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**SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE**  
Notice of Meeting on **Thursday, February 24, 2022 at 3:00 p.m.**  
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

D. Howe, Electoral Area Director      W. Mulvin      R. Noyes  
L. Vallee      K. Wall

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**AGENDA**

**1. ELECTION OF CHAIR**

*Pursuant to Section 5 (a) Bylaw No. 3131  
Election conducted by Senior Manager*

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES .....3**

*Recommendation: That the minutes of the October 29, 2021 meeting be adopted.*

**4. CHAIR’S REMARKS**

**5. PRESENTATIONS/DELEGATIONS**

*Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.*

*Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

**6. SENIOR MANAGER’S REPORT**

**6.1. 2022 Committee Schedule**

**7. COMMITTEE BUSINESS**

**7.1. Project and Operations Update.....6**

*Recommendation: That the Surfside Park Estates Water Service Committee receives this report for information.*

**8. CORRESPONDENCE**

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*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*

**Surfside Park Estates Water Service Committee  
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**10. ADJOURNMENT**

**Next Meeting:** Thursday, June 30, 2022



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**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Friday, October 29, 2021 at 9:30 a.m., in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT: Committee Members:** L. Vallee (Chair); W. Mulvin (EP); R. Noyes (EP)

**Staff:** M. McCrank, Senior Manager, Wastewater Infrastructure Operations; D. Puskas, Manager, Capital Projects; L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk (in training)

**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:31 am.

**1. ELECTION OF CHAIR**

M. McCrank called for nominations for the position of Chair of the Surfside Park Estates Water Service Committee for a one year term.

W. Mulvin nominated Louis Vallee. Louis Vallee accepted the nomination.

M. McCrank called for nominations a second time.

M. McCrank called for nominations a third and final time.

Hearing no further nominations, M. McCrank declared Louis Vallee Chair of the Surfside Park Estates Water Service Committee for a one year term by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the minutes of the November 30, 2020 Annual General Meeting be adopted.

**CARRIED**

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,

That the minutes of the November 30, 2020 Budget Meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair thanked the Committee for the nomination of Chair and for attending the meeting today.

## 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

## 6. COMMITTEE BUSINESS

### 6.1. Surfside Park Estates Water Service 2022 Operating and Capital Budget

M. McCrank and D. Puskas introduced the Operating and Capital Budget report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Staff responded to questions from the Committee regarding:

- Leak detection project. Staff advised the leak detection capital project has reduced non-revenue water from 60% to approximately 40%. The pump is running more frequently than anticipated, and detecting leaks remains a challenge as a main line crosses through a valley. Staff are requesting the public to notify Capital Regional District (CRD) staff if a leak is detected.
- Water production and media replacement. Staff advised when ground water ages, increased metals can appear. There is the possibility of raw water quality changing.
- Operating costs over budget. Staff advised that the supplies increase is in relation to the arsenic media replacement and disposal. There are five change outs anticipated for 2022 based on past years' experience.
- Parcel tax, and properties within the red zone. Staff advised that the parcel tax pays the debt and also the reserve transfer. Homeowners in the water service area have the ability to connect to the services at any time following the application process. Staff will review the properties located within the red zone to ensure the referral and application process aligns with CRD Building Inspection processes.
- Replacing the waterlines and building a new pump station. Staff advised that the 2021 five year capital plan included a project to review the system, including the tank location and accessibility. The review is set to take place in 2022.

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the Surfside Park Estates Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommends the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund; and
2. Recommends that the Electoral Area Services Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

## 7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

**MOVED** by W. Mulvin, **SECONDED** by R. Noyes,  
That the October 29, 2021 meeting be adjourned at 10:16 am.

**CARRIED**

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**CHAIR**

\_\_\_\_\_  
**SECRETARY**

DRAFT



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**REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE  
MEETING OF THURSDAY, FEBRUARY 24, 2022**

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**SUBJECT**     **Capital Project Status Reports and Operational Updates – February 2022**

**ISSUE SUMMARY**

To provide the Surfside Park Estates Water Service Committee with capital project status reports and operational updates.

**BACKGROUND**

The Surfside Park Estates Water System is located on the south west side of Mayne Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 67 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation and maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Surfside Park Estates Water System is overseen by the CRD Water Quality Division.

**CAPITAL PROJECT UPDATE**

**21-01 | System Review**

Project Description: Review the system with tank location and accessibility taken into account.

Project Rationale: Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements. Staff are to review options for tank replacement for maintenance and maintaining a resilient water system. Tank sizing, location, pumping requirements will all be factored to ensure a sustainable water supply can be effectively delivered.

Project Update and Milestones:

- Project will commence when the CRD approves the project budget at the March 16, 2022 meeting.
- Staff are compiling background documents (flow requirements, zoning, record drawings and easements) for project delivery.

**OPERATIONAL UPDATE**

This is an operational update reporting period from November 2021 through January 2022.

- Extended the operating contract with JLB Services Ltd. for the 2022 year.
- November 2021 and January 2022 arsenic Vessel B and Vessel A filter media removal and replacement respectively completed.
- November 8 – Emergency watermain leak repair near 323 Woodale Road.

**Surfside Park Estates Water Service Committee – February 24, 2022  
Capital Project Status Reports and Operational Updates – February 2022**

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- November 17 – Supervisory staff participated in annual safety inspections of the water treatment plant and reservoir site.
- Corrective maintenance completed on the communications antenna located at the water treatment plant.

**RECOMMENDATION**

That the Surfside Park Estates Water Service Committee receives this report for information.

Submitted by:	Joseph Marr, P. Eng., Acting Senior Manager, Infrastructure Engineering
Submitted by:	Matthew McCrank, M.Sc., P.Eng., PMP., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services