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## **MALIVIEW SEWER SERVICE COMMISSION**

### **ANNUAL GENERAL MEETING**

Notice of Meeting on **WEDNESDAY, April 17, 2019 at 12:00 PM**  
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Gary Holman      Laura Travelbea      Brian Travelbea

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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 2018 fiscal year.

#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2017 Annual General Meeting held June 11, 2018**
- 4. Chair's Report**
- 5. Report**
  - 5.1 Annual Report for 2018 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 2017 Annual General Meeting of the Maliview Sewer Service Commission  
Held Monday June 11, 2018, in the Creekside Meeting Room, Suite 108- 121 McPhillips  
Ave, Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre  
**Commission Members:** Sharon Bywater; Carol Newmeyer  
**Staff:** Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Chris Davidson, Manager Engineering, Salt Spring Electoral Area; Tracey Shaver, Recording Secretary

**1. Call to Order**

Chair Bywater called the meeting to order at 3:00 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Newmeyer, **SECONDED** by Commissioner Bywater,  
That the Maliview Sewer Service Commission 2017 Annual General agenda of June 11,  
2018 be approved with the addition of item 7.1 Engineering Assessment

**CARRIED**

**3. Adoption of Minutes of the 2016 Annual General Meeting held on November 28, 2017.**

**MOVED** by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,  
That the Maliview Sewer Service Commission Minutes of 2016 Annual General Meeting  
be approved.

**CARRIED**

**4. Chair's Report-** no report

**5. Report**

**5.1 Annual Report for 2017 Fiscal Year**

Staff presented the various sections of the AGM report for 2017 Fiscal Year which covers regulatory compliance, annual flow, operations, capital projects and financials.

- Concerns raised with land use planning and the pressure to increase density in the Maliview sewer area.
- Need to review plant capacity not just the availability of water before legalizing suites in the area
- Already many creative housing situations

- Consumption fees would be used to identify households not in compliance with bylaws
- Reviewed design and options for outfall repair

**6. Election of Officers**

Nominations for volunteers were called for. There are no interested volunteers for terms that begin in 2019.

Carol Newmeyer will be stepping down at the end of 2018 and Sharon Bywater will not be returning to the commission. Both were thanked for the many years of service and commitment to their community.

CRD is considering an amalgamation of local utility service commissions to have a more coordinated view of water and sewer services on island.

**7. New Business**

**7.1 Engineering Assessment**

**MOVED** by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,  
That the Maliview Sewer Commission approve staff recommendation to transfer up to \$5,000 from capital reserves to fund the engineering assessment of options to address the Maliview Treatment system upgrade.

**CARRIED**

**8. Adjournment**

**MOVED** By Commissioner Bywater, **SECONDED** by Commissioner Newmeyer,  
That the meeting adjourn at 4:00 pm.

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**CHAIR**

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**SENIOR MANAGER**



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## MALIVIEW SEWER SERVICE 2018 ANNUAL REPORT APRIL 17, 2019

### Introduction

This report provides a summary of the Maliview Sewer Service for 2018. 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>/d. 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 34% of the days in 2018. Flow to the secondary treatment plant exceeded 60 m<sup>3</sup>/d on 21% of the days in 2018, 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>/d for flows to the fine-screened portion of the facility in 2018.

Secondary effluent quality exceeded the allowable maximum for TSS and CBOD in 33% and 17% respectively of samples when flows were <60 m<sup>3</sup>/d. The combined final effluent exceeded the allowable maximum for CBOD in 17% 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 2018. 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 were 3 non-routine emergency receiving environment sampling events in 2018 including: June shoreline sampling after a wet well overflow resulting from a clog in the treatment works, early December shoreline and marine sampling after a mechanical failure at the treatment plant requiring bypass of the treatment process for repairs, and late December marine sampling after an extended power outage at the plant. Only 1 value exceeded human health protective guidelines from all the collected samples.

### 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 2018 were less than 2017 and the five year average. Capital improvements are planned to address some of the identified inflow and infiltration sites in 2019.

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.

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

	2013	2014	2015	2016	2017	2018	Average 2013 to 2018
TOTAL	23,518	25,378	21,110	31,460	29,654	24,968	26,015
AVG	1,960	2,115	1,759	2,622	2,471	2,081	2,168
MAX	3,247	3,472	3,221	4,564	5,134	4,495	4,022
MIN	992	1,219	926	1,133	1,130	1,011	1,069

