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**Minutes of the meeting of the Salt Spring Island Liquid Waste Disposal Local Service
Held Thursday January 25, 2018 in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

Present: **Director:** Director McIntyre
 Commissioners: Gary Holman, Mary Richardson
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson,
 Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo,
 Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Tracey
 Shaver, Recording Secretary; Malcolm Cowley, Manager, Regional Wastewater,
 Core Area, SPWWC, Small Sewers via teleconference.
 Absent: Rob Pingle; Rod Scotvold

Staff called the meeting to order at 1:00 PM.

1. Election of Chair and Vice Chair

Mary Richardson was nominated and accepted the position of Chair.
Gary Holman was nominated and declined appointment as Vice-Chair.
Director McIntyre nominated Rob Scotvold for the position of vice-chair subject to his approval.

2. Approval of Agenda

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for
the January 25, 2018 with the addition of Item 3.5 Capital Project Update.

CARRIED

3. Adoption of Minutes- no previous minutes to approve.

3.5 Capital Project Update

Malcolm Cowley joined the meeting via teleconference to give the Commission an update on the Capital Project which consisted of replacing the receiving tanks at the Burgoyne Bay septage station.

- Project scope included: new tanks, wet pumps, circulation equipment, wash water, electrical and SCADA programming
- Previous system required manual clearing of screens; now automated which improves health and safety concerns.
- Completed on schedule; waiting for “as constructed” drawings and the maintenance and operating manual
- Project came in under budget by about \$60,000

Malcolm Cowley left the meeting.

4. Chair and Director Report

Director McIntyre briefly reported on efforts to obtain a “rural” status for Salt Spring Island which would open up eligibility for many federal and provincial grants.

5. Reports

5.1 2018 Operating and Capital Budget Report

Staff reviewed report and responded to several questions regarding the following topics:

- History of capital project to date and next steps.
 - Dewatering system broke down and an interim action was put in place to ship sludge off island
 - Receiving and holding tanks failing and have now been replaced
 - Remaining capital funding will be used to further analysis treatment options for on island processing
 - Currently there is a CRD ban on use of class A solids on land
 - Project next phase will include: analysis, design, referendum and construction of treatment facility

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission approve the 2018 operating and capital budget as presented, and that the 2017 actual surplus or deficit be balanced evenly between the 2017 transfer to the Capital Reserve Fund and the 2017 transfer to the Operating Reserve Fund;

CARRIED

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

CARRIED

6. New Business - none presented

7. Adjourn

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the meeting adjourned at 2:30 pm

CHAIR

SENIOR MANAGER