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MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE

Notice of Meeting on **Tuesday, April 11, 2017 at 9:30 a.m.**

Main Conference Room, 479 Island Highway, Victoria, BC

Kathy Heslop (Chair)
Director Dave Howe

David Reed
Courtenay Rodash

Jim Petrie
Alex Wilson

Joe Gill

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 14, 2017
3. Freedom of Information Discussion (Angila Bains)
4. Water Update (verbal report with handout)
5. Wastewater Update (verbal report with handout)
 - Chart Drive Details Discussion
 - Schooner Plant Details Discussion
 - Buck Lake Pipe Replacement Details Discussion
6. Operations Report (verbal report with handout)
7. Motion to Close the Meeting
That the Magic Lake Estates Water and Sewer Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) litigation or potential litigation affecting the municipality.
8. Correspondence
9. New Business
10. Adjournment

To ensure quorum, advise Lorrie Siemens 250.360.3087 or lsiemens@crd.bc.ca if you cannot attend.



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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, March 14, 2017 in the Main Conference Room, 479 Island Highway, Victoria,
BC**

PRESENT: **Committee Members:** K. Heslop (Chair), A. Wilson, J. Gill, C. Rodash
Staff: M. McCrank, Senior Manager, Infrastructure Operations, S. Mason, Manager Water Engineering and Planning, M. Cowley, Manager, Wastewater Engineering and Planning, P. Dayton, Senior Financial Analyst, L. Siemens (recorder)

ABSENT: J. Petrie, Director D. Howe, D. Reed

The meeting was called to order at 9:30 a.m.

1. Approval of Agenda

MOVED by J. Gill, **SECONDED** by A. Wilson,
That item 6 be moved to Item 3.

CARRIED

2. Adoption of Minutes of February 14, 2017

MOVED by A. Wilson, **SECONDED** by J. Gill,
That the minutes of February 14, 2017 be adopted as previously distributed.

CARRIED

3. Motion to Close the Meeting

MOVED by C. Rodash, **SECONDED** by J. Gill,
That the Magic Lake Estates Water and Sewer Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90.1 (e) *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED

The Magic Lake Estates Water and Sewer Committee closed the meeting at 9:40 a.m. and resumed in open session at 10 a.m.

4. Water Update

S. Mason provided a verbal report and distributed a hand-out.

5. Wastewater Update

M. Cowley provided a verbal report and distributed a hand-out.

MOVED by J. Gill, **SECONDED** by A. Wilson,
To direct staff to use up to \$7,000 of Capital Reserve funds to purchase and install high level float alarms in Schooner and Cannon aeration tanks, and to amend the 5-year capital plan to include the project.

CARRIED

6. Operations Update

M. McCrank provided a verbal update and distributed a hand-out.

In addition to the report, M. McCrank reported that leak repair near the intersection of Privateers and Galleon Way at a fire hydrant connection was delayed due to excess surface and ground water at the site. Repairs will be completed when site conditions allow.

7. New Business

The committee requested that the public have opportunity to tour the Schooner wastewater treatment plant. Staff will work to combine this with the public open house timing.

8. Adjournment

MOVED by J. Gill, **SECONDED** by C. Rodash,
That the meeting be adjourned at 11:34 a.m.

CARRIED



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April 11, 2017

File: 0360-20

Magic Lake Estates Water and Sewer Committee

Magic Lake Estates Water Service

Magic Lake North Dam License Agreement:

- The CRD Real Estate Services Division has contacted land owners and delivered draft non-exclusive licenses to both land owners for access. Negotiation in progress.

Buck Lake Intake:

- The CRD has completed a design/specification for a new air release (high point) and automatic priming system (water addition) for the intake line.
- Staff are completing budget estimates based upon the design/specification for Committee review.

Magic Lake Dam Safety Upgrade (Siphon):

- The existing siphon line inspected and confirmed to be in satisfactory condition; however, valves and appurtenances need replacement.
- Design and specifications completed for valve upgrade. Work will be undertaken by CRD Operations staff in the summer of 2017 with testing in the fall after the high water demand period.

Signal Hill, Schooner and Capstan Way PRV's:

- The CRD staff, WorkSafe BC and an independent safety consultant, have developed a conceptual design that can be applied to all three sites design to retrofit the existing underground PRV stations and remove confined space entry constraints.
- Removing the confined space entry constraints will reduce operations effort associated with maintenance and improve response time if issues arise with the PRV's.
- The detailed survey has been completed for all three stations with options for removing confined space entry developed (above ground and below ground).
- Discussion with MoTI on acceptability of above ground structures is being discussed.
- Works will be tendered externally and construction for all three sites is scheduled to take place in late summer of 2017.

Chemical (ISOPAC) Storage and Handling:

- This project has not been initiated but a plan will be developed later in the spring.

Buck Lake East Dam Detailed Design:

- The preliminary design has been completed.
- The CRD is currently developing a new dam safety philosophy; and as such, this project has been put on hold.

Public Engagement for Future Projects and Referendum:

- It is proposed to complete the water (and wastewater) Strategic Asset Management plans to determine the comprehensive future capital implications before conducting the public engagement and subsequent referendum.

