



Making a difference...together

SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE
Notice of Meeting on **Tuesday, November 14, 2023 at 2:00 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.

L. Vallee (Chair)

P. Brent (EA Director)

W. Mulvin

R. Noyes

K. Wall

AGENDA

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES3

Recommendation: That the minutes of the June 15, 2023 meeting be adopted.

3. CHAIR’S REMARKS

4. PRESENTATIONS/DELEGATIONS

Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Surfside Park Estates Water Service Committee at iwsadministration@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

5. SENIOR MANAGER’S REPORT

- Private Property Winterizing
- CRD Manager Support
- Water Conservation Update

6. COMMITTEE BUSINESS

6.1. 2024 Operating and Capital Budget Report5

Recommendation: That the Surfside Park Estates Water Service Committee:

- 1. Approve the 2024 Operating and Capital Budget as presented, and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and*
- 2. Recommends that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.*

To ensure quorum, advise IWSAdministration@crd.bc.ca if you cannot attend.

6.2. Project and Operations Update21

There is no recommendation. This report is for information only.

7. CORRESPONDENCE

8. NEW BUSINESS

9. ADJOURNMENT

Next Meeting: At the call of the Chair



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MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, June 15, 2023 at 2 p.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: L. Vallee (Chair); P. Brent (EA Director) (EP); R. Noyes (EP); K. Wall

Staff: J. Marr, Acting Senior Manager, Infrastructure Engineering; N. Tokgoz, Acting Manager, Water Distribution & Planning; M. Risvold (Recorder)

REGRETS: W. Mulvin

EP = Electronic Participation

The meeting was called to order at 2 pm.

1. APPROVAL OF AGENDA

MOVED by K. Wall, **SECONDED** by R. Noyes,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by K. Wall, **SECONDED** by P. Brent,
That the minutes of the February 9, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair provided the following remarks:

- Concern regarding water leakage.
- Feels there has been major efforts trying to detect leaks.
- Would like future work to be done in phases instead of at once.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Marr advised the water conservation bylaw has passed and is now in effect. An insert will be included in the June water bills and an overview of the penalties was provided as requested. Staff responded to a question from the committee regarding enforcement and advised if there is noncompliance, a Capital Regional District (CRD) bylaw officer will attend the island and issue a fine. The bylaw and stages are at the discretion of the General Manager of Integrated Water Services.

Staff advised the committee of a CRD-wide internal grant opportunity for Growing Communities. Staff applied for the grant for Surfside Water Service in the amount of \$280,000 for the Wood Dale Drive watermain replacement.

6. COMMITTEE BUSINESS

6.1. 2022 Annual Report

J. Marr spoke to Item 6.1. The report was received for information.

6.2. Project and Operations Update

N. Tokgoz spoke to Item 6.2.

Staff responded to a question from the committee regarding a potential storage tank location on private property. Staff advised the pumping requirements and potential of building a new pump station will need to be reviewed. A consultant's review is necessary prior to asking the property owner if they would sell a portion of their land. Staff informed the committee of a potentially feasible location located in a park.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

There was none.

9. ADJOURNMENT

MOVED by R. Noyes, **SECONDED** by K. Wall,
That the June 15, 2023 meeting be adjourned at 2:18 pm.

CARRIED

CHAIR

SECRETARY



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REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE MEETING OF THURSDAY, NOVEMBER 14, 2023

SUBJECT **Surfside Park Estates Water Service 2024 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2024 Operating and Capital Budget for Committee approval, pursuant to Bylaw No. 3131, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003".

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital budget and a five-year Financial Plan. CRD staff have prepared the budget and financial plan, shown in Appendix A, for the Surfside Park Estates Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure, upgrades or improvements to existing assets or asset review and study work that could lead to potential future capital improvements.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2021 and 2023
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual cost per taxable folio and per Single Family Equivalent (SFE)

Factors considered in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2023 may be made in January 2024. The CRD Board will give final approval to the budget and financial plan in March 2024.

The Financial Plan for years 2025 to 2028 may change in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that the operating expenses in 2023 will be approximately \$10,850 over budget. Factors contributing to the operating overage include emergency response and corrective maintenance primarily due to the following events:

- Replacement of electronic level transducer for the water tank
- Replacement of the SCADA control system backup battery

Other contributing factors for the operating overage is an increase in labour for routine operations and maintenance of the water system provided by the Saanich Peninsula and Gulf Island operations staff. Routine operations were historically provided by an on-island contractor which ceased in August 2022. Although contract for services is under expended for the year, this amount only partially offsets CRD labour costs to provide the operation and maintenance services.

