



Making a difference...together

**PORT RENFREW UTILITY SERVICES COMMITTEE
ANNUAL GENERAL MEETING**

Notice of Meeting on Wednesday, October 23, 2019 at 6 p.m.
Port Renfrew Community Centre 6638 Deering Rd, Port Renfrew, BC

Director Mike Hicks (Chair)	Karl Ablack	Eric Peterson
Maurice Tremblay	John Wells	Chris Welham

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of Annual General Meeting of October 30, 2018
***Recommendation:** That the Port Renfrew Utility Services Committee adopt the October 30, 2018 minutes as circulated.*
3. Chair's Report
4. 2018 Annual Report (Report #PRUSC19-01)
***Recommendation:** That the Port Renfrew Utility Services Committee receive the report for information.*
5. Appointment of Committee Members
6. New Business
7. Adjournment

To ensure a quorum advise Sharon Orr 250.474.9622 or sorr@crd.bc.ca if you are unable to attend.



Making a difference...together

**Minutes of the Annual General Meeting of the Port Renfrew Utility Services Committee
Held October 30, 2018 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** M. Hicks CRD Regional Director, K. Ablack, A. Tremblay, M. Tremblay, C. Welham

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Solid Waste Services; P. Dayton, Senior Financial Advisor; S. Orr (recorder)

Public: 6

REGRETS: J. Wells

The meeting was called to order at 6:03 p.m.

1. APPROVAL OF AGENDA

MOVED by A. Tremblay, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 30, 2017

MOVED by J. Wells, **SECONDED** by C. Welham,
That the minutes of the Annual General Meeting of October 30, 2017 be adopted.

CARRIED

3. CHAIR'S REPORT

The Chair stated that he is pleased to have been re-elected as Electoral Area Director.

4. 2017 ANNUAL REPORT

M. McCrank spoke to the 2017 Annual Report and provided a brief summary of operations, maintenance, capital upgrades and finance for the water, sewer, street lighting and refuse disposal services.

MOVED by M. Tremblay, **SECONDED** by A. Tremblay,
That the report be received for information.

CARRIED

5. ELECTION OF COMMITTEE MEMBERS

Nominations were received by the Juan de Fuca Electoral Area Director for appointment by the Capital Regional District Board to the Port Renfrew Utility Services Committee by written notice as follows:

Water, Sewer and Street Lighting Service Areas:

- Chris Wellham
- Eric Peterson

Snuggery Cove Water Area:

- John Wells

MOVED by A. Tremblay, **SECONDED** by C. Welham,

That the names of the nominated committee members be forwarded to the CRD Board for appointment.

CARRIED

6. ELECTION OF CHAIR

Nominations were called for Chair of the Port Renfrew Utility Services Committee for a one-year term. K. Ablack nominated Mike Hicks and he agreed to stand. Nominations were called a second and third time and hearing none, Mike Hicks was elected as Chair.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:14 p.m.

CARRIED

Port Renfrew Utility System

2018 Annual Report

CRD | Drinking Water

Introduction

This report provides a summary of the Port Renfrew Utility Services for the year 2018. This report includes a description of services as well as a summary of the water, sewer, street lighting, and refuse disposal services in terms of operations, maintenance, capital upgrades, and finances for each service.

Port Renfrew Utility Services Committee

The Port Renfrew Utility Services Committee (PRUSC) has authority delegated by the Capital Regional District (CRD) Board for provision of water, sewer, street lighting and refuse disposal for the Port Renfrew community. Refuse disposal service is also provided to the Pacheedaht First Nation under a service delivery agreement. This Annual Report relates to the services provided under the authority of the PRUSC.

WATER SERVICE

Service Description

The community of Port Renfrew is comprised of rural residential as well as commercial and institutional development and is located in the Juan de Fuca Electoral Area of the CRD. The Port Renfrew water service was originally owned by a forestry company and was transferred to the CRD in 1989 to service the Beach Camp area. In 2002, the water service area was extended to include the Snuggery Cove area and again in 2016 to include the lands to the south of Beach Camp. The water service consists of approximately 250 parcels encompassing a total area of approximately 98.3 hectares. Of the 198 parcels, 168 (312.30 Single Family Equivalents (SFE)) were customers to the water system in 2018.



Figure 1: Map of the Water Service Area.

