
That the meeting be adjourned at 2:55 PM.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

MALIVIEW SEWER SERVICE 2016 ANNUAL REPORT Tuesday, November 28, 2017

Introduction

This report provides a summary of the Maliview Sewer Service for 2016. It includes a description of the service, summary of the treatment plant performance, volume of sewage treated, operations highlights, capital project updates and financial report.

The service is administered by the Highland Water and Sewer Local Services Commission.

Service Description

The Maliview Sewer Service is in a semi-rural residential community located on Salt Spring Island. It is a sewage conveyance and treatment system that is owned and operated by the Capital Regional District (CRD) and services the Maliview Sewer Service Area, shown Figure 1.



Figure 1: Maliview Sewer Service Area

The system was built in the late 1970's with the CRD taking over operations in 1979. The only significant upgrade was the replacement of the treatment plant in 2005 to a rotating biological contactor (RBC) and a further upgrade in 2006 to add a primary screening due to higher than anticipated flows through the RBC treatment plant. The wastewater system consists of:

- 1200 metres of 150 mm asbestos cement (AC) gravity sewer collection main pipes
- 110 metres of 100 mm asbestos cement (AC) pressure main pipe
- 13 manholes
- 260 metres of 150mm asbestos cement (AC), polyethylene (PE) and polyvinyl chloride (PVC) outfall pipe
- 60 cubic metres per day Rotating Biological Contactor (RBC) secondary treatment plant

The system discharges treated effluent into Trincomali Channel under the Municipal Sewer Regulations.

SEWER SYSTEM

Maliview Sewer Regulatory Compliance – Wastewater

The Maliview Estates WWTP produces secondary treated effluent when flows are below 60 m³/d. For flows over 60 m³/d, the plant produces a final effluent that is a blend of secondary treated and fine-screened effluents. As such, there are different regulatory limits for this facility depending on whether total daily flows are above or below 60 m³/day. The flow splitting process responds to instantaneous peak flows, rather than daily flows, and bypass events can occur despite measured total daily flows of less than 60 m³/d. Bypass events occurred despite flow being less than 60 m³/d on 40% of the days in 2016. Exceedance of the allowable maximum of 250 m³/d for total combined daily flows occurred on 1% of the days in 2016. Flow to the secondary treatment plant exceeded 60 m³/d on 22% of days in 2016, resulting in a portion of the effluent bypassing the secondary treatment process of the plant to be treated solely by fine screening. There were no exceedances of the allowable maximum of 190 m³/day for flows to the fine-screened portion of the facility in 2016.

Secondary effluent quality exceeded the allowable maximum for TSS and CBOD in 67% of samples when flows were <60 m³/d. The combined final effluent exceeded the allowable maximum for CBOD in 17% of samples when flows were >60 m³/d. All other monthly TSS and CBOD values met provincial regulatory limits.

Receiving Water

Routine receiving water monitoring was conducted at the Maliview Estates WWTP in 2016. All stations had a geometric mean less than provincial and federal guidelines for enterococci and fecal coliforms indicating that the waters around the outfall were safe for recreational activities.

Annual Flow

The total annual flow as well as monthly average, minimum and maximum flows is shown in Table 1.

Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system. For several years, there was a trending decrease in annual and monthly flow, however, the 2016 data indicates a dramatic reversal of the trend. This could be directly related to the wet season for 2016, further deterioration of infrastructure, as well as overall increase in use as the summer months also saw an increase in monthly flows.

Figures 2 and 3 graphically depict the annual flow pattern.

Continued monitoring will help identify future system upgrade requirements and will help ensure future treatment plant components do not require over-sizing in order to meet the higher I & I flow.

	2011	2012	2013	2014	2015	2016
TOTAL	28,324	27,804	23,518	25,378	21,110	31,460
AVG	2,360	2,317	1,960	2,115	1,759	2,622
MAX	3,869	4,285	3,247	3,472	3,221	4,564
MIN	1,183	1,008	992	1,219	926	1,133

