



Making a difference...together

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

Notice of Meeting on Monday, April 15, 2019 at 10:00 AM
Creekside Meeting Room, Suite 108 121 McPhillips Ave, Salt Spring Island, BC

Gary Holman

Rod Scotvold

Rob Pingle

Mary Richardson

Sandra Ungerson

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 2018 fiscal year.

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2017 Annual General Meeting held on June 5, 2018**
- 4. Chair's Report**
- 5. Report**
 - 5.1 Annual Report for 2018 Fiscal Year**
- 6. Election of Officers**
- 7. New Business**
- 8. Adjournment**

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

EXEC-1295039085-1945



Making a difference...together

**Minutes of the 2017 Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service
Held Tuesday June 5, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

DRAFT

Present: **Commissioners:** Rod Scotvold, Rob Pingle, 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
Absent: CRD Director McIntyre

1. Call to Order

Chair Richardson called the meeting to order at 10:07 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for
the 2017 Annual General meeting with the addition of Item 7.1 Moving Forward.

CARRIED

3. Adoption of Minutes of the 2016 Annual General Meeting held November 28, 2017

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the minutes of
the 2016 Annual General Meeting held on November 28, 2017 with the amendment of
the meeting start time.

CARRIED

4. Chair's Report

There was no report

5. Annual Report for 2017 Fiscal Year

Staff responded to several questions regarding the following topics:

- Original treatment plant produced dry matter through dehydration and the material was then trucked off
- Current receiving station is for holding liquid only and then trucking the waste to be treated off island
- CRD Board policy: No land application of sludge materials (Class A Solids).
- Revisit reed bed or other renewable technology
- Options analysis needed to determine best treatment options for on island waste materials
- Discussion about staffing resources and prioritization of island wide capital projects
- Working on operational guidelines and procedures with local haulers to optimize receiving station systems; restricting unloading access hours to site

- Interest in composting kitchen scraps on island; suggestion that CRD Environmental Services contribute money towards options analysis
- Commissioner's request site tour with budget meetings.

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission received the 2017
Annual Report for information.

CARRIED

6. Election of Officers

Volunteer Commissioner nominations were called for from the floor.
Mary Richardson and Gary Holman agreed to extend their terms to December of 2020.
No other nominations were made.

7. New Business

7.1 Moving Forward

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission requests that an
organics composting component be added to the treatment facility options
analysis and that a portion of the funding be contributed by CRD Environmental
Protection Division.

CARRIED

8. Adjourn

The meeting adjourned at 11:20 pm

CHAIR

SENIOR MANAGER



Making a difference...together

SALT SPRING ISLAND LIQUID WASTE DISPOSAL SERVICE 2018 ANNUAL REPORT April 15, 2019

Introduction

This report provides a summary of the Salt Spring Island liquid Waste Disposal Service for 2018. 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.

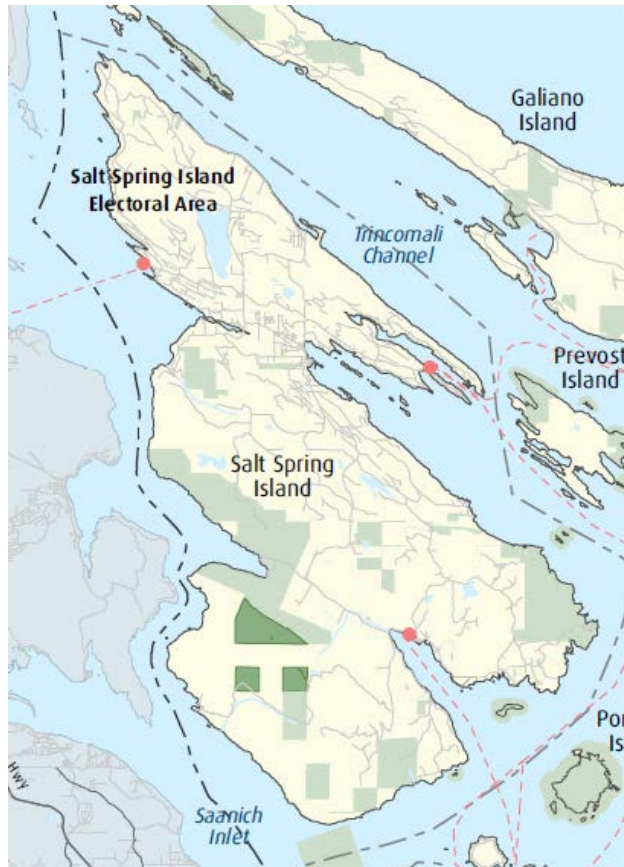


Figure 1: Salt Spring Island Electoral Area

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 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 2018, 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. 2018 was the first full year in which the facility was operated with the recently completed capital improvements including the operation of the new receiving station and holding tanks.