It is projected that the 2023 operating revenue will be approximately \$3,160 over budget for user charge revenue with the addition of two residential water service connections on the water system.

As a result, there is an overall estimated operating deficit of approximately \$7,690. To balance the operating budget, it is proposed that the planned 2023 transfer to the Capital Reserve Fund (CRF) be reduced by the deficit amount. Otherwise, the resulting deficit in 2023 must immediately be included as an expenditure to be recovered from revenue in the 2024 financial plan as required by Local Government Act (LGA) Section 374(11).

Operating costs for 2024 (excluding 2023 one-time cyclical program funded by ORF for hydrant maintenance in the amount of \$1,500) has increased by \$7,237 (6.9%) compared to 2023. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023.

Municipal Finance Authority (MFA) Debt

The service is currently carrying no debt.

Operating Reserve Fund

The Operating Reserve Fund (ORF) is evaluated as outlined in the CRD Operating Reserve Guidelines endorsed by the CRD Board in 2023 and is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis, which creates swings in expenses. The ORF is the financial strategy to mitigate the corresponding fluctuation in revenue requirement on an annual basis. Typical maintenance activities include hydrant maintenance, reservoir cleaning and ground water well servicing. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies.

It is proposed that 2024 transfers to the operating reserve be set at \$2,000. The Operating Reserve Fund balance at the end of 2023 is projected to be approximately \$15,555. There is \$7,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

Capital Reserve Fund

The Capital Reserve Fund is used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

It is proposed that the budgeted transfer to the CRF be set at \$15,000 in 2024. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The CRF balance at the end of 2023 is projected to be approximately \$56,417.

Capital Expenditure Plan

The Five-year Capital Plan includes \$2,035,000 of expenditures to be funded by a combination of the services’ CRF and new debt. \$15,000 is to be funded by the CRF to undertake an Alternative Approval Process (AAP) (23-01) to borrow funds to carry out water system improvements in future years. \$20,000 is proposed to be funded by the CRF in 2025 for the Source Water Surveillance (24-02).

The Wood Dale Drive Water Main Replacement (24-01) and the New Tank and Pumpstation (25-01) are funded by new debt in 2025 and 2026. These projects have been estimated for planning purposes at \$300,000 and \$1,700,000 respectively, but the scope of the projects will be refined with the System Review project.

Table 1 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation.

Table 1 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2025	2050	4.90%	\$500,000	\$12,667	\$21,500	\$34,167
	25	2026	2051	4.90%	\$1,500,000	\$38,002	\$64,500	\$102,502
Total					\$2,000,000	\$50,669	\$86,000	\$136,669

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$136,669 equates to approximately \$1,301.61 cost per parcel.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Projects Fund from multiple funding sources if applicable, including the CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project are transferred back to the CRF for use on future capital projects or its original non-CRF funding sources if required.

User Charge and Parcel Tax

The service is funded by parcel tax and fixed user charge. Properties connected to the water system pay the annual fixed user charge and all properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2024 over 2023 changes for parcel tax and user charge.

Table 2 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2023	\$23,790	105	\$238.47	\$98,445	68	\$1,447.72	\$1,686.19
2024	\$24,620	105	\$246.79	\$104,852	70	\$1,497.89	\$1,744.67
Change (\$)	\$830	0	\$8.32	\$6,407	2	\$50.17	\$58.48
Change (%)	3.49%	0.00%	3.49%	6.51%	2.94%	3.47%	3.47%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

RECOMMENDATIONS

That the Surfside Park Estates Water Service Committee:

1. Approve the 2024 Operating and Capital Budget as presented, and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. Recommends that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

Submitted by	Jason Dales, B.Sc., WD IV, Senior Manager, Wastewater Infrastructure Operations
Submitted by	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Submitted by	Rianna Lachance, B.Com., CPA, CA, Senior Manager, Financial Services
Concurrence	Alicia Fraser, P.Eng., General Manager, Integrated Water Services
Concurrence	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: 2024 Surfside Park Estates Service Budget

CAPITAL REGIONAL DISTRICT

2024 Budget

Surfside Park Estates (Mayne)

Commission Review

NOVEMBER 2023

Service: 2.667 Surfside Park Estates (Mayne)	Committee: Electoral Area
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DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area. Bylaw No. 3088 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$423,086.