The Port Renfrew water system is primarily comprised of:

- One groundwater well, related pumping and control equipment and building.
- Disinfection process equipment (chlorine) and an aeration tower/scrubber for hydrogen sulfide reduction to improve water taste and odour.
- One steel storage tank (total volume is 454 m³ which is equivalent to 120,000 US gallons).
- Distribution system (4,400 metre network of 150 mm and 100 mm asbestos cement (AC) water mains to the Beach Camp Area and a 2,200 metre network of 150 mm and 100 mm PVC water mains to the Snuggery Cove area).
- Other water system assets: 168 service connections, 25 hydrants and an auxiliary generator.

Water Supply

Initial data shows that the well level and temperature in the winter months (October to March) is very steady. The water level has an average depth of 30.1 meters with an 8 meter variation from low level to high level. The water has an average temperature of 9°C with a minimum temperature of 8.5°C and a maximum temperature of 9.7°C.

Water Production and Demand

Referring to Figure 2, 52,377 m³ of water was extracted (water production) from the well in 2018; a substantial decrease of 29% over the previous year and back within 2% of the 5 year average. The monthly comparison of treated water volumes produced for the years 2014 to 2018 inclusive shows the continued trend of higher production in the summer months.

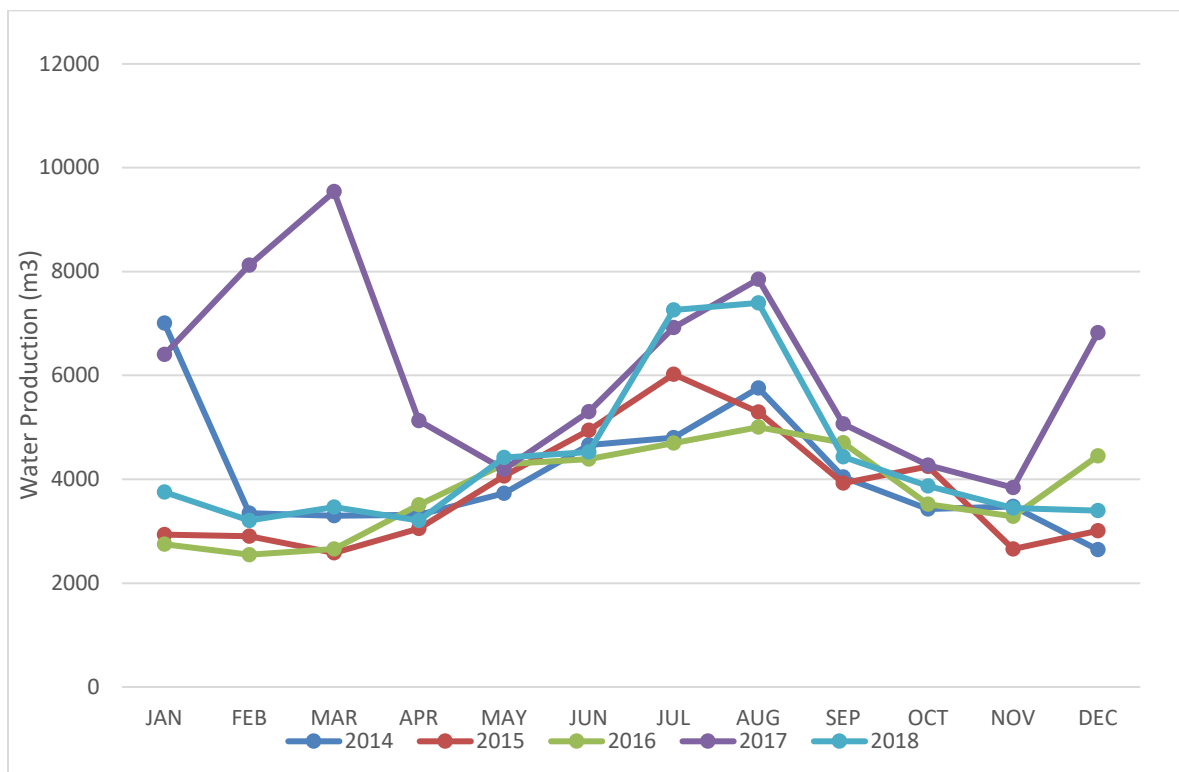


Figure 2: Port Renfrew Utility Water Service Monthly Water Production

Drinking Water Quality

The analytical results (biological, chemical and physical parameters) of water samples collected in 2018 from the Port Renfrew water system indicated that the drinking water was of good quality and mostly within Guidelines for Canadian Drinking Water Quality health-related regulatory and aesthetic limits, including disinfection by-products.

