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## **MALIVIEW SEWER SERVICE COMMISSION**

### **ANNUAL GENERAL MEETING**

Notice of Meeting on **MONDAY, June 11, 2018 at 3:00 PM**  
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre    Sharon Bywater    Carol Newmeyer

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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 2017 fiscal year.

#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2016 Annual General Meeting held November 28, 2017**
- 4. Chair's Report**
- 5. Report**
  - 5.1 Annual Report for 2017 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.*

EXEC-1295039085-1682



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**Minutes of the 2016 Annual General Meeting of the Maliview Sewer Service Commission  
Held Tuesday November 28, 2017, in the Creekside Meeting Room, Suite 108- 121  
McPhillips Ave, Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre (12:10)  
**Commission Members:** Sharon Bywater; Carol Newmeyer  
**Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Tracey Shaver, Recording Secretary

**1. Call to Order**

Chair Bywater called the meeting to order at 12:00 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,  
That the Maliview Sewer Service Commission 2016 Annual General agenda of  
November 28, 2017 be approved.

**CARRIED**

**3. Adoption of Minutes of the 2015 Annual General Meeting held on June 14, 2016.**

**MOVED** by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,  
That the Maliview Sewer Service Commission Minutes of 2015 Annual General Meeting  
be approved.

**CARRIED**

**4. Chair's Report**

Chair Bywater looking forward to a completed SAMP.

**5. Report**

**5.1 Annual Report for 2016 Fiscal Year**

Staff presented the various section of the AGM report for 2016 Fiscal Year.

- I&I still an issue
- Land portion of outfall replacement project designs at 90%
- Emergency event-mechanical gear box on the rotating biological contactor
- Gas Tax funds (\$195,000) for two projects: replacement of land portion of outfall and repair sewer mains by priority with I&I information.

**6. Election of Officers**

Carol Newmeyer agreed to extend her term as a commissioner. Sharon Bywater will continue as Chair.

**7. New Business-** none

**8. Adjournment**

**MOVED** By Commissioner Newmeyer, **SECONDED** by Commissioner Bywater,  
That the meeting adjourn at 12:18 pm.

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**CHAIR**

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**SENIOR MANAGER**



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# MALIVIEW SEWER SERVICE 2017 ANNUAL REPORT JUNE 11, 2018

## Introduction

This report provides a summary of the Maliview Sewer Service for 2017. 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 m<sup>3</sup>/d. For flows over 60 m<sup>3</sup>/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 m<sup>3</sup>/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 m<sup>3</sup>/d. Bypass events occurred despite flow being less than 60 m<sup>3</sup>/d on 44% of the days in 2017. Exceedance of the allowable maximum of 250 m<sup>3</sup>/d for total combined daily flows did not occur in 2017. Flow to the secondary treatment plant exceeded 60 m<sup>3</sup>/d on 22% of days in 2017, 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 m<sup>3</sup>/day for flows to the fine-screened portion of the facility in 2017.

Secondary effluent quality exceeded the allowable maximum for TSS and CBOD in 33% of samples when flows were <60 m<sup>3</sup>/d. The combined final effluent exceeded the allowable maximum for TSS in 33% of samples when flows were >60 m<sup>3</sup>/d. All other monthly TSS and CBOD values met provincial regulatory limits.

### Receiving Water

Routine receiving water monitoring was not required at the Maliview Estates WWTP in 2017. This monitoring is only required every 4 years 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. The routine sampling last took place in 2016 and is next required in 2020.

There was 1 non-routine emergency receiving water monitoring event conducted in July 2017 as a result of a mechanical failure that resulted in all screened influent bypassing the treatment plant works. All results were below provincial and federal monitoring guidelines.

