



Making a difference...together

**SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE**  
Notice of Annual General Meeting on **Thursday, May 31, 2018 at 11:30 a.m.**  
Mayne Island Agricultural Hall  
430 Fernhill Road, Mayne Island, BC

L. Vallee (Chair)  
R. Bougie

Director D. Howe

Jennifer Simmer

S.Everts

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**AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of May 11, 2017
3. Chair's Report
4. Annual Report
5. Election of Committee Members
6. New Business
7. Adjournment

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*To ensure quorum, advise Lorrie Siemens 250.360.3087 or [lsiemens@crd.bc.ca](mailto:lsiemens@crd.bc.ca) if you cannot attend.*

IWSS-928280410-5819



Making a difference...together

**Minutes of the Annual General Meeting of the Surfside Park Estates Water Service Committee**

**Held Thursday, May, 11, 2017 at the St. Mary Magdalene Church, 360 Georgina Point Road, Mayne Island, BC**

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**PRESENT:**     **Committee Members:** Louis Vallee (Chair), Su Everts, Andrea Mills, Alternate Southern Gulf Islands Regional Director  
                  **Staff:** M. McCrank, Senior Manager, Infrastructure Operations, L. Siemens (recorder)  
                  **10 members of the public**

**ABSENT:**     Jennifer Simmer

The meeting was called to order at 10 a.m.

**1.     Approval of Agenda**

**MOVED** by S. Everts, **SECONDED** by A. Mills,  
That the agenda be approved as distributed.

**CARRIED**

**2.     Adoption of Minutes of Annual General Meeting of May 16, 2016**

**MOVED** by S. Everts, **SECONDED** by L. Vallee,  
That the minutes of the Annual General Meeting of May 16, 2016 be adopted as previously distributed.

**CARRIED**

**3.     Chair's Report**

There was no Chair's report.

**4.     Annual Report**

M. McCrank presented a written report. The following items were addressed:

- Service Description
- Water Supply
- Water Production and Demand
- Drinking Water Quality
- Operational Highlights
- Capital Projects Updates
- Financial Report

**5. Election of Committee Members**

It was noted that the terms for Louis Vallee and Su Everts would expire on June 30, 2017 and an election would be held. There was also a vacancy on the committee with an expiry date of June 30, 2018. Nominations were called for two positions for two-year terms beginning July 1, 2017 and expiring on June 30, 2019 and a position to fill the vacancy for a term beginning immediately after appointment and expiring on June 30, 2018. The following nominations were received.

- Louis Vallee (accepted)
- Kathy Barber (declined)
- Su Everts (accepted)
- Richard Bougie (accepted) to fill the vacant position.

Nominations were called for two more times. There were no further nominations. Richard Bougie, Louie Vallee and Su Everts were elected by acclamation. Their names will be forwarded to the CRD Board for appointment.

**6. New Business**

A discussion took place on the following topics.

