



Making a difference...together

MALIVIEW SEWER SERVICE COMMISSION

ANNUAL GENERAL MEETING

Notice of Meeting on **Thursday, October 29, 2020 at 10:00 AM**
Lions Hall, 103 Bonnet Ave, Salt Spring Island, BC

Gary Holman Laura Travelbea Brian Travelbea

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 2019 fiscal year.

AGENDA

- 1. Territorial Acknowledgement / Call Meeting to Order**
- 2. Limited Space Meeting Resolution**

That this resolution applies to the Maliview Sewer Service Commission for the meeting being held on October 29, 2020, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (30) people in person, including members of the Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

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



Making a difference...together

2. **Approval of Agenda**
3. **Adoption of Minutes of the 2018 Annual General Meeting held April 17, 2019**
4. **Chair's Report**
5. **Report**
 - 5.1 **Annual Report for 2019 Fiscal Year**
6. **Election of Officers**
7. **New Business**
8. **Adjournment**



Making a difference...together

Minutes of the Maliview Sewer Service Commission
Held Wednesday April 17, 2019, in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC

DRAFT

Present: **CRD Director:** Gary Holman
 Commission Members: Laura Travelbea,
 Staff: Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations;
 Amber Donaldson, Manager, Financial Planning and Performance Financial;
 Jeremy Rilkoff, Financial Analyst; Tracey Shaver, Recording Secretary.
Absent: Brian Travelbea

1. **Call to Order** - Meeting called to order at 12:02 by Chair L. Travelbea.

2. **Approval of Agenda**

MOVED by Commissioner Director Holman, **SECONDED** by L. Travelbea,
That the 2018 Annual General Meeting agenda of April 17, 2019 for Maliview Sewer Service
Commission be approved.

CARRIED

3. **Adoption of Minutes of the 2017 Annual General Meeting held on June 11, 2018**

MOVED by Director Holman, **SECONDED** by Commissioner L. Travelbea,
That the 2017 Annual General Maliview Sewer Service Commission June 11, 2018 meeting
minutes be approved.

CARRIED

4. **Chair's Report** – no report

5. **Report**

5.1 **Annual Report for 2018 Fiscal Year**

Staff reviewed the various sections of the annual report which included waste water
compliance, annual flow, operations, capital projects and financial information.

6. **Election of Officers** - No terms expiring in 2019.

7. **New Business**

8. **Adjournment**

MOVED by Commissioner L Travelbea, **SECONDED** by Director Holman,
That the Maliview Sewer Service Commission meeting be adjourned at 12:50 pm.

CARRIED

CHAIR

SENIOR MANAGER

Maliview Sewer System

2019 Annual Report

CRD | Drinking Water

Introduction

This report provides a summary of the Maliview Sewer Service for 2019. 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/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 m³/d. In 2019, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 43 days (12% of the time). Flow bypassed the secondary treatment process and received screening on days where the total flow was greater than 60 m³/d, but the flow to the secondary treatment process was less than 60 m³/d on approximately 84 days (23% of the time).

In 2019 there were two days (1% of the year) where exceedances of the allowable maximum of 190 m³/d for flows to the fine-screened portion of the facility occurred. Flow exceeded the allowable maximum for secondary effluent of 60 m³/d on 32% of days, and the total plant maximum of 250 m³/d on two days (1% of the year). Secondary effluent quality exceeded the allowable maximum for TSS and CBOD in 33% and 17% respectively 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.

Environment and Climate Change Canada (ECCC) completed acute lethality toxicity testing on the effluent from Maliview in August 2019. Based on these results, the effluent was deemed toxic to fish which is a contravention of subsection 36(3) of the Fisheries Act and therefore ECC issued the CRD a warning letter on September 19, 2019. CRD responded with a commitment to bring the WWTP into compliance with the Fisheries Act by the end of 2022, subject to funding. A capital project was initiated to begin the process of returning the WWTP back into compliance. This project is outlined in the Capital Project section below.

Receiving Water

Routine receiving water monitoring was not required at the Maliview Estates WWTP in 2019. 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 no non-routine receiving environment monitoring required at the Maliview Estates WWTP in 2019.