On February 20, 2018, the water quality monitoring program registered an exceedance for manganese concentrations in a water sample from Osprey Place. Elevated manganese concentrations can lead to unpleasant water discolorations and were recently classified by Health Canada as a health risk to infants. Investigations into this occurrence will be conducted to rule out or address a possible cross connection in the area of Osprey Place. Elevated manganese concentrations were not found in the source water nor in any other parts of the water system.

While the treated water temperature did exceed the aesthetic limit of 15°C during the summer months, this had no other negative impact on the drinking water quality.

Typical Port Renfrew drinking water quality characteristics for 2018 are summarized as follows:

Raw Water

- Source water from the well was free of any total coliform and *E. coli* bacteria.
- The well water was low in iron and manganese concentrations, slightly hard and had a slightly basic pH of 8.30.

Treated Water

- The water delivered to the customers was safe to drink throughout the year. All 62 compliance samples from the distribution system in 2018 were free of total coliform and *E. coli* bacteria.
- Turbidity was well under 1 NTU.
- The mean annual free chlorine concentration in the distribution system was an acceptable 0.54 mg/L.

Water Quality data collected from this drinking water system can be reviewed on the CRD website:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports>

Water Service Operational Highlights

The following is a summary of the major operational issues that were addressed by the CRD Integrated Water Services staff:

- Emergency replacement of hydro pole #1 along with the cross arms, grounding grid and disconnect switch and pole #8 with cross arms
- Added water level sensing in the reservoir for remote monitoring
- Undertook a meter reading project to collect water usage data
- Fire hydrant Servicing
- Added control logic to the chlorine dosing pump so that the booster pumps filling the reservoir shut down if no chlorine is being added to the water
- Replaced 3 water meters

A sewage volume of 19,874 m³ was treated and discharged in 2018 which equates to an average of 210 m³/SFE. Sewage flows in Port Renfrew went up slightly this year which can be influenced by annual rainfall and tourist numbers. During the rainy season, inflow and infiltration water enters the sewer system through cracks and defects in the pipes and manholes that were installed in the 1960's.

Figure 4 shows Port Renfrew sewer flow trends over the last seven years. The flows in 2018 were approximately 1.1% higher than 2017 but approximately the same as the 5-year average.