- Strategic Asset Management Plan
- Leak detection

**7. Adjournment**

**MOVED** by L. Vallee, **SECONDED** by A. Mills,  
That the meeting be adjourned at 11 a.m.

**CARRIED**

# Surfside Water System

2017 Annual Report

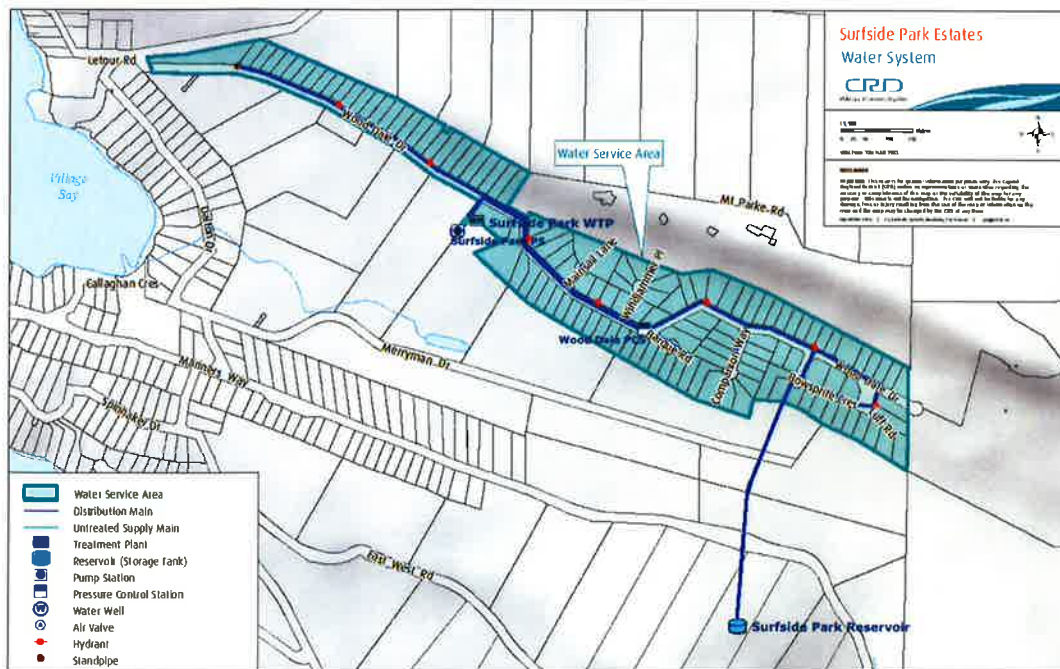
**CRD | Drinking Water**

## Introduction

This report provides a summary of the Surfside Park Estates Water Service for the year 2017. This report includes a description of the service, summary of the water supply, demand and production, drinking water quality, operations highlights, capital project updates and financial report.

## Service Description

The community of Surfside is a rural residential development located on Mayne Island in the Southern Gulf Islands Electoral Area which was originally serviced by a private water utility and in 2003 the service converted to the Capital Regional District. The Surfside Water Service (Figure 1) area is made up of 127 parcels of which 107 parcels can be inhabited (based on the 2002 feasibility study) encompassing a total area of approximately 25 hectares. Of the 107 parcels, 64 were connected to the water system in 2017; no change from the previous year.



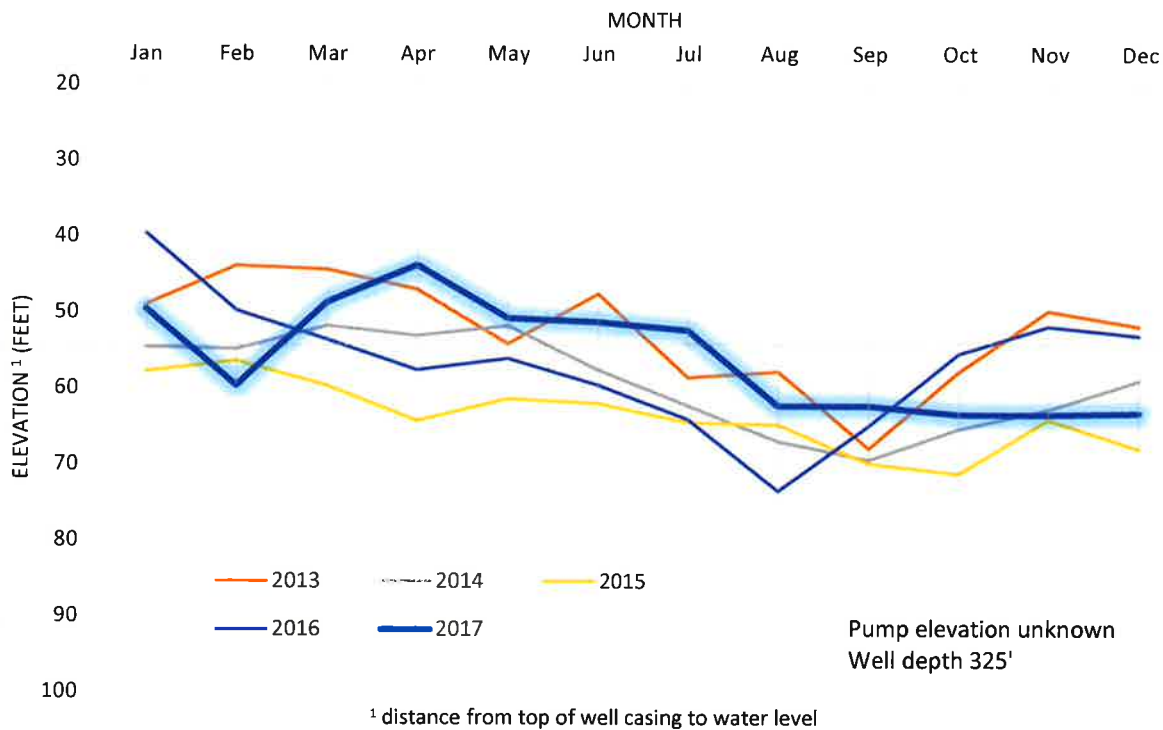
**Figure 1: Surfside Park Estates Water Service.**