Annual Flow

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

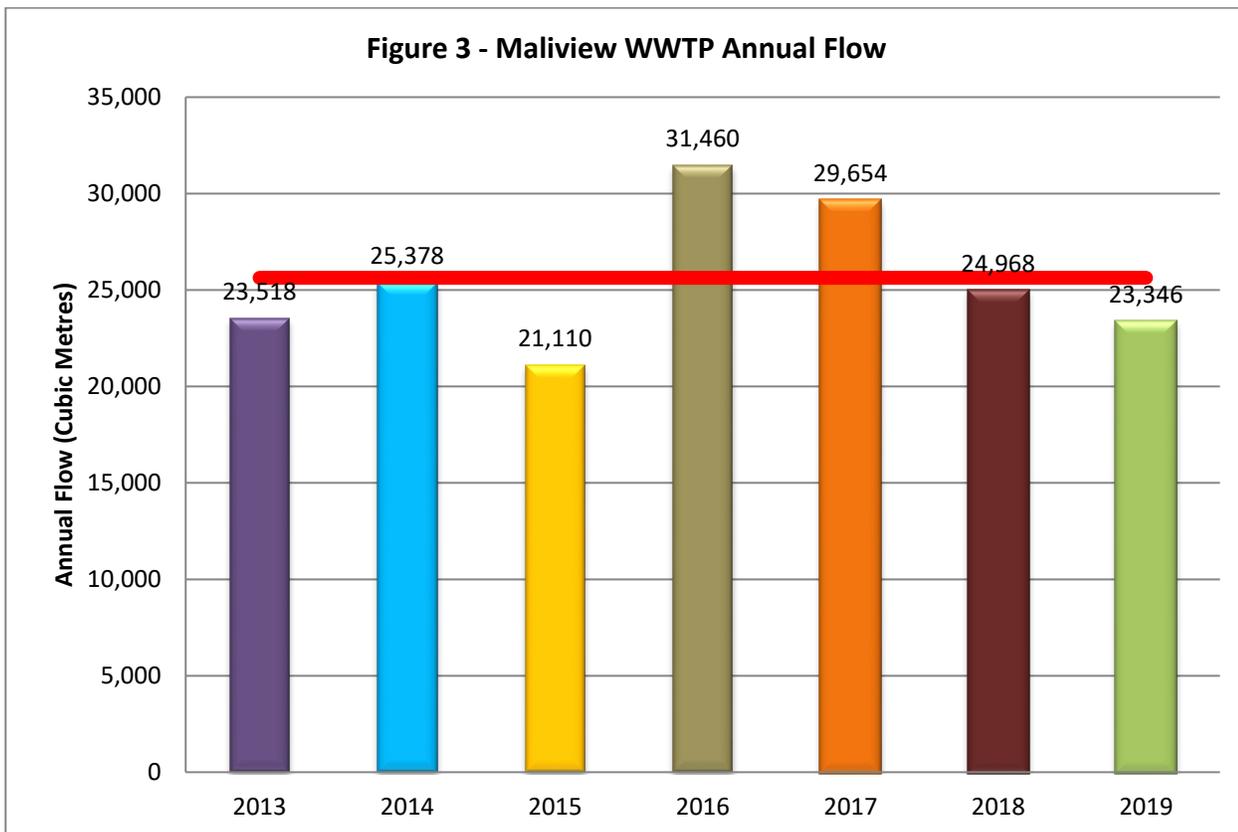
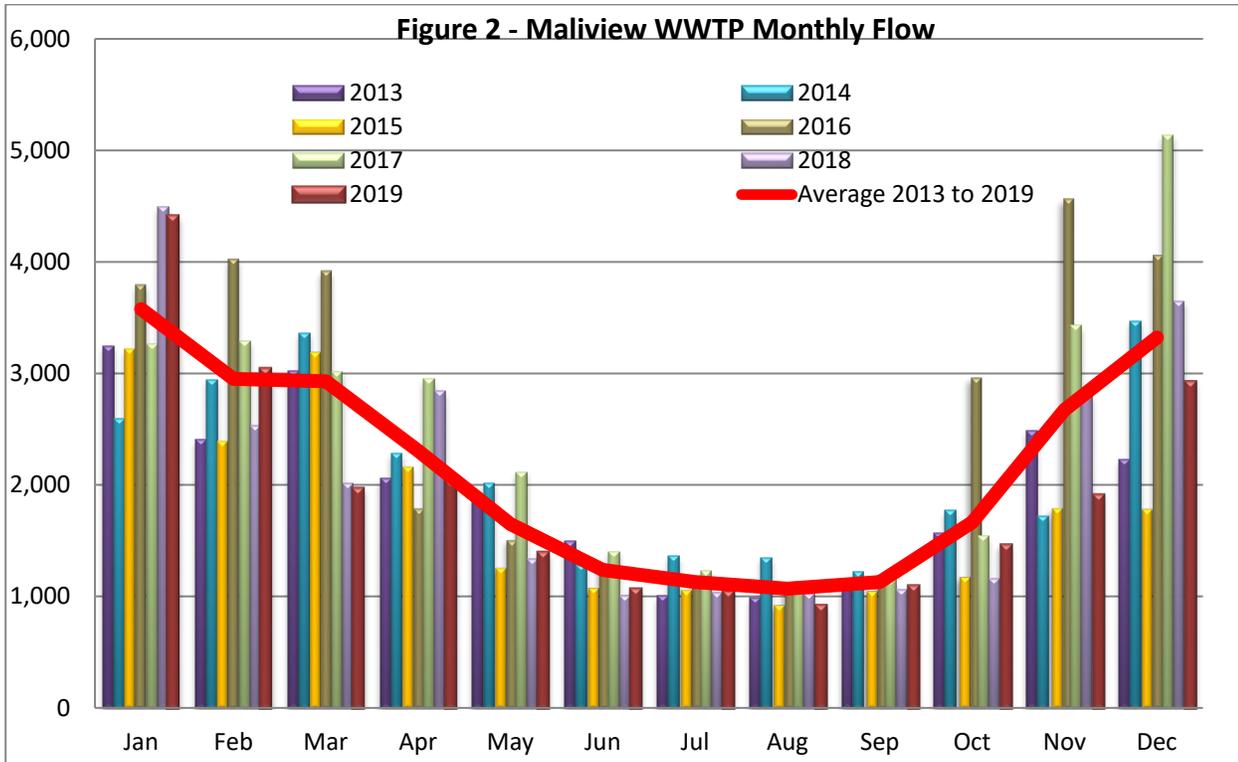
Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows in 2019 were less than 2018 and the seven year average and is likely the result of capital improvements recently completed to address I&I.

