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SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE COMMISSION

Notice of Meeting on **Thursday, May 22, 2014 at 1:00 PM**

145 Vesuvius Bay Road, Salt Spring Island, BC

Peter Lake
Maxine Leichter

Sharon Bywater
Wayne McIntyre

Wayne Lee

Rod Scotvold

AGENDA

1. **Approval of agenda**
2. **Adoption of the minutes of November 29, 2013**
3. **Reports-Verbal**
 - 3.1 CRD Director Report
 - 3.2 Chair Report
4. **New Business**
 - 4.1 Burgoyne Bay Septage Receiving Facility Basis of Design: Liquid Waste Receiving and Storage – Verbal Report
 - 4.2 Updated Project Plan

That the Salt Spring Island Liquid Waste Commission:

Accept Alternative 1; The updated cost estimate of \$781,900 for the engineering and construction of Phase 1 (Receiving Station and Storage) be accepted, but delay proceeding with Phase 2 (Options Analysis) and Phase 3 (Ground Water Monitoring) of the current program until Phase 1 (Receiving Station and Storage) actual costs are known. Actual costs for Phase 1 (Receiving Station and Storage) are to be presented to the Commission prior to undertaking any work on Phase 2 (Options Analysis) or 3 (Ground Water Monitoring). Phase 3 (Ground Water Monitoring) may not be required should the Closure Plan as presented be accepted;

- 4.3 Road Upgrade – Verbal Report
 - 4.4 Lagoon Closure Plan - Verbal Report
 - 4.5 Application for a Non-Farm Use of Land in the Agricultural Land Reserve
 - 4.6 SPL Contract Update - Verbal Report
 - 4.7 Rate Discussion-Peter Lake
5. **Motion to proceed to Closed meeting**
 - 5.1 Motion to Close Meeting in Accordance with the Community Charter Part 4, Division 3, Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
6. **Adjournment**

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



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Minutes of the Regular Meeting of the Salt Spring Island Liquid Waste Disposal Local Services Commission

Held November 29, 2013, 145 Vesuvius Bay Road, Salt Spring Island, BC

DRAFT

Present:

Director: Wayne McIntyre

Commission Members: Peter Lake (Chair); Maxine Leichter (Vice Chair); Sharon Bywater; John Sprague

Staff: Karla Campbell, Senior Manager; Brian MacDonald, Manager Financial Planning and Treasury Corporate Services; Ted Robbins, GM Integrated Water Services; Dan Robson, Manager of Operations Integrated Water Services Saanich Peninsula and Gulf Islands; Peter Sparanese, Senior Manager Infrastructure Operations; Ralf Waters, Manager of Engineering; Sarah Shugar, Recording Secretary

Chair Lake called the meeting to order at 11:00 am.

1. Approval of Agenda

Addition of Item 1.1, Minutes of the October 3, 2013 Regular Meeting.

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Bywater,
That the agenda be adopted as amended.

CARRIED

1.1 Adoption of Minutes – October 3, 2013

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Bywater,
That the October 3, 2013 Regular meeting minutes be approved as circulated.

CARRIED

2. 2014 Operating and Capital Budget

T. Robbins reviewed the 2014 Operating and Capital Budget report dated November 29, 2013.

Staff will provide a report re: historical picture for repairs and maintenance.

MOVED by Commissioner Leichter, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Service Commission recommends that the Capital Regional District Board approve the 2014 operating and capital budget for the Salt Spring Island Liquid Waste Local Service as amended.

CARRIED

MOVED by Commissioner Lake, **SECONDED** by Commissioner Bywater,
That the Salt Spring Island Liquid Waste Disposal Service Commission recommends that the Capital Regional District Board balance the 2013 actual revenue and expense on the 2014 transfer to the reserve fund.

CARRIED

3. New Business

There were no new business items at this time.

The following follow up items were noted:

- The signage on the road has been installed.
- The final cost of the tree trimming was \$4,300.
- The road surveying is complete and road repairs are expected to begin in the next two weeks.
- Staff to draft a letter to the sludge hauling contractor regarding Channel Ridge.

A general discussion was held in that if there is going to be an alternative study, the consultant should be directed to study the reed beds option. The goal is to find a system that will incorporate the lowest capital costs, lowest operating costs and lowest lifecycle costs.

4. Adjournment

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Leichter,
That the meeting be adjourned at 12:00 pm.

CARRIED



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**REPORT TO SALT SPRING ISLAND LIQUID WASTE LOCAL SERVICES COMMISSION
MEETING OF THURSDAY, MAY 22, 2014**

**SUBJECT BURGoyNE BAY LIQUID WASTE FACILITY UPGRADE - PROJECT STATUS
AND BUDGET**

ISSUE

This report provides a summary of the status of the design for the Burgoyne Bay liquid waste facility upgrade and the current construction estimate.

BACKGROUND

A Project Plan for the Burgoyne Bay Liquid Waste Facility Upgrade dated October 1, 2013 was presented to the Commission at their October 3, 2013 meeting. The plan contained several phases and related cost estimates to complete the upgrade of the facility.