The Surfside water system is primarily comprised of:

- One ground water well, related pumping and control equipment and building;
- Disinfection process equipment (filters, ultraviolet light and chlorine);
- Two steel storage tanks (total volume is 113 cubic metres);
- Distribution system (3,800 m of water mains); and,
- Other water system assets: 64 service connections and meters, 5 hydrants, 3 standpipes, 30 gate valves, 1 air release valve, SCADA system and mobile generator.

## Water Supply

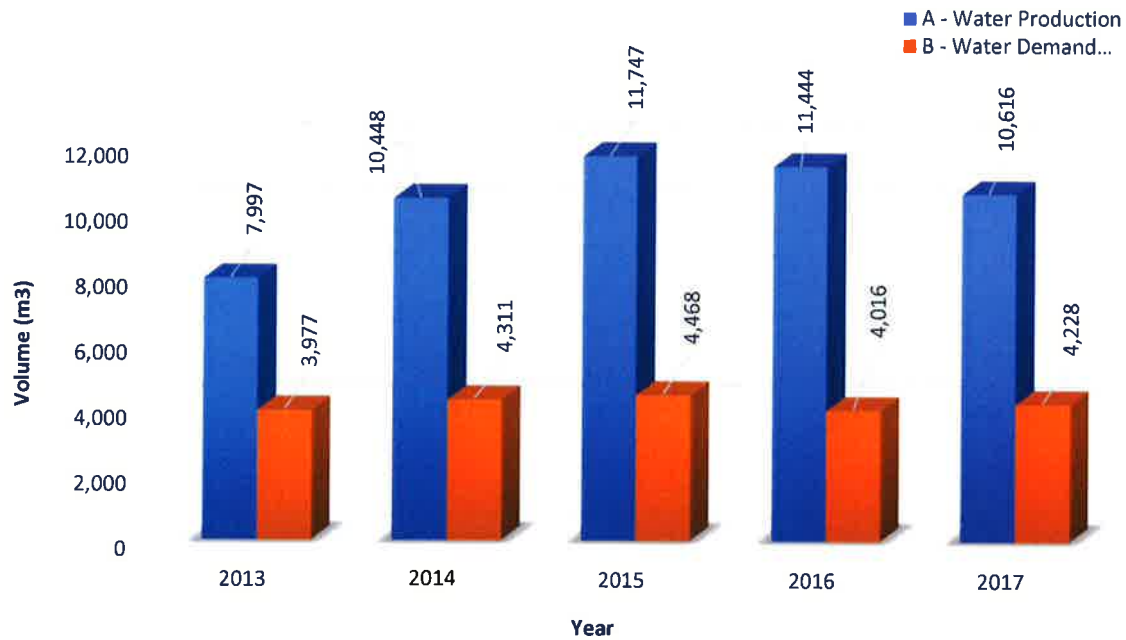
Ground water supply monthly water levels are highlighted for 2017 in Figure 2. Ground water levels for 2017 are within the typical historical range for the service.



**Figure 2: Surfside Park Estates Well #5A Ground Water Supply Monthly Water Level**

## Water Production and Demand

10,616 cubic meters (m<sup>3</sup>) of water was extracted (water production) from the ground water source (Well #5) in 2017; a 7% reduction from the previous year and a 4% increase from the five year average (Figure 3). Water demand (customer water billing) for the service totaled 4,228 cubic meters of water; a 5% increase from the previous year and a 1% reduction from the five year average.