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	2019	Average 2013 to 2019
TOTAL	23,518	25,378	21,110	31,460	29,654	24,968	23,346	25,633
AVG	1,960	2,115	1,759	2,622	2,471	2,081	1,946	2,136
MAX	3,247	3,472	3,221	4,564	5,134	4,495	4,412	4,078
MIN	992	1,219	926	1,133	1,130	1,011	928	1,048



Operating Highlights

The following is a summary of the major operational issues that were addressed during the 2019 operating period:

- Rotating Biological Contactor (RBC) mechanical shaft failure emergency response and repairs.
- Several emergency responses to wastewater treatment facility influent wet well pumping failures due to pump clogging.
- Significant operational change: Increase sludge removal frequency to improve treatment objectives in effluent quality.

Capital Improvements

There were four capital projects for 2019:

1. Inflow/Infiltration Inspection/Repairs and Outfall Repairs (\$230,875 allocated, \$148,536 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 was completed in 2019.
2. Safe Work Procedures (\$7,000 allocated). The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks. The work was not started in 2019. However it has commenced in early 2020.
3. Vehicle Access Restriction - Design and Install (\$15,000 allocated). The work scope includes installing bollards in a few key locations to prevent vehicle access and contact with treatment facility. This work was not started in 2019. The need for this project will be reassessed after the conceptual upgrade/replacement is completed.
4. Engineering study and design for WWTP (\$57,900 allocated, \$0 spent). The work scope includes assess current WWTP and propose options for WWTP plant upgrade/replacement to meet regulatory compliance. The project was started in 2019 and will be completed in 2020. The purpose of this project is to begin the initial phases of addressing a warning letter received by the CRD from Environment and Climate Change Canada (ECCC) on September 19, 2019. ECCC had conducted effluent toxicity testing at the WWTP in August 2019 and concluded that the facility was in contravention subsection 36(3) of the Fisheries Act due to the effluent being deleterious to fish. CRD responded with a commitment to bring the WWTP into compliance with the Fisheries Act by the end of 2022, subject to funding. The aforementioned engineering study and conceptual design project was initiated in Q4 2019 to inform future upgrades to the WWTP. The funding for this project was provided by a Community Works Fund grant. The conceptual design phase is the first of several design phases followed by a construction phase in a future year.

2019 Financial Report

Please refer to the attached [Statement of Operations](#). Revenue includes fixed user fees (User Charges), flow-based user fees (Sewer Use – Sales), and 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.

2019 User Fee charges were \$1,183.05 per Single Family Equivalent (SFE).

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 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:	Matthew McCrank, MSc., P.Eng, Senior Manager, Wastewater 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
Concurrence	Ted Robbins, BSc, C.Tech, General Manager, Integrated Water Services



Making a difference...together

Salt Spring Administration
108 121 McPhillips Ave
Salt Spring Island, BC, V8K 2T6
250.537.4448 www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER Statement of Operations (Unaudited) For the Year Ended December 31, 2019

	2019	2018
Revenue		
User Charges	118,304	118,304
Sale - Sewer Use	20,472	26,803
Other revenue from own sources:		
Transfer from Operating Reserve	-	5,886
Interest earnings	146	61
Other revenue	1,522	952
Total Revenue	140,444	152,006
Expenses		
General government services	5,503	5,670
Contract for Services	14,652	40,835
CRD Labour and Operating costs	55,123	47,642
Debt Servicing Costs	4,296	4,359
Other expenses	33,448	34,991
Total Expenses	113,021	133,496
Net revenue (expenses)	27,423	18,510
Transfers to own funds:		
Capital Reserve Fund	9,423	18,510
Operating Reserve Fund	18,000	-
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, 2019

	Capital Reserve	
	2019	2018
Beginning Balance	36,355	22,390
Transfer from Operating Budget	9,423	18,510
Transfers from completed capital projects	10,000	-
Interest Income	384	455
Transfer to Capital Project	(37,228)	(5,000)
Total Revenue		
Ending Balance	18,933	36,355

	Operating Reserve	
	2019	2018
Beginning Balance	32,294	24,244
Transfer from Operating Budget	18,000	1,200
Transfer to Operating Budget	-	(5,886)
Transfer from completed projects	-	11,817
Total Expenses	1,210	919
Ending Balance	51,504	32,294