**Annual Flow**

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

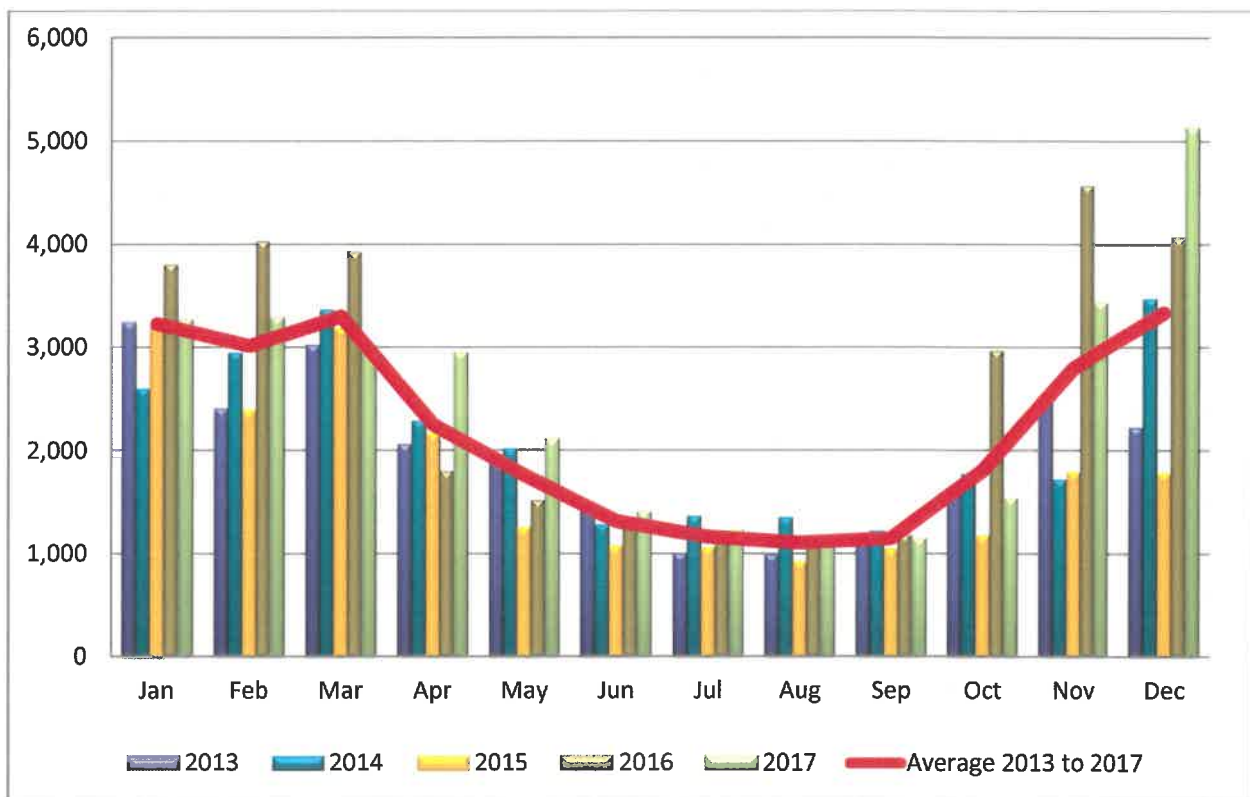
Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows for the year of 2017, while less than 2016, were still higher than the five year average.

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.

|       | 2013   | 2014   | 2015   | 2016   | 2017   | Average 2013 to 2017 |
|-------|--------|--------|--------|--------|--------|----------------------|
| TOTAL | 23,518 | 25,378 | 21,110 | 31,460 | 29,654 | 26,224               |
| AVG   | 1,960  | 2,115  | 1,759  | 2,622  | 2,471  | 2,185                |
| MAX   | 3,247  | 3,472  | 3,221  | 4,564  | 5,134  | 3,928                |
| MIN   | 992    | 1,219  | 926    | 1,133  | 1,130  | 1,080                |

