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SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE COMMISSION ANNUAL GENERAL MEETING

Notice of Meeting on Tuesday, June 5, 2018 at 10:00 AM
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre

Rod Scotvold

Rob Pingle

Gary Holman

Mary Richardson

Purpose of the Annual General Meeting

The agenda for the Annual General Meeting (AGM) is approved by the members of the Commission. The purposes (and hence the agenda items) of the meeting are:

- To have the last year's AGM minutes approved (by Commission members), and to present reports on the work of the Commission on the past year's operation, maintenance, capital upgrades and financial information of the service to the service residents and owners,
- To nominate members for appointment to the Commission, and
- To enable the public to share comments on subjects which relate to the work of the Commission. The Commission can identify (under "new business") issues on which it wants feedback at the meeting. Motions raised by the public at the AGM will be considered by the commission at a subsequent regular meeting.

The Annual General Meeting is for the 2017 fiscal year.

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Adoption of Minutes of the 2016 Annual General Meeting held on November 28, 2017** **2**
4. **Chair's Report**
5. **Report**
5.1 Annual Report for 2017 Fiscal Year **3-9**
6. **Election of Officers**
7. **New Business**
8. **Adjournment**

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

EXEC-1295039085-1653



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**Minutes of the 2016 Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service
Held Tuesday November 28, 2017 in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Wayne McIntyre
Commissioners: Rod Scotvold
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior Financial Analyst; Recording Secretary Tracey Shaver

1. Call to Order

Karla Campbell called the meeting to order at 2:10 pm.
Bylaws require that an Annual General Meeting be publicly held for information even though there is no sitting quorum for this commission. Staff advised that the operational services of the Liquid Waste Facility have been functioning under the advisement of the Electoral Area Service Commission (EASC).

2. Approval of Agenda

The agenda was approved.

3. Adoption of Minutes of the 2015 Annual General Meeting held June 16, 2016

The minutes of the 2015 Annual General Meeting held on June 16, 2016 were reviewed for information

4. Chair's Report

There was no report

5. Annual Report for 2016 Fiscal Year

Staff reviewed the annual report which highlighted operations, capital projects and financial information.

6. Election of Officers

Volunteer Commissioner nominations were called for from the floor. Two individuals stepped forward and were approved to have their names submitted for appointment by the CRD Board for terms beginning in January 2018.
Rod Scotvold (accepted third term) and Rob Pingle

7. New Business

No new business

8. Adjourn

The meeting adjourned at 1:15 pm

CHAIR

SENIOR MANAGER



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SALT SPRING ISLAND LIQUID WASTE DISPOSAL SERVICE 2017 ANNUAL REPORT June 5, 2018

Introduction

This report provides a summary of the Salt Spring Island liquid Waste Disposal Service for 2017. It includes a description of the service, summary of the septage and sewage volumes collected, operations highlights, capital project updates and financial report.

The service is administered by the Salt Spring Island liquid Waste Disposal Local Services Commission.

Service Description

The Salt Spring Island liquid Waste Disposal Service was established in 1993. The system is owned and operated by the Capital Regional District (CRD) and services the entire Salt Spring Island Electoral Area, shown Figure 1.



Figure 1: Salt Spring Island Electoral Area

The Salt Spring Island Liquid Waste Disposal Service is provided through a septage and sludge receiving facility located near Burgoyne Bay. The service utilizes a newly installed septage and sewage receiving station, storage tanks, a small pump station and miscellaneous buildings and equipment.

The system presently only receives and stores septage and sewage that is then hauled off island for treatment and disposal.

Initially, the service did treat and dispose of the septage and sewage on island, but the components reached their end of life and failed. The replacement of this functionality will be reviewed utilizing life cycle costing. These options will then be considered by the Commission and if there is insufficient money in the capital reserve fund to complete construction, then public consultation and a referendum would be undertaken.

Operational Highlights

During 2017, the Salt Spring Island Liquid Waste facility (the facility) operated as a liquid waste transfer station only. Septage and sludge liquid waste was received and stored at the facility and then hauled to SPL Wastewater Recovery Center, located in Langford, for further treatment and processing.

