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MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE
Notice of Meeting on **Tuesday, October 10, 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 September 12, 2017
3. 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.
4. Water Update (verbal report with handout)
5. Wastewater Update (verbal report with handout)
6. Operations Report (verbal report with handout)
7. Correspondence
8. New Business
9. 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, September 12, 2017 in the Main Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: **Committee Members:** K. Heslop (Chair), Director D. Howe, A. Wilson, J. Petrie, J. Gill, D. Reed
 Staff: M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, L. Siemens (recorder)
ABSENT: C. Rodash

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

1. Approval of Agenda

The following items were added under New Business:

- Election Process at the Annual General Meeting
- Rules for Member Attendance at Committee Meetings
- Information to New Members on Roles and Responsibilities as a Member

MOVED by A. Wilson, **SECONDED** by D. Reed,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of July 11, 2017

MOVED by A. Wilson, **SECONDED** by D. Reed,
That the minutes of July 11, 2017 be adopted as previously distributed.

CARRIED

3. Motion to Close the Meeting

MOVED by J. Petrie, **SECONDED** by A, Wilson,
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 9:33 a.m. and resumed in open session at 9:41 a.m.

4. Water Update

I. Jesney presented a verbal report and provided a handout that will be included as part of the agenda package.

5. Wastewater Update

I. Jesney presented a verbal report and provided a handout that will be included as part of the agenda package.

6. Operations Report

M. McCrank presented a verbal report and provided a handout that will be included as part of the agenda package.

7. Advanced Integrated Resource Management – Next Steps

A report to the Integrated Resource Management Advisory Committee was provided for information.

MOVED by Director Howe, **SECONDED** by J. Gill,
That the Magic Lake Estates Water and Sewer Committee receive the report for information.

CARRIED

8. Correspondence

There was no correspondence.

9. New Business

Election Process at the Annual General Meeting

Staff provided an explanation on the election process at the Annual General Meeting on August 19, 2017 as follows:

It was noted that Bylaw No. 2339 "Magic Lake Estates Water and Sewer Committee Bylaw, 1995" 1. (b) states that:

"Of the six persons to be appointed by the Regional Board, three shall be residents or property owners of the Magic Lake Estates Water Local Service Area, and three shall be residents or property owners of the Magic Lake Estates Sewer Local Service Area".

Since the current members whose terms do not expire until October 31, 2018 are residents or property owners of the Magic Lake Estates Water and Sewer Service Areas, there was no need for a separate election for water and sewer members.

Rules for Member Attendance at Regular Committee Meetings

Staff explained that there are no rules for regular attendance at committee meetings. All meetings can be held if a quorum is present.

Information to New Members on Roles and Responsibilities as a Member

CRD Policy/Procedures titled "Guidelines for CRD Commissions" and Bylaw No. 3828 "Capital Regional District Board Procedures Bylaw 2012" will be provided to the chair for distribution to the committee. These documents contain information on roles and responsibilities of committee members.

10. Adjournment

MOVED by J. Gill, **SECONDED** by D. Reed,
That the meeting be adjourned at 10:30 a.m.

CARRIED



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October 10, 2017

File: 0360-20

Magic Lake Estates Water and Sewer Committee

Magic Lake Estates Water Service

Magic Lake Dam Safety Upgrade (Siphon):

- Recent Progress - the isolation valve delivery has been delayed, but testing of the siphon is still planned for fall 2017. The land owner where the siphon discharges has given permission for entry and testing of the siphon.

Chemical (ISOPAC) Storage and Handling:

- Recent Progress – currently evaluating options for ISOPAC storage and handling to reduce capital cost to implement and mitigate safety and process risks.

Prepared by: Stephen Henderson and Dale Puskas.



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File: 0360-20

Magic Lake Estates Water and Sewer Committee

October 10, 2017

MAGIC LAKE ESTATES WASTEWATER

Wastewater Infrastructure Projects – Phase 1 Update

Sewer Pipe Replacement – Buck Lake & Privateers Road

- Completed the test-hole investigation work on September 27, 2017.
- Geotechnical engineer assessed the ground conditions and will provide a report.
- Will complete the preliminary design based on geotechnical recommendations.
- Arrange for contractor(s) to assess the site and provide constructability advice.
- Prepare property restoration sketches and start meetings with homeowners.

Inflow & Infiltration Program

- Contractor started the cleaning, CCTV and manhole (MH) inspections on Sept. 25.
- At end of September, about 2.1km of pipe was completed and 37 MH's inspected.
- Initial results indicate some good areas but also some major defects.

Wastewater Projects - 2017 Capital Plan

Schooner Outfall Protection

- The concrete cap was poured on October 3, 2017. A special concrete mix was prepared by Butler Bros and pumped into place by a pumper truck.
- Some misc work left to complete and all the invoices are yet to be received to determine the final cost. Should the final cost exceed the \$30,000 budget, it is recommended that the additional cost be funded from the Capital Reserve Fund.

Phase 2 Wastewater Infrastructure Upgrades – Public Consultation

- Operational issues at Schooner WWTP have been assessed and a draft technical memo has been prepared. There are numerous health and safety issues, process issues, lack of automation, and lack of redundancy issues which all contribute to significant plant concerns and high operating costs. Conceptual cost estimates will be prepared for the recommended upgrades.
- An open house will be scheduled for early 2018 to present the need and rationale for upgrades and cost implications.

Other Items

Sewer Service Area Extension for Property at 2614 Chart Drive

- At the April 11, 2017 meeting, the committee directed staff to work with the property owner for potential inclusion into the service area. In August, staff received further details from the property owner and a \$500 deposit to commence with the analysis. A report will be provided at the November committee meeting.

Report Prepared by: Malcolm Cowley



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OPERATIONS REPORT

Water Operations Highlights:

- During routine maintenance at Bosun’s pressure regulating and pumping station, a pump electrical motor failed causing further electrical damage to a standby power generator which was operating at the time. The pump electrical motor has been replaced, however the standby power generator damage is still being evaluated to determine the extent and cost of the damage.
- Ultraviolet (UV) light disinfection system failed at the Magic Lake Water Treatment Facility. Emergency repairs were completed which involved the replacement of UV lamps and protective quartz sleeves.

Wastewater Operations Highlights:

- Ongoing intermittent communication failures at Galleon Pump Station and Cannon Wastewater Treatment Facility. Staff are investigating the cause and continue to troubleshoot to find the root cause. As a result, additional operational site visits are necessary to confirm the systems are operating and will continue until the issue is resolved.
- Operating Permit Regulatory Non-compliance reporting for September 2017:

Facility	# of Reports Issued for September	Total # of Reports Issued 2017	Cause
Schooner WWTP	0	11	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	0	17	Exceeding maximum daily flows due to storm water entering through I&I.

Capital Improvement work:

- Operational support provided for the Sewer Cleaning and Video Inspection related to the “Inflow/Infiltration Reduction Program” Capital Project.
- Magic Lake Syphon improvements continue. Only minor work performed during this period.

Prepared by: Dan Robson and Matt McCrank, Integrated Water Services