Table 1: Maliview WWTP Combined Annual Flow

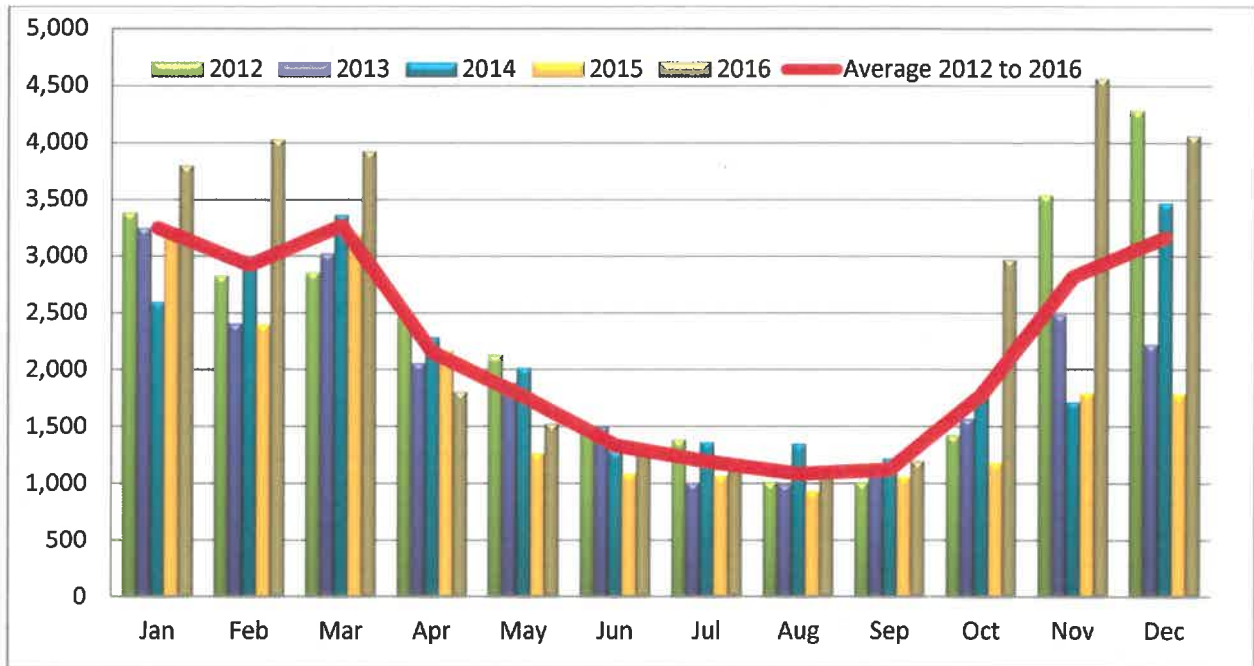


Figure 2: Maliview WWTP Combined Annual Flow

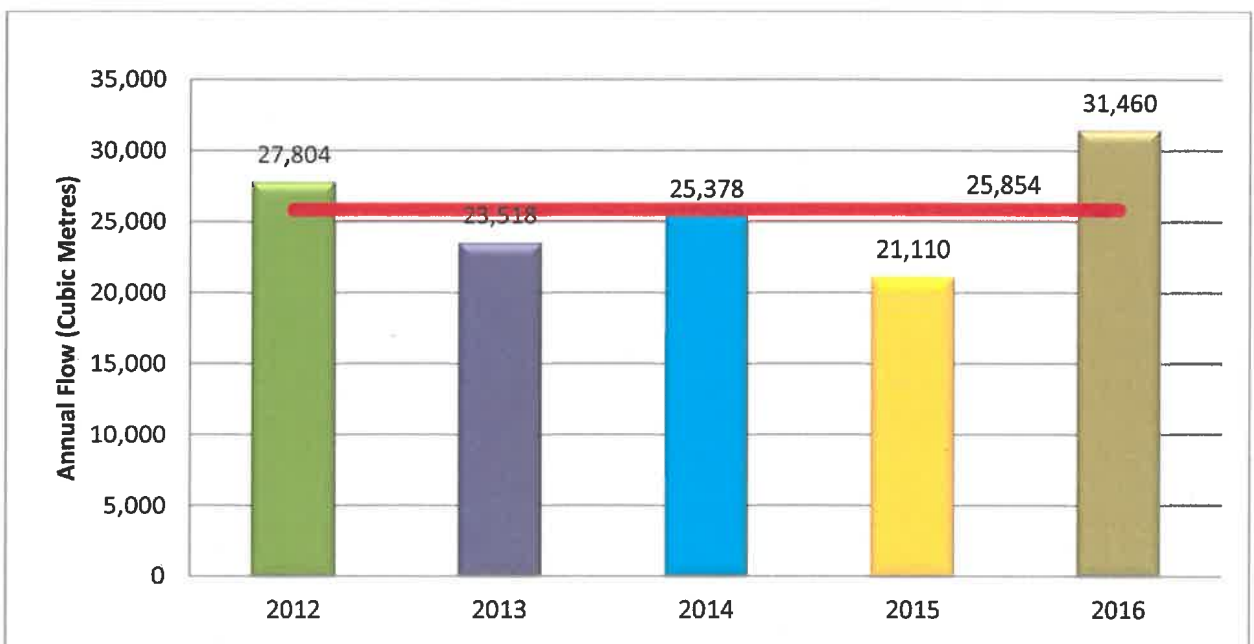


Figure 3 Maliview WWTP Annual Flow

Maliview Sewer Operations

CRD's Integrated Water Services, Saanich 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 visits to ensure the wastewater system is functioning properly. Additional support is provided by Peninsula Operations staff including the electrical and mechanical maintenance groups as required.

For the most part during 2016, the wastewater system operated reliably. However during the year there were events that required emergency response. Table 2 below highlights some of the significant operational activities undertaken during the year.

Table 2- Operational Activities

TASK	NOTES
Mechanical equipment replacement	A mechanical gear box failed on the Rotating Biological Contactor (RBC) at the treatment facility. The gear box failure rendered the wastewater treatment process inoperable. A quick temporary repair was completed in an effort to minimize the amount of untreated effluent being discharged while a replacement gearbox was procured. This was a significant operational event for the service.