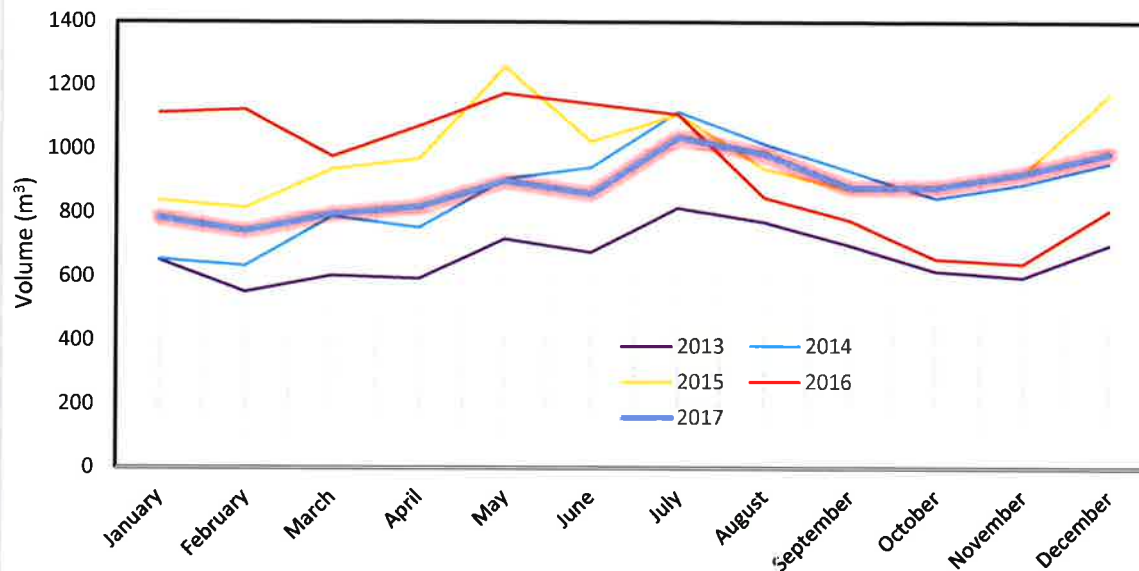


**Figure 3: Surfside Park Estates Water Service Annual Water Production and Demand.**

The difference between annual water production and annual customer water demand is referred to as non-revenue water and can include water system leaks, water system maintenance and operational use (e.g. water main flushing, filter system backwashing), potential unauthorized use and fire-fighting use.

The 2017 non-revenue water (6,388 cubic meters) represents approximately 65% of the total water production for the service area. Approximately 264 cubic meters of water can be attributed to operational use so the remaining amount (58%) of non-revenue water is considered significant for a small water service.

Figure 4 below illustrates the monthly water production for 2017 along with the historical water production information. Typically, the monthly water production trend is greatest during the summer period (June – Sept). 2017 appears to fit a typical usage year.



**Figure 4: Surfside Park Estates Water Service Monthly Water Production.**

### Drinking Water Quality

Staff carried out the water quality monitoring program at Surfside based on the regulatory requirements and system specific risks. We collected samples at regular frequencies from both the raw water as well as from a number of sampling stations at the treatment plant and in the distribution system. The samples were submitted for various analyses to CRD's Water Quality Lab or to external laboratories for special analyses such as disinfection by-products or metals.

The water system performed well in 2017 and consistently supplied drinking water of good quality to its customers. Only one of 59 compliance samples tested positive for total coliforms in 2017. Staff promptly collected resamples which tested negative indicating no contamination of the drinking water.

The data below provides a summary of the water quality characteristics in 2017:

#### Raw Water:

- Results from Well #5, the primary source, indicated that produced water contained no *E. coli* bacteria and almost no total coliform bacteria.
- The raw water continued to have naturally high concentrations of arsenic and manganese. The median arsenic concentration in the raw water was 50.3 µg/L.
- The mean raw water turbidity was low with 0.57 NTU.
- The raw water was slightly hard (median hardness 46.7 mg/L CaCO<sub>3</sub>).
- The median pH was 8.8.