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

- Cleaning of receiving station
- Maintaining rainwater catchment and pumping system.
- Working with and instructing septic hauling contractors with the operation of the new septage receiving facility equipment.
- 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 2018 included:

- Attending to various alarms and emergency callouts as a result of ongoing operational issues during the commissioning of the new equipment.
- High voltage line repairs due to windstorm damage.
- High voltage line maintenance.
- Significant tree trimming along high voltage power lines.
- Replacement of receiving facility screen brushes.
- Screenings bin cover installation
- Road dust seal application.

The total volume of sewage and septage received in 2018 is shown in Table 1 and Figure 2 below.

The sewage volume increased by approximately 0.5% and the septage increased by approximately 8% from 2017. Total annual combined volume increased by approximately 5%.

	Units	2012	2013	2014	2015	2016	2017	2018
Sewage	(m ³)	1,846.6	1,970.2	1,985.8	1,663.3	1,698.7	1,775.4	1,784.8
	(IGAL)	406,206	433,400	436,823	365,886	373,676	390,538	392,596
Septage	(m ³)	2,473.2	2,443.5	2,461.4	2,664.4	3,172.5	3,109.5	3,362.4
	(IGAL)	544,042	537,500	541,439	586,101	697,858	684,005	739,624
Total	(m ³)	4,319.8	4,413.7	4,447.2	4,327.7	4,871.2	4,884.9	5,147.2
	(IGAL)	950,248	970,900	978,262	951,987	1,071,534	1,074,543	1,132,220