Cost estimates to complete each phase is as follows:

Phase 1	(Receiving Station and Storage)	\$676,000
Phase 2	(Options Analysis)	\$65,000
Phase 3	(Ground Water Monitoring)	\$40,000
Phase 4	(Treatment and Disposal System including Decommissioning of Old Tanks (\$430,000) and Composting (\$300,000))	\$730,000
Phase 5	(Lagoon Closure)	\$75,000
TOTAL:		\$1,586,000

The 2014 Capital Budget for the Salt Spring Island Liquid Waste Facility includes \$800,000 for Septage Facility Upgrade. The text associated with the budget states: "*Construction of Transfer Station (receiving and storage) and installation of 3 ground water monitoring wells*", however, it was anticipated that Phases 1, 2 and 3 would be undertaken in 2014. Further, improvements to the access road are being considered and if the improvements proceed in 2014, it must be funded from the overall capital budget. A final estimate for this work has not been received, but it is expected to be in the order of \$40,000 including engineering and administrative support.

Phase 3 (Ground Water Monitoring) and Phase 5 (Lagoon Closure) may not be required based on the current "*Groundwater Quality Review and Regulatory Closure Plan for the Burgoyne Bay Sludge Stabilization Lagoons, Salt Spring Island, BC – Waste Discharge Permit*" prepared by Payne Engineering Geology and submitted to the Ministry of Environment on behalf of the CRD on March 25, 2014. Should the plan be accepted as presented, the groundwater monitoring wells and work associated with implementing a lagoon closure plan will not be required. However, it is premature to remove the items from the budget at this time.

The CRD retained Worley Parsons to provide engineering design and construction services for

the facility upgrade. They have completed the Basis of Design for the facility and design is 50% complete. The current construction estimate is \$781,900 (attached as Appendix 'A') including a \$134,800 contingency. Therefore, the anticipated construction cost is \$105,900 over the estimate provided in October 2013. Should the Phase 3 Ground Water Monitoring not be required, there will be \$40,000 available for reallocation to the receiving station.

The contingency applied to the estimate cost at this point is significant (25% of the overall value) and typically decreases as the design progresses and unknown issues are reduced. However, at this time, it is prudent to continue to carry the contingency as calculated.

ALTERNATIVES

That the Salt Spring Island Liquid Waste Commission:

1. The updated cost estimate of \$781,900 for the engineering and construction of Phase 1 (Receiving Station and Storage) be accepted, but delay proceeding with Phase 2 (Options Analysis) and Phase 3 (Ground Water Monitoring) of the current program until Phase 1 (Receiving Station and Storage) actual costs are known. Actual costs for Phase 1 (Receiving Station and Storage) are to be presented to the Commission prior to undertaking any work on Phase 2 (Options Analysis) or 3 (Ground Water Monitoring). Phase 3 (Ground Water Monitoring) may not be required should the Closure Plan as presented be accepted;
2. Accept the cost estimate for Phase 1 (Receiving Station and Storage), Phase 2 (Options Analysis) and 3 (Ground Water Monitoring) as presented and review budget at time of tender to ensure adequate funds remain to complete the anticipated work;
3. Request staff to work with Worley Parsons to remove upgrade components in Phase 1 (Receiving Station and Storage) in order to reduce the expected costs.

IMPLICATIONS

Alternative 1: This allows the work to proceed and the design to be completed without further delay and additional design costs. Budget adjustments will be made as better information is available.

Alternative 2: This allows the work to proceed and the design to be completed without further delay. Budget adjustments will be made as better information is available, however, if Phase 2 (Options Analysis) or 3 (Ground Water Monitoring) proceed, there is less opportunity for budget adjustments later in the year and that may impact the ability to construct or undertake all the work..

Alternative 3: This could reduce the current construction estimate. However, the overall functionality and effectiveness of the receiving station, as well as future addition of treatment may be compromised

CONCLUSION

The intent is to move forward with Alternative 1 and monitor budgets as better information becomes available. The Commission, through the Chair, will be informed of budget implications as they become known.

RECOMMENDATION(S)

That the Salt Spring Island Liquid Waste Commission:

Accept Alternative 1; The updated cost estimate of \$781,900 for the engineering and construction of Phase 1 (Receiving Station and Storage) be accepted, but delay proceeding with Phase 2 (Options Analysis) and Phase 3 (Ground Water Monitoring) of the current program until Phase 1 (Receiving Station and Storage) actual costs are known. Actual costs for Phase 1 (Receiving Station and Storage) are to be presented to the Commission prior to undertaking any work on Phase 2 (Options Analysis) or 3 (Ground Water Monitoring). Phase 3 (Ground Water Monitoring) may not be required should the Closure Plan as presented be accepted;



Keith Wahlstrom, P. Eng.
Salt Spring Island Contract Engineer
Salt Spring Island Electoral Area



Karla Campbell
Senior Manager
Salt Spring Island Electoral Area
Concurrence

KW

Attachments:

Worley Parsons Budget
Extract From February 19, 2014 Draft Basis of Design

CAPITAL REGIONAL DISTRICT
SALT SPRING ISLAND BURGEOYNE BAY SEPTAGE RECEIVING FACILITY
BASIS OF DESIGN: LIQUID WASTE RECEIVING AND STORAGE

- Level monitoring and alarms for water storage tanks;
- Pressure monitoring and alarms for a pressure (hydro-pneumatic) tank;
- Off-site alarm and malfunctioning communication.