Operations staff attended the site Monday to Friday for approximately 4 hours per day performing routine operations including:

- Cleaning of bar screens
- Site security
- Access road maintenance
- Assisting contractor with liquid waste removal and hauling operations
- Collection of liquid waste samples for laboratory analysis
- Pump maintenance
- Site housekeeping
- Monitoring of septage hauling contractors that are authorised to access and use the facility.
- Administration duties

Significant operational activities in 2017 included:

- Two separate emergency responses to trees down on the high voltage lines servicing the facility.
- Installation of speed limit road signs to address public health and safety issues.
- Additional effort related to the capital project commissioning of the septage receiving station.
- Additional effort related to the dewatering and sludge removal of the abandoned septage holding tanks

The total volume of sewage and septage received in 2017 is shown in Table 1 and Figure 2 below.

The sewage volume increased by approximately 5% and the septage had a minor decrease of approximately 2% from 2016. Total annual combined volume increased marginally; less than 0.5%.

Table 1 - Annual Sewage and Septage Volumes								
	Units	2011	2012	2013	2014	2015	2016	2017
Sewage	(m ³)	1,591.5	1,846.6	1,970.2	1,985.8	1,663.3	1,698.7	1,775.4
	(IGAL)	350,092	406,206	433,400	436,823	365,886	373,676	390,538
Septage	(m ³)	2,279.5	2,473.2	2,443.5	2,461.4	2,664.4	3,172.5	3,109.5
	(IGAL)	501,437	544,042	537,500	541,439	586,101	697,858	684,005
Total	(m ³)	3,871.1	4,319.8	4,413.7	4,447.2	4,327.7	4,871.2	4,884.9
	(IGAL)	851,529	950,248	970,900	978,262	951,987	1,071,534	1,074,543

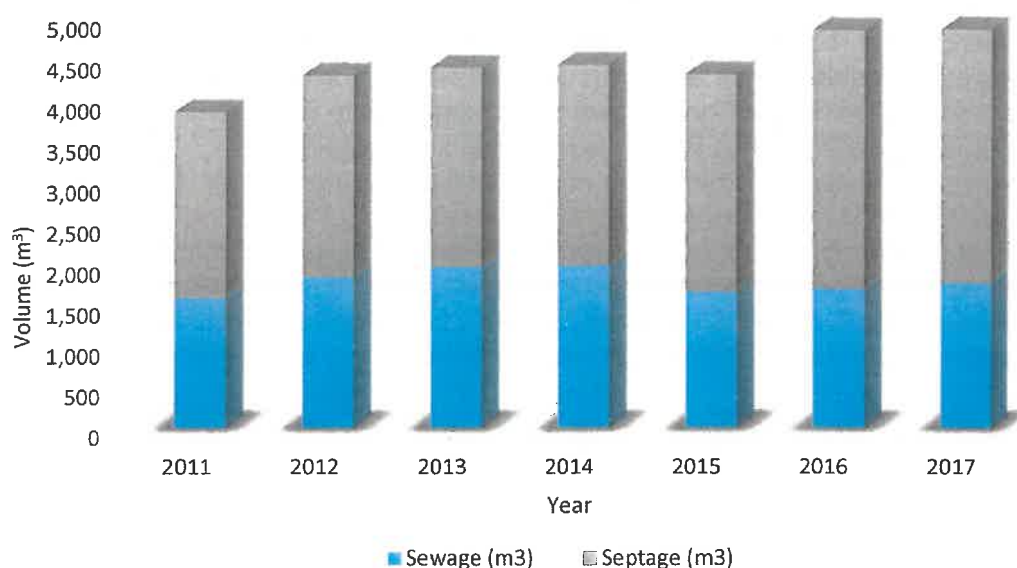


Figure 2 – Annual Total Sewage and Septage Volumes

Sludge & Septage Monitoring

Quarterly monitoring of the Burgoyne Bay sludge/septage is undertaken to characterize the waste prior to disposal and to inform Regional Source Control Program initiatives. Results are compared to BC Organic Matter Recycling Regulation (OMRR) Class A biosolids criteria. The OMRR criteria comparison is not intended to assess the Burgoyne Bay sludge/septage as a biosolids product, but rather for information purposes and to assess the end-product quality in general. All 2017 sludge/septage analytical results met the OMRR Class A biosolids criteria, with the exception of the July copper level which exceeded a new OMRR limit that was set in September 2017. Copper levels at Burgoyne have also exceeded this new limit a number of times in the past. There are no implications of this exceedance on disposal of the Burgoyne product.