**Table 1: Maliview WWTP Combined Annual Flow**



**Figure 2: Maliview WWTP Combined Annual Flow**



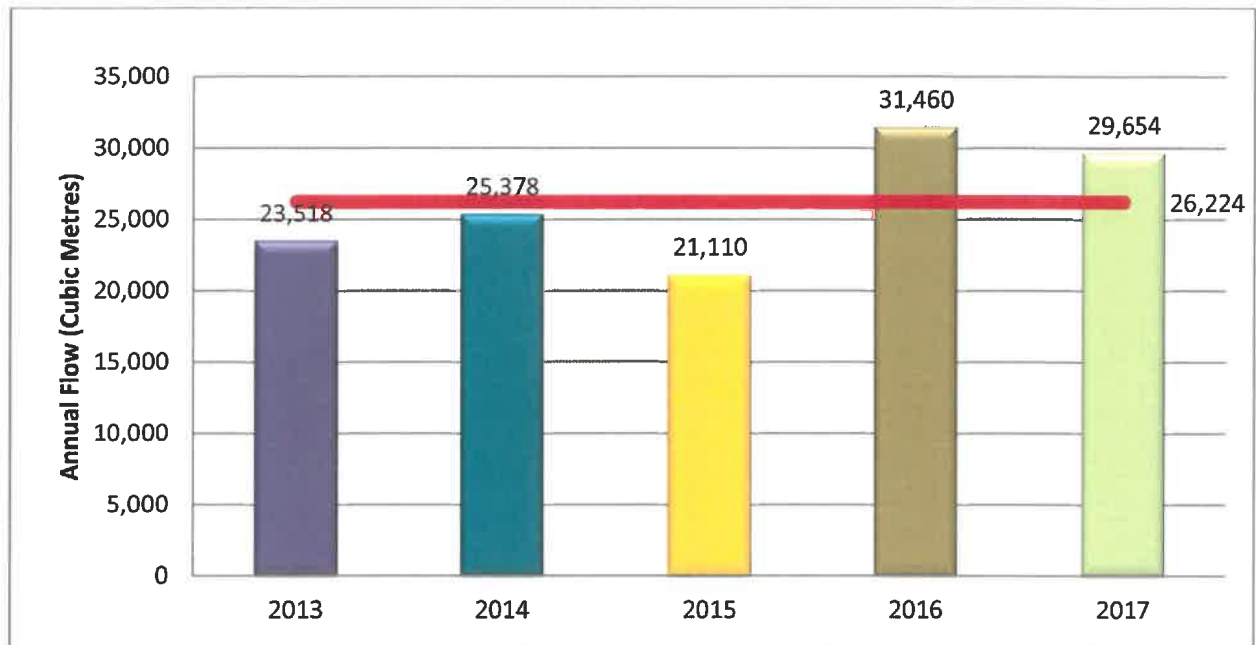


Figure 3 Maliview WWTP Annual Flow

### Operating Highlights

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. The list below highlights some of the operations during 2017:

- Emergency repairs to the Rotating Biological Contactor (RBC) gear box and electrical drive motor.
- Emergency repairs the influent screening system.
- Replacement of the electronic power supply that powers the communication system.
- Installation of facility monitoring equipment to reduce the risk of environmental impacts. Monitoring included screening tanks high level alarm, screen flow alarm, clarifier high level alarm, RBC zero speed alarm, RBC returned activated sludge pump run status alarm.

### CAPITAL IMPROVEMENTS

There were five capital projects planned for 2017:

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. WWTP:
  - a. Roof Replacement (\$8,000, allocated, spent \$9,452.83 CE582)
  - b. Preliminary assessment of the treatment plant system upgrade option analysis (\$5,000, spent \$4,000)
4. Construct replacement of the Outfall Repairs (\$135,000). The design of the outfall was advanced to 95% in 2017. This fund is to now complete the design and undertake the replacement of the land portion of the outfall.
5. 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. This work was put on hold until outfall repairs were completed.

## 2017 FINANCIAL REPORT

Please refer to the attached [Statement of Operations](#). Revenue includes 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 system, including insurance, supplies, 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.

2017 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, 2017 were:

| Description                                     | Balance at end of 2017 |
|---|------------------------|
| Operating Reserve Fund                          | \$24,243               |
| Capital Reserve Fund                            | \$22,389               |
| Funds remaining on capital projects in progress | \$170,047              |



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

To report any event or to leave a message regarding the Maliview 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.

|               |   |
|---------------|---|
| 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       |

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Attachment: Statement of Operations

## CAPITAL REGIONAL DISTRICT

### MALVIEW SEWER Statement of Operations (Unaudited) For the Year Ended December 31, 2017

|   | 2017    | 2016    |
|---|---------|---------|
| <b>Revenue</b>                          |         |         |
| User Charges                            | 116,328 | 110,512 |
| Sale - Sewer Use                        | 25,610  | 26,570  |
| Other revenue from own sources:         |         |         |
| Interest earnings                       | 59      | 7       |
| Other revenue                           | 1,103   | 1,017   |
| Total revenue                           | 143,100 | 138,106 |
| <b>Expenses</b>                         |         |         |
| General government services             | 5,340   | 4,523   |
| Contract for Services                   | 17,524  | 16,500  |
| CRD Labour and Operating costs          | 51,609  | 53,362  |
| Debt Servicing Costs                    | 4,357   | 4,879   |
| Other expenses                          | 37,633  | 33,054  |
| Total expenses                          | 116,463 | 112,318 |
| <b>Net revenue (expenses)</b>           | 26,637  | 25,788  |
| Transfers to own funds:                 |         |         |
| Capital Reserve Fund                    | 8,487   | 7,908   |
| Operating Reserve Fund                  | 18,150  | 17,880  |
| <b>Annual surplus (deficit)</b>         | -       | -       |
| Accumulated surplus, beginning of year  |         |         |
| <b>Accumulated surplus, end of year</b> | \$ -    | -       |

## CAPITAL REGIONAL DISTRICT

### MALIVIEW SEWER Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2017

|   | Capital Reserve |               |
|---|-----------------|---------------|
|   | 2017            | 2016          |
| <b>Beginning Balance</b>                  | 21,699          | 12,742        |
| Transfer from Operating Budget            | 8,487           | 7,908         |
| Transfers from completed capital projects |                 |               |
| Interest Income                           | 203             | 210           |
| Transfer to Capital Project               | (8,000)         | 839           |
| <b>Ending Balance</b>                     | <u>22,389</u>   | <u>21,699</u> |

|                                     | Operating Reserve |               |
|-------------------------------------|-------------------|---------------|
|                                     | 2017              | 2016          |
| <b>Beginning Balance</b>            | 27,765            | 9,641         |
| Transfer from/(to) Operating Budget | 18,150            | 17,880        |
| Interest Income                     | 329               | 244           |
| Expenditures                        | (23,000)          | -             |
| <b>Ending Balance</b>               | <u>23,244</u>     | <u>27,765</u> |