Other potential process required control and supervision will be considered in the detail design stage.

4.6 Cost Estimate

An order of magnitude cost estimate is provided in Table J. These costs are considered Class 1¹ according to WorleyParsons' cost classification system. The costs are based on the combination of vendor quotes, factorial estimates from previous projects and historical cost data. Engineering at 15%, administration at 5% and contingency at 25% of the total cost have been added to the cost estimate. Electrical costs are presently estimated at \$75,000.

Table J Construction Cost Estimate

Component	Recommended Supplier	Unit cost (\$)	Quantity	Cost (\$)
Receiving Station	IPEC	\$175,000	1	\$175,000
Storage Tanks	ZCL	\$67,000	2	\$134,000
Chopper Pumps (Mixing)	Yadghan	\$13,000	2	\$26,000
Venturi Injector System	Mazze	\$12,000	2	\$24,000
Washwater Storage Tanks	Bar Plastics	\$1,500	3	\$4,500
Washwater Pumps	Goulds	\$1,500	2	\$3,000
Pressure Tank	Goulds	\$1,500	1	\$1,500
Rain gutters		\$5,000	1	\$5,000
Gutter screen	GutterGlove Pro	\$5,000	1	\$5,000
IPEX 6" Pipe (per metre)		\$200	25	\$5,000
HDPE 1" Pipe (per metre)		\$120	35	\$4,200
Heat tracing (lump sum)		\$25,000	1	\$25,000
Concrete Pads (lump sum for 3 concrete pads)		\$17,000	1	\$17,000
Electrical Upgrades		\$75,000	1	\$75,000
Instrumentation (lump sum for 3 pressure transducers and level switches)		\$12,000	1	\$12,000
Mechanical installation (lump sum for pump and tank installation)		\$23,000	1	\$23,000
Subtotal				\$539,200
Engineering (15%)				\$80,900
Administration (5%)				\$27,000
Contingency (25%)				\$134,800
TIC				\$781,900

¹ Cost estimate accuracy range of $\pm 30\%$



Agricultural Land Commission
133-4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

March 3, 2014

ALC File: #53240

Capital Regional District
625 Fisgard Road
PO Box 1000
Victoria, BC V8W 2S6

Attention: Kees Ruurs

Re: Application for a Non-Farm Use of Land in the Agricultural Land Reserve

Please find attached the Minutes of Resolution #433/2013 as it relates to the above noted application.

Further correspondence with respect to this application is to be directed to Liz Sutton.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

A handwritten signature in cursive script, appearing to read 'Liz Sutton'.

Brian Underhill, Executive Director

Enclosures: Minutes of Resolution #433/2013

cc: Islands Trust, 1 - 500 Lower Ganges Road, Salt Spring Island BC, V8K 2N8
(File: SS-ALR-2013.1; CRD)

53240d1

COMMISSION CONSIDERATION

The Commission reviewed one previous application involving the subject property:

Application #28407 To use 4.0 ha site for expansion of a septage, sewage sludge and wood
(Texada Logging Ltd, 1993) waste composting facility with processing rather than disposal being the
 operative term. Allowed for 5 years with a 5 year optional renewal.
 Resolution #1211/93

Request for Reconsideration of Resolution #1211/93

A joint request was received by the Capital Regional District (CRD) and the Land Conservancy of BC to subdivide the property into one 7.2 ha lot and one 13.0 ha lot. The subdivision was proposed in order to facilitate the transfer of the 7.2 ha lot to the CRD to allow it to acquire ownership of the land on which it operates a septage, sewage sludge and wood waste composting facility. The CRD has a concurrent request to continue operating the waste composting facility. The remaining 13.0 ha parcel would be managed as part of the Burgoyne Bay Provincial Park. The subdivision and continued use of the waste processing facility was approved. Resolution #125/2013.

After considering the information the Commission concluded as follows:

1. The applicant states that the existing disposal system has failed and all solids and liquids are currently being shipped off of the island. Rather than building another large dewatering treatment system with high associated costs, the Liquid Waste Commission and the CRD wish to construct a natural and more sustainable sewage/septage treatment system for Salt Spring Island. The proposed constructed wetlands will be similar in appearance to a natural pond (reed beds, wetland ponds, poplar tree grove, etc). No new buildings are proposed.

Conclusion:

The Commission has previously allowed waste treatment on the subject property and is amenable to the expansion as proposed.

IT WAS

MOVED BY: Commissioner Miles
SECONDED BY: Commissioner Johnson

THAT the request to use +/- 3 ha for the purpose of a waste treatment wetland be approved as proposed.

AND FINALLY THAT this decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

CARRIED

Resolution #433/2013