#### Treated Water:

- The treated water was safe to drink with no confirmed *E. coli* or total coliform bacteria.
- The treated water turbidity was very low with a median of 0.16 NTU.
- The arsenic concentration after treatment was always below the maximum allowable concentration (MAC) of 10 µg/L. The annual median arsenic concentration was 4.79 µg/L.

- A low median manganese concentration of 2.39 µg/L indicates the effectiveness of the filtration system in terms of arsenic and manganese removal.
- The annual average levels of the disinfection by-product total trihalomethanes were well below the MAC.
- The free chlorine residual concentrations ranged from 0.04 to 1.42 mg/L in the distribution system indicating good secondary disinfection in most parts of the system except for some dead-end sections with older water age.

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/southern-gulf-islands-water-quality-reports/surfside-park-estates-water-quality-reports>

## Operational Highlights

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

- January 23, 2017 – Repairs to a failed chlorine analyzer.
- April 20, 2017 – Performed three year annual fire hydrant preventative maintenance.
- June 6, 2017 – Hydrant repairs at 371 and 412 Wooddale Drive.

## Capital Project Updates

The Capital Projects that were in progress or completed in 2017 included:

1. Strategic Asset Management Plan – the draft Strategic Asset Management Plan (study) was delivered in draft in 2013. No further work has been performed in this study and as a result the remaining carryforward of capital funding has now been returned to the Community works Fund.
2. 291 Wooddale Meter Relocation – CRD Integrated Water Services completed a water meter relocation at 291 Wooddale in 2017.
3. Surfside Reservoir #2 – Concrete Cradle Assessment – An engineering consultant completed an assessment of the concrete cradles supporting the steel tanks in 2017. Recommendations included undertaking a future assessment on the steel tanks.

## Financial Report

Please refer to the attached *Statement of Operations*. *Revenue* includes parcel taxes (*Transfers from Government*), fixed user fees (*User Charges*), interest on savings (*Interest Earnings*), a transfer from the maintenance reserve account, 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.

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

**Attachment: 2017 Financial Summary (Statement of Operations)**



**Integrated Water Services**  
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## CAPITAL REGIONAL DISTRICT

### SURFSIDE WATER Statement of Operations (Unaudited) For the Year Ended December 31, 2017

	2017	2016
<b>Revenue</b>		
Transfers from government	33,150	33,150
User Charges	68,778	67,720
Other revenue from own sources:		
Interest earnings	54	37
Other revenue	423	408
Transfer from Operating Reserve Account	-	-
Total revenue	102,405	101,315
<b>Expenses</b>		
General government services	4,510	5,270
Contract for Services	17,278	16,498
CRD Labour and Operating costs	34,198	31,227
Debt Servicing Costs	18,591	18,622
Other expenses	18,078	25,010
Total expenses	92,655	96,627
<b>Net revenue (expenses)</b>	9,750	4,688
Transfers to own funds:		
Capital Reserve Fund	9,250	7,078
Operating Reserve Fund	500	500
<b>Annual surplus (deficit)</b>	-	(2,890)
Accumulated surplus, beginning of year	-	2,890
<b>Accumulated surplus, end of year</b>	\$ -	(0)

## CAPITAL REGIONAL DISTRICT

### SURFSIDE WATER

#### Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2017

	<b>Capital Reserve</b>	
	<b>2017</b>	<b>2016</b>
<b>Beginning Balance</b>	45,368	21,513
Transfer from Operating Budget	9,250	7,078
Transfers from completed capital projects	-	18,416
Interest Income	535	361
Transfer to Capital Project	(8,000)	(2,000)
<b>Ending Balance</b>	<u>47,153</u>	<u>45,368</u>

	<b>Operating Reserve</b>	
	<b>2017</b>	<b>2016</b>
<b>Beginning Balance</b>	1,305	805
Transfer from/(to) Operating Budget	500	500
Interest Income	38	-
<b>Ending Balance</b>	<u>1,843</u>	<u>1,305</u>