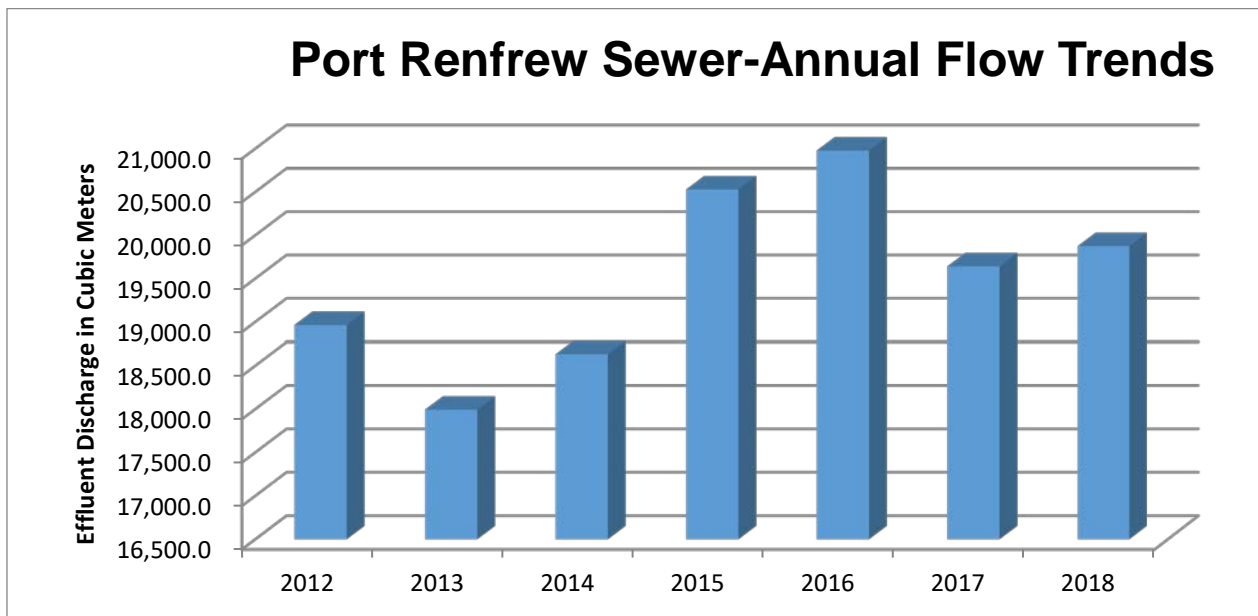


Figure 4: Port Renfrew Sewer Flow Trends 2012-2018

Treated Effluent Discharge Quality

Regulatory Compliance – Wastewater

Flow and effluent quality are assessed for compliance with the provincial discharge permit on a daily and monthly basis, respectively. Mean daily flows in 2018 were in the upper range of flows measured since 2007; flow exceeded the permitted daily maximum on a single day in January 2018 due to heavy rains. There was also a single exceedance of permitted effluent quality limits, with the total suspended solids (TSS) sample from March 2018 being 50% over the limit. All other samples and parameters met effluent quality requirements, although it should be noted that effluent sampling often did not take place during peak flow events, when treatment efficiency is more likely to be challenged, as grab samples are collected once per month on a pre-scheduled basis.

Receiving Water

Routine receiving water monitoring was not required at the Port Renfrew 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.

Non-routine sampling took place twice in June 2018 to confirm effective outfall operation. This sampling was triggered when it was discovered that part of the outfall terminus had never been

installed as designed. The non-routine sampling confirmed that effective effluent dilution is occurring around the outfall across various tidal cycles and that human health and recreational impacts to the adjacent shoreline are minimal.

Sewer Service Operational Highlights

The following is a summary of the major operational issues that were addressed by the CRD Integrated Water Services staff:

- There was only one operational issue of note which was a blocked outfall pipe requiring the services of a diver
- Completed outfall inspection this year

Sewer Service Capital Project Updates

There have been no capital expenditures on the wastewater system for a few years now. A Strategic Asset Management Plan (SAMP) is being developed and will include information from past studies on condition and age of the existing infrastructure and recommend a prioritized list of infrastructure replacements, which will serve as the basis for future capital spending plans.

In future years it is expected that funds will need to be borrowed to replace parts of the aging sewer system and to increase the capacity of the treatment plant, to accommodate the increasing wastewater flows.

Street Lighting Service

Street lighting service is provided in the area of Port Renfrew known as Beach Camp. The street lights are operated and maintained by BC Hydro, and costs are recovered through a parcel tax and user charge on parcels in the area where the service is provided. There were no significant issues with this service in 2018.

Refuse Disposal Service

The Port Renfrew Refuse Disposal service serves 339 properties (295 residential folios) within the service area and is funded through direct tax requisition based on the value of each property. The Pacheedaht First Nation also utilizes the facility through fee-for-service agreement. The tonnages of materials received and transferred at the Port Renfrew facility in 2018 are as follows:

Garbage		177 tonnes (3% decrease from 2017)
Recyclables	Paper fibres	31 tonnes (21% decrease from 2017)
	Glass/metal/plastic containers	7 tonnes (75% increase from 2017)
	Polystyrene	0.3 tonnes (50% increase from 2017)
	Scrap metal	35 tonnes (11% decrease from 2017)
	Kitchen scraps	23 tonnes (5% increase from 2017)
	<u>Total recyclables</u>	<u>96 tonnes (6% increase from 2017)</u>

Financial Report

Please refer to the attached Statement of Operations for Port Renfrew Street Lighting, Water, Snuggery Cove Water, Sewer and Refuse Disposal services. Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), interest on savings (Interest Earnings), 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 water system, including insurance, supplies, water 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.

Submitted by:	Matt McCrank, M.Sc., P.Eng., Senior Manager, Infrastructure Operations Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence	Ted Robbins, BSc, C.Tech, General Manager, Integrated Water Services

Attachment: 2018 Financial Summary Statement of Operations

CAPITAL REGIONAL DISTRICT

PORT RENFREW WATER Statement of Operations (Unaudited) For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	53,260	52,740
User Charges	60,959	53,376
Water Sales	-	-
Fees and Charges		
Other revenue from own sources:		
Interest earnings	195	81
Other revenue	1,980	57
Total revenue	<u>116,394</u>	<u>106,254</u>
Expenses		
General government services	5,500	5,190
CRD Labour and Operating costs	63,863	85,465
Debt Servicing Costs		
Other expenses	42,908	20,955
Total expenses	<u>112,271</u>	<u>111,610</u>
Net revenue (expenses)	4,123	(5,357)
Transfers to own funds:		
Capital Reserve Fund	4,123	-
Annual surplus (deficit)	(0)	(5,357)
Accumulated surplus, beginning of year	-	-
Accumulated deficit, end of year	<u>\$ (0)</u>	<u>(5,357)</u>