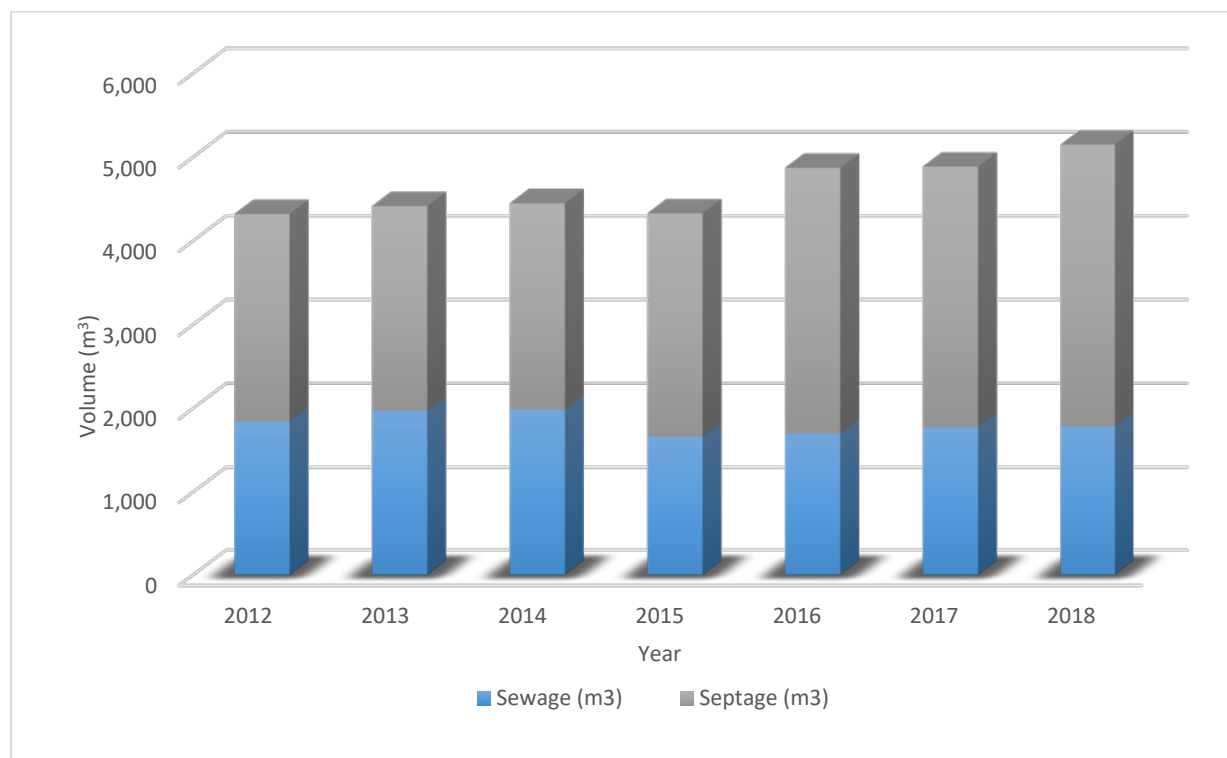


Figure 2 – Annual Total Sewage and Septage Volumes

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 2018 sludge/septage analytical results met the OMRR Class A biosolids criteria.

2018 Work Completed on Overall Capital Improvements

Burgoyne Septage Receiving Station Upgrades (\$1,370,000 allocated, \$1,329,677 spent, \$40,323 remaining):

The new septage and sewage receiving station was installed in 2017. Since the system was commissioned for service, a few deficiencies remained. During 2018 operations personnel have been working with the capital project team to refine functionality and optimize efficiency with the inlet valve, rock trap, flow meter, screen and brushes, storage tank recirculation pumps, and venturi mixing system.

Table 2: Septic Facility Upgrade

SSI Septage Facility Improvements Project	Budget	Actuals
Major Equipment Supply	500,000	492,355
Project Management and Admin	60,000	51,209
In-House Electrical and Instrumentation	160,000	182,571
Contracted Installation of Equipment	420,000	420,870
Consultant and In-House Design	150,000	107,952
Contingency	80,000	74,719
Grand Total	1,370,000	1,329,677

2018 Work Completed on Additional Capital Improvements

In addition to the overall capital improvement project the following capital projects were scheduled for 2018:

- a) 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 given to complete the associated works with optimizing the new receiving station and storage tanks. This project was subsequently deferred until 2022, in the 2019 five year capital budget plan.

- b) Public Engagement and Referendum (\$40,000 allocated, \$0 spent): It is reasonable to assume a referendum and significant public engagement will be required to borrow for a preferred treatment and disposal option. This work follows the options analysis. This project was also subsequently deferred until 2022, in the 2019 five year capital budget plan.

2018 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.

2018 Parcel Tax charges were \$55.12 per Taxable Parcel.

The balances in the SSI Septage service capital funds and reserve accounts at December 31, 2018 were:

Description	Balance at end of 2018
Operating Reserve Fund	\$25,992
Capital Reserve Fund (1087 102146)	\$159,374
Funds remaining to spend on projects in progress (SLA3564)	\$113,833

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

:ts

Attachment: Statement of Operations

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Operations (Unaudited) For the Year Ended December 31, 2018

	2018	2017
Revenue		
Transfers from government	305,840	304,790
Sales - Septage Sludge	305,386	273,133
Sales - Sewage Sludge	161,324	156,684
Other revenue from own sources:		
Transfer from Operating Reserve	10,000	-
Interest earnings	578	293
Other revenue	970	1,017
Total revenue	784,098	735,917
Expenses		
General government services	15,349	12,870
Contract for Services	421,668	386,222
Screenings Disposal	5,071	14,624
CRD Labour and Operating costs	116,489	108,434
Debt Servicing Costs	194,572	194,504
Other expenses	11,985	16,150
Total expenses	765,134	732,803
Net revenue (expenses)	18,964	3,114
Transfers to own funds:		
Capital Reserve Fund	16,205	287
Maintenance Reserve Account	2,759	2,827
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, 2018

	Capital Reserve	
	2018	2017
Beginning Balance	139,841	137,670
Transfer from Operating Budget	16,205	287
Transfers from completed capital projects	-	-
Interest Income	3,328	1,885
Ending Balance	<u>159,374</u>	<u>139,841</u>

	Operating Reserve	
	2018	2017
Beginning Balance	32,422	29,032
Transfer from/(to) Operating Budget	(7,241)	2,827
Interest Income	811	563
Ending Balance	<u>25,992</u>	<u>32,422</u>