CAPITAL IMPROVEMENTS

There were two capital projects planned for 2016:

1. Public Engagement & Funding Approval (\$4,300 allocated, \$0 spent). These funds are needed to provide information to the Maliview sewer users relative to the Strategic Asset Management Plan (SAMP). The SAMP was not presented to the users as additional work was needed to clarify the anticipated work and related costs.
2. Inflow and Infiltration (I & I) Inspection, Phase 2 (\$5,000 allocated, \$0 spent). CCTV (Video) of Sewer Mains for I & I. Inspection was undertaken in early 2016 with a summary report that was developed later in 2016. This fund was to cover additional expected work associated with compiling the information and developing a consolidated report to prioritize which deficiencies to complete first and budget estimate. There will be some minor costs allocation brought forward, however, it has not yet occurred.
3. There were four additional capital projects subject to borrowing money to do the work:
 - a. WWTP Building Upgrades (\$8,000)
 - b. Repair/Replace Main/Services on Maliview Road (\$50,000)
 - c. Replace 120m Land Portion of Outfall (\$150,000)
 - d. Inflow/Infiltration Inspection (\$25,000)

The borrowing was contingent upon the users being presented the SAMP and then the approval to borrow money to do the work. As the SAMP was not presented, there was no opportunity to engage with the users and seek their approval. These projects are carried forward to 2017.

Subsequent to the approved budgets, the Maliview Sewer utility applied for and received \$195,000 in Gas Tax funds. This money is for two projects:

1. Construct replacement of the Outfall Repairs (\$135,000). The design of the outfall was advanced to 90% in 2016. This fund is to now complete the design and undertake the replacement of the land portion of the outfall.
2. Repair of identified sewer main deficiencies and I & I repairs (\$60,000). The work includes prioritizing repairs identified in the summary report from the I & I assessment and completing as much work as possible within the budget available.

Each of these projects help to better quantify the work identified in the approved budgets and ultimately the information can be amended to the SAMP information.

2016 FINANCIAL REPORT

Please refer to the attached [Statement of Operations](#). Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), flow-based user fees (*Sewer Use – Sales*), interest on savings (Interest Earnings), a transfer from the maintenance reserve account, and miscellaneous revenue such as late payment charges (Other Revenue).

Expenses includes all costs of providing the service. General Government Services includes budget preparation, financial management, utility billing and risk management services. CRD Labour and Operating Costs includes CRD staff time as well as the costs of equipment, tools and vehicles. Debt servicing costs are interest and principal payments on long term debt. Other Expenses includes all other costs to administer and operate the water system, including insurance, supplies, water testing and electricity.

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 it 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.

2016 User Fee charges were \$1,163.26 per Single Family Equivalent (SFE).

The balances in the Maliview Sewer service capital funds and reserve accounts at December 31, 2016 were:

Description	Balance at end of 2016
Maintenance Reserve Account	\$27,563
Capital Reserve Fund (1041 101385)	\$21,699
Funds remaining to spend on projects in progress (SSV185118)	\$1,992

Wastewater System Problems – Who to Call:

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

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

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

The toll free number for reporting emergencies was piloted in 2016. Its use was monitored and evaluated during the year and it has been decided to continue using it. Periodic reviews will be undertaken, but there is presently no plan to terminate its use.

Submitted by:	Matt McCrank, M.Sc., P.Eng., Senior Manager, Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Rianna Lachance, BCom, CPA, CA, Senior Manager Financial Services
	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area

KW:ts

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Operations (Unaudited)

For the Year Ended December 31, 2016

	2016	2015
Revenue		
Transfers from government	-	29,511
User Charges	110,512	60,120
Sale - Sewer Use	26,570	26,066
Other revenue from own sources:		
Interest earnings	7	24
Other revenue	1,017	2,892
Transfer from Operating Reserve Account		
Total revenue	138,106	118,613
Expenses		
General government services	4,523	4,190
Contract for Services	16,500	16,219
CRD Labour and Operating costs	53,362	43,656
Debt Servicing Costs	4,879	5,005
Other expenses	33,054	31,543
Total expenses	112,318	100,613
Net revenue (expenses)	25,788	18,000
Transfers to own funds:		
Capital Reserve Fund	7,908	8,359
Operating Reserve Account	17,880	9,641
Annual surplus (deficit)	-	-
Accumulated surplus, beginning of year		
Accumulated surplus, end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2016

	Capital Reserve	
	2016	2015
Beginning Balance	12,742	4,313
Transfer from Operating Budget	7,908	8,359
Transfers from completed capital projects		
Interest Income	210	71
Transfer to Capital Project	839	-
Ending Balance	<u>21,699</u>	<u>12,743</u>

	Operating Reserve	
	2016	2015
Beginning Balance	9,641	-
Transfer from/(to) Operating Budget	17,880	9,641
Interest Income	43	-
Ending Balance	<u>27,564</u>	<u>9,641</u>