Prepared by: Stephen Henderson, Dale Puskas and Scott Mason.



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Magic Lake Estates Water and Sewer Committee

April 11, 2017

MAGIC LAKE ESTATES WASTEWATER

Wastewater Infrastructure Projects – Phase 1 Update

Chart Drive

- Assembling as-built drawings, Operation and Maintenance (O&M) Manuals, Project Close-Out documentation
- We have received an interim license to occupy Lot 64 until the Crown Grant is issued
- Financial Status:

| Task | Budget | Actual Cost to Date | Remaining Cost to Complete | Variance |
|--------------------------------|------------------|---------------------|----------------------------|-----------------|
| Engineering and Administration | \$150,000 | \$145,774 | \$2,000 | \$2,226 |
| Construction Contract | \$540,000 | \$496,229 | \$0 | \$43,771 |
| Construction Services | \$70,000 | \$61,499 | \$0 | \$8,501 |
| Project Contingency | \$50,000 | \$10,557 | \$10,000 | \$29,443 |
| Total Project | \$810,000 | \$714,059 | \$12,000 | \$83,941 |

Sewer Pipe Replacement – Buck Lake & Privateers Road

- Survey work is complete and conceptual design has been prepared
- CCTV inspection of the pipe was completed on March 31 (waiting for report)
- Evaluate replacement options and costs (present to Committee in May)

Inflow & Infiltration Program

- Flow meters installed to monitor 5 sub-catchment areas (data is being evaluated)
- Arranging to re-install the rain gauge at the Water Treatment Plant (WTP)
- Prepared tender for CCTV and manhole (MH) inspections of all sewer pipes and manholes
- Analyze pipe condition and prepare defect report (after inspections are complete)

Schooner Tank Assessment

- Prepared document to retain a consultant/material testing firm
- Complete the inspection by the end of April with assessment report complete by beginning of June

Wastewater Projects - 2017 Capital Plan

Schooner WWTP Blower and Electrical Room Roof Replacement

- The new roofing work is tentatively planned for summer 2017.

Schooner Outfall Protection

- A consultant will be retained to design the new protective cover.
- The work will be scheduled for summer 2017 during low tide.

Phase 2 Wastewater Infrastructure Upgrades – Public Consultation

- Much of the existing wastewater infrastructure is 50 years old now and needs to be upgraded or replaced including: the pump stations, treatment plants, and sewer pipe.
- Options and cost implications will be developed for Phase 2 of the infrastructure upgrades and presented to the community for input and feedback.
- A public open house will be held in 2017 to communicate the need, rationale, and costs of the upgrades.
- Once feedback has been received on the options, a referendum will be scheduled to obtain elector assent for fund the proposed upgrades.

Schooner and Cannon Outfall Inspections

- This project is scheduled for 2018, but the CRD is completing other outfall inspections in other service areas, so a provisional item will be included in the contractor's Request for Proposal to inspect the MLE WWTP outfalls too.
- It will be more cost-effective to inspect the outfalls all under one contract (less administration, economy-of-scale, etc.).
- Proposals were received on March 26 and are being evaluated.
- The provisional cost to inspect the outfalls will be presented to the Committee for consideration once the evaluation is complete.

High Level Float Alarm in Schooner and Cannon Aeration Tanks

- At the March 14, 2017 MLE meeting, the Committee approved the installation of high level alarms in Schooner and Cannon aeration tanks.
- The CRD Electrical and Instrumentation group is preparing a work plan and will complete the alarm installs this spring.

Report Prepared by: Malcolm Cowley and Dale Puskas



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OPERATIONS REPORT

Water Operations Highlights:

- Leak investigation at a fire hydrant fronting 3732 Capstan Lane. A significant amount of surface water was reported and observed running down the roadway at this location and causing a safety concern. Preliminary observations point to ground water surfacing and not a water system leak. Ongoing monitoring will be conducted over the next few months to conclude these findings. Minor trench work was performed in an effort to direct the surface water to the ditch and away from the roadway.

Wastewater Operations Highlights:

- Operating Permit Regulatory Non-compliance reporting for March 2017:

| Facility | # of Reports Issued for March | Total # of Reports Issued 2017 | Cause |
|-----------------------|-------------------------------|--------------------------------|---|
| Schooner WWTP | 1 | 8 | UV failure (effluent disinfection system) as a result of power outages (typically). |
| Schooner Pump Station | 0 | 1 | Occurred in February during an extended power system outage. Raw sewage discharged into the marine environment. |
| Cannon WWTP | 6 | 14 | Exceeding maximum daily flows due to storm water entering through I&I. |

- Galleon Way pumping station hatch replacement. The existing hatch was identified as an occupational health and safety concern during a recent operational safety inspection.

Capital Improvement work:

- Preliminary work started on the Magic Lake South Dam emergency syphon improvements. This work is part of the approved 2014 MLE water capital plan.
- Provided assistance with some of the Phase 1 Wastewater Infrastructure Projects; specifically assistance with the contractor conducting the camera work investigation of the Buck Lake east sewer collection system; assistance included issuing public notification to local area residences impacted by this work.

Prepared by: Dan Robson and Matt McCrank Integrated Water Services