2017 Work Completed on Overall Capital Improvements

Work continued on the design for the installation of the selected components for the new Septage and Sewage Receiving Station. The specified equipment was procured, and installed in 2017. Substantial completion was attained, and the system was commissioned for service, with a few deficiencies remaining. Currently the system is in operation. Operations personnel are working with the Capital Project team to refine functionality.

Burgoyne Septage Receiving Station Upgrades (\$1,370,000 allocated) – work includes civil, mechanical and electrical upgrades at the Burgoyne Septage Receiving station. Work completed in 2017 included the following:

- Completed the detailed design of the septage receiving station (Civil, Mechanical and Electrical).
- Pre-purchased major equipment including septage receiving station, septage storage tanks, submersible pumps and recirculation system (Waste n Water Tech Ltd.).
- Awarded the Tender for Construction of the upgrades to Ecklundson Construction Ltd.
- Equipment installation, testing and commissioning completed.
- Work substantially completed with minor deficiencies remaining. Operations personnel are working with engineering to refine functionality.
- The old decommissioned vertical steel tanks were cleaned and removed from the site.
- The new receiving facility has been incorporated into the CRD Supervisory Control and Data Acquisition (SCADA) system so that operators can view the status of the site remotely and monthly billing reports can be downloaded automatically.

2017 Work Completed on Additional Capital Improvements

In addition to the overall capital improvement project there was one additional capital project in 2017:

1. Options Analysis (\$65,000 allocated, \$0 spent) – This project is to update options for the on-island treatment and disposal of the liquid and biosolids received at the Burgoyne Facility. The analysis needs to include full life cycle costs. Once the review is completed and a preferred process is selected, a public consultation and referendum may be required.

This project was not started as the priority was to complete the design, tendering, and installation for the new receiving station, storage tanks and associated works.

2017 FINANCIAL REPORT

Please refer to the attached [*Statement of Operations*](#) Revenue includes parcel taxes (Transfers from Government), flow-based user fees (*Sewer Use – Sales*), interest on savings (Interest Earnings), a transfer from the operating reserve fund, 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.

2017 Parcel Tax charges were \$55.11 per Taxable Parcel.

The balances in the SSI Septage service capital funds and reserve accounts at December 31, 2017 were:

Description	Balance at end of 2017
Operating Reserve Fund	\$32,422
Capital Reserve Fund	\$139,841
Funds remaining to spend on projects in progress (SLA3564)	\$170,664

Salt Spring Island Liquid Waste Problems - Who to Call:

To report any event or to leave a message regarding the Salt Spring Island Liquid Waste Facility, call:

CRD wastewater system emergency call centre:	1-855-822-4426 (toll free)
CRD wastewater system emergency call centre:	1-250-474-9630 (toll)
CRD local operator (Ganges Wastewater Treatment Plant):	250-537-4314
CRD wastewater system general enquiries (toll free):	1-800-663-4425

When phoning with respect to an emergency, please specify to the operator, the service area in which the emergency has occurred.

Submitted by:	Matt McCrank, M.Sc., P.Eng., Senior Manager, Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area

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Attachment: Statement of Operations

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Operations (Unaudited) For the Year Ended December 31, 2017

	2017	2016
Revenue		
Transfers from government	304,790	290,280
Sales - Septage Sludge	273,133	277,943
Sales - Sewage Sludge	156,684	148,579
Other revenue from own sources:		
Interest earnings	293	273
Other revenue	1,017	926
Total revenue	735,917	718,001
Expenses		
General government services	12,870	13,860
Contract for Services	386,222	335,235
Screenings Disposal	14,624	8,294
CRD Labour and Operating costs	108,434	112,648
Debt Servicing Costs	194,504	194,698
Other expenses	16,150	11,786
Total expenses	732,803	676,521
Net revenue (expenses)	3,114	41,480
Transfers to own funds:		
Capital Reserve Fund	287	22,665
Maintenance Reserve Account	2,827	18,815
Annual surplus (deficit)	-	-
Accumulated surplus/deficit, beginning of year	-	-
Accumulated surplus, end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2017

	Capital Reserve 2017	2016
Beginning Balance	137,670	113,244
Transfer from Operating Budget	287	22,665
Transfers from completed capital projects		
Interest Income	1,885	1,761
Ending Balance	<u>139,841</u>	<u>137,670</u>

	Operating Reserve 2017	2016
Beginning Balance	29,032	10,030
Transfer from/(to) Operating Budget	2,827	18,815
Interest Income	563	187
Ending Balance	<u>32,422</u>	<u>29,032</u>