CAPITAL REGIONAL DISTRICT

**Port Renfrew WATER
Statement of Reserve Balances (Unaudited)
For the Year Ended December 31, 2018**

	Capital Reserve	
	2018	2017
Beginning Balance	84,215	187,251
Transfer from Operating Budget	4,123	-
Transfers from completed capital projects		-
Interest Income	1,823	1,963
Transfer to Capital Projects	(27,700)	(105,000)
Ending Balance	62,461	84,215

CAPITAL REGIONAL DISTRICT

SNUGGERY COVE WATER
Statement of Operations (Unaudited)
For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	23,860	23,785
Other revenue from own sources:		
Interest earnings	15	10
Other revenue	112	99
Total revenue	<u>23,988</u>	<u>23,894</u>
Expenses		
General government services	880	830
Debt Servicing Costs	22,974	22,960
Other Expenses	177	127
Total expenses	<u>24,030</u>	<u>23,917</u>
Annual surplus (deficit)	(43)	(23)
Accumulated surplus, beginning of year	(39)	(15)
Accumulated deficit, end of year	<u>\$ (81)</u>	<u>(39)</u>

CAPITAL REGIONAL DISTRICT

Port Renfrew Sewer Statement of Operations (Unaudited) For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	44,750	40,295
User Charges	45,953	41,614
Other revenue from own sources:		
Interest earnings	217	170
Other revenue	966	1,588
Total revenue	91,887	83,667
 Expenses		
General government services	2,990	2,810
Contract for Services	-	2,870
CRD Labour and Operating costs	55,355	44,134
Debt Servicing Costs		
Other expenses	18,224	19,634
Total expenses	76,569	69,448
 Net revenue (expenses)		
	15,318	14,219
Transfers to own funds:		
Capital Reserve Fund	15,318	21,879
 Annual surplus (deficit)		
	(0)	(7,660)
Accumulated surplus, beginning of year	-	7,660
Accumulated surplus, end of year	\$ (0)	0

CAPITAL REGIONAL DISTRICT

**Port Renfrew SEWER
Statement of Reserve Balances (Unaudited)
For the Year Ended December 31, 2018**

	Capital Reserve	
	2018	2017
Beginning Balance	56,152	43,791
Transfer from Operating Budget Community Works Funds	15,318	21,879
Transfers from completed capital projects	-	-
Interest Income	1,077	482
Transfer to Capital Projects	(15,000)	(10,000)
Ending Balance	<u>57,548</u>	<u>56,152</u>

CAPITAL REGIONAL DISTRICT
PORT RENFREW STREET LIGHTING
Statement of Operations (Unaudited)
For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	3,610	3,535
User Charges	3,653	3,574
Other revenue from own sources:		
Interest earnings	83	34
Other revenue	438	465
Total revenue	<u>7,783</u>	<u>7,609</u>
Expenses		
General government services	478	450
Electricity	6,418	6,294
Other expenses	57	104
Total expenses	<u>6,953</u>	<u>6,847</u>
Net revenue (expenses)	830	762
Annual surplus (deficit)	830	762
Accumulated surplus, beginning of year	3,573	2,800
Accumulated surplus, end of year	<u>\$ 4,403</u>	<u>3,561</u>

CAPITAL REGIONAL DISTRICT

PORT RENFREW REFUSE Statement of Operations (Unaudited) For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	31,256	31,200
Recovery from Pacheedaht FN	33,707	33,454
Recovery from CRD Solid Waste	15,000	15,000
Recyclables Sales	9,998	8,945
Other revenue from own sources:		
Interest earnings	133	111
Other revenue	1,305	339
Total revenue	<u>91,399</u>	<u>89,049</u>
Expenses		
General government services	3,280	3,090
Contract for Services	74,573	71,527
Utilities & Telecommunications	2,077	2,336
Other expenses	209	235
Total expenses	<u>80,140</u>	<u>77,189</u>
Net revenue (expenses)	11,259	11,860
Transfers to own funds:		
Equipment Replacement Fund	2,000	1,020
Capital Reserve Fund	9,259	10,840
Annual surplus (deficit)	-	-
Accumulated deficit, beginning of year	-	-
Accumulated surplus, end of year	<u>\$ -</u>	<u>-</u>

CAPITAL REGIONAL DISTRICT

**Port Renfrew Refuse
Statement of Reserve Balances (Unaudited)
For the Year Ended December 31, 2018**

	Capital Reserve	
	2018	2017
Beginning Balance	45,110	33,807
Transfer from Operating Budget	9,259	10,840
Interest Income	1,073	463
Ending Balance	<u>55,443</u>	<u>45,110</u>