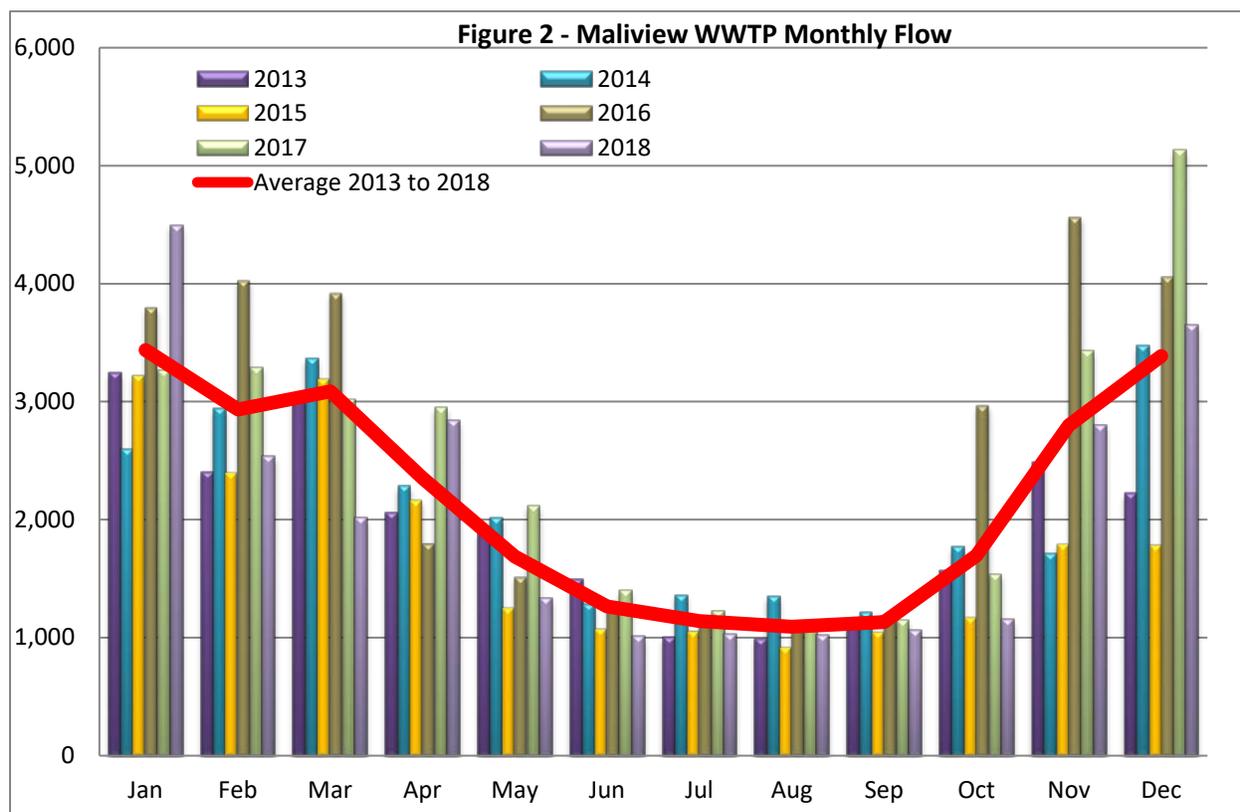


Figure 2: Maliview WWTP Combined Annual Flow

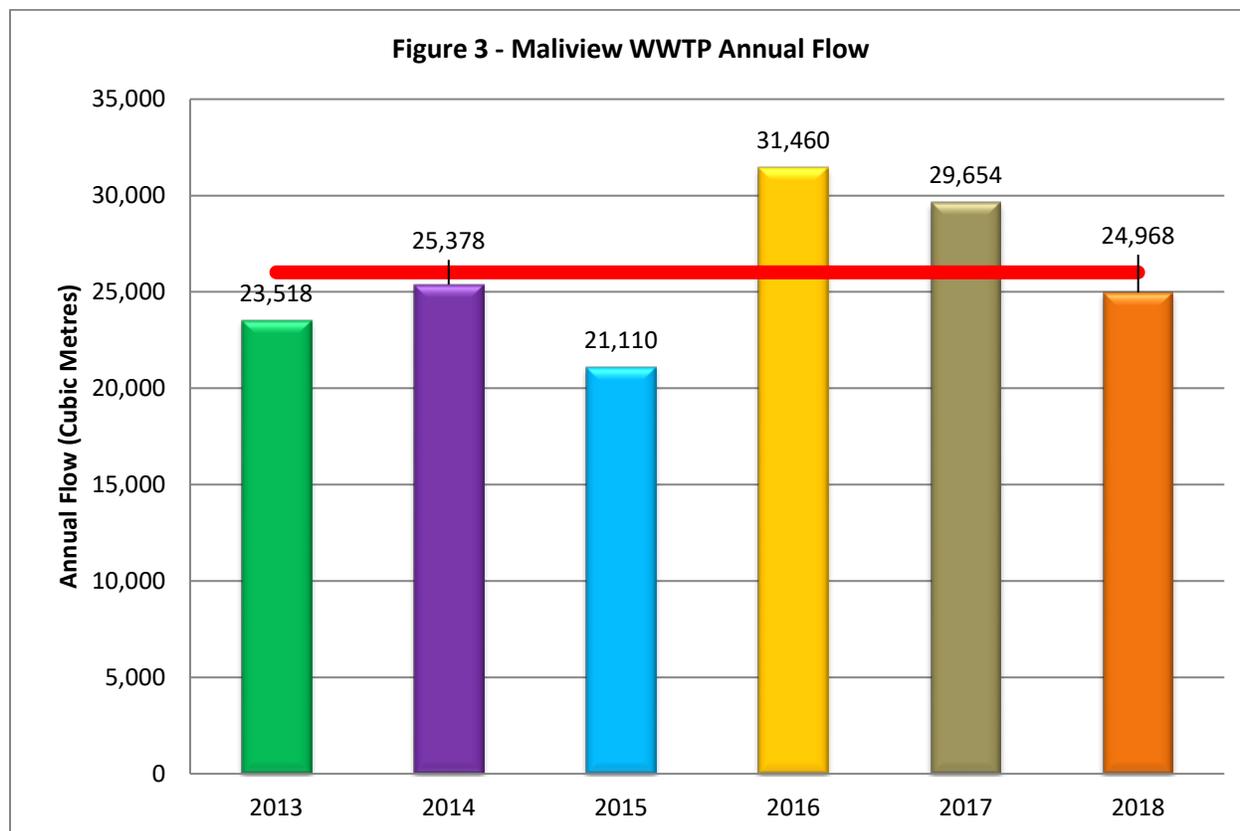


Figure 3 Maliview WWTP Annual Flow

### 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 2018:

- Procurement of wastewater treatment plant critical spare parts as a result of an operational risk assessment.
- Corrective maintenance of the odour control fan equipment.
- Installation of emergency eyewash and shower safety equipment.
- Corrective maintenance of the Rotating Biological Contactor (RBC) primary shaft.
- December 20<sup>th</sup> windstorm response.

## CAPITAL IMPROVEMENTS

There were two capital projects planned for 2018:

1. WWTP (\$13,000, allocated, \$14,453 spent). Waste water treatment plant building repairs and an engineering assessment of different options for enhancing the treatment capabilities of the WWTP and treatment technology.
2. Inflow/Infiltration Inspection/Repairs and Outfall Repairs (\$210,000 allocated, \$76,813 spent). The land portion of the outfall had a failure in 2011 and 2014. A video inspection shows the main is severely deteriorated and requires replacement. A section of the sewer is incorrectly graded, requiring frequent maintenance to clear blockages. There are also laterals requiring constant flushing and maintenance. This work was started in 2018, and should be completed in 2019.

## 2018 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.

2018 User Fee charges were \$1,183.05 per Single Family Equivalent (SFE).

The balances in the Maliview Sewer service capital funds and reserve accounts at December 31, 2018 were:

Description	Balance at end of 2018
Operating Reserve Fund	\$32,294
Capital Reserve Fund (1041 101385)	\$36,355
Funds remaining on capital projects in progress (SSV185118)	\$143,723

**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.

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

### MALIVIEW SEWER

#### Statement of Operations (Unaudited) For the Year Ended December 31, 2018

	2018	2017
<b>Revenue</b>		
User Charges	118,304	116,328
Sale - Sewer Use	26,803	25,610
Other revenue from own sources:		
Transfer from Operating Reserve	5,886	-
Interest earnings	61	59
Other revenue	952	1,103
Total revenue	152,006	143,100
<b>Expenses</b>		
General government services	5,670	5,340
Contract for Services	40,835	17,524
CRD Labour and Operating costs	47,642	51,609
Debt Servicing Costs	4,359	4,357
Other expenses	34,991	37,633
Total expenses	133,496	116,463
<b>Net revenue (expenses)</b>	18,510	26,637
Transfers to own funds:		
Capital Reserve Fund	18,510	8,487
Operating Reserve Fund	-	18,150
<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, 2018

	Capital Reserve	
	2018	2017
<b>Beginning Balance</b>	22,390	21,700
Transfer from Operating Budget	18,510	8,487
Transfers from completed capital projects	-	-
Interest Income	455	203
Transfer to Capital Project	(5,000)	(8,000)
<b>Ending Balance</b>	<u>36,355</u>	<u>22,390</u>

	Operating Reserve	
	2018	2017
<b>Beginning Balance</b>	24,244	27,224
Transfer from/(to) Operating Budget	1,200	19,350
Transfer from/(to) Capital Project Fund	11,817	-
Interest Income	919	670
Expenditures	(5,886)	(23,000)
<b>Ending Balance</b>	<u>32,294</u>	<u>24,244</u>