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

User charge: Annual charge per single family equivalency unit connected to the system

Parcel Tax: Annual charge only on properties capable of being connected to the system

Connection Charge: Actual Cost + 15% Admin fee (minimum connection \$400)

RESERVE:

Capital Reserve Fund, established by Bylaw # 3191 (July 16, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

APPENDIX A

2.667 - Surfside Park Estates (Mayne)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Operations Services Contract	19,930	-	20,630	-	-	20,630	21,040	21,460	21,890	22,330
Repairs & Maintenance	5,820	3,680	6,030	-	-	6,030	6,140	6,260	11,380	4,460
Allocations	8,484	8,484	8,906	-	-	8,906	9,086	9,271	9,460	9,651
Water Testing	4,121	4,121	4,336	-	-	4,336	4,419	4,505	4,592	4,680
Electricity	4,220	4,500	4,330	-	-	4,330	4,420	4,510	4,600	4,690
Supplies	19,560	21,790	20,240	-	-	20,240	20,650	21,070	21,500	21,940
Labour Charges	34,110	63,000	37,100	-	-	37,100	37,842	38,599	39,371	40,158
Other Operating Expenses	10,590	12,110	11,000	-	-	11,000	11,240	11,480	11,720	11,980
TOTAL OPERATING COSTS	106,835	117,685	112,572	-	-	112,572	114,837	117,155	124,513	119,889
*Percentage Increase over prior year			5.4%			5.4%	2.0%	2.0%	6.3%	-3.7%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	7,310	15,000	-	-	15,000	15,310	7,925	3,485	11,500
MFA Debt Principal	-	-	-	-	-	-	-	12,667	50,669	50,669
MFA Debt Interest	-	-	-	-	-	-	5,375	37,625	86,000	86,000
MFA Debt Reserve Fund	-	-	-	-	-	-	5,000	15,000	-	-
TOTAL DEBT / RESERVES	17,000	9,310	17,000	-	-	17,000	27,685	75,217	142,154	150,169
TOTAL COSTS	123,835	126,995	129,572	-	-	129,572	142,522	192,372	266,667	270,058
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(1,500)	(1,500)	-	-	-	-	-	-	(7,000)	-
User Charges	(98,445)	(101,600)	(104,852)	-	-	(104,852)	(115,342)	(155,714)	(210,214)	(218,624)
Other Revenue	(100)	(105)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(100,045)	(103,205)	(104,952)	-	-	(104,952)	(115,442)	(155,814)	(217,314)	(218,724)
REQUISITION - PARCEL TAX	(23,790)	(23,790)	(24,620)	-	-	(24,620)	(27,080)	(36,558)	(49,353)	(51,334)
*Percentage increase over prior year										
User Fee			6.5%			6.5%	10.0%	35.0%	35.0%	4.0%
Requisition			3.5%			3.5%	10.0%	35.0%	35.0%	4.0%
Combined			5.9%			5.9%	10.0%	35.0%	35.0%	4.0%

Surfside Park Estates (Mayne)
Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	15,555	17,555	19,555	21,555	16,555	18,555
Capital Reserve Fund	56,417	56,417	51,727	59,652	63,137	74,637
Total	71,972	73,972	71,282	81,207	79,692	93,192

Reserve Schedule

Reserve Fund: Surfside Water - Operating Reserve Fund Bylaw 4144

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

Reserve Cash Flow

Fund: Fund Centre:	1500 105216	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		14,255	15,555	17,555	19,555	21,555	16,555
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Expenditures		(1,500)	-	-	-	(7,000)	-
Planned Maintenance Activity		Hydrant maintenance				Reservoir cleaning & inspection	
Interest Income*		800					
Ending Balance \$		15,555	17,555	19,555	21,555	16,555	18,555

Assumptions/Background:
 * Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

Fund:	1066	Estimated	Budget				
Fund Centre:	101850	2023	2024	2025	2026	2027	2028
Beginning Balance		70,105	56,417	56,417	51,727	59,652	63,137
Transfer from Ops Budget		7,310	15,000	15,310	7,925	3,485	11,500
Transfer from Cap Fund		-					
Transfer to Cap Fund		(25,000)	(15,000)	(20,000)	-	-	-
Interest Income*		4,002					
Ending Balance \$		56,417	56,417	51,727	59,652	63,137	74,637

Assumptions/Background:

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

Service No.	2.667 Surfside Park Estates (Mayne)	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$15,000	\$500,000	\$1,500,000	\$0	\$0	\$0	\$2,015,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$15,000	\$520,000	\$1,500,000	\$0	\$0	\$0	\$2,035,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$1,500,000	\$0	\$0	\$0	\$2,000,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$15,000	\$20,000	\$0	\$0	\$0	\$0	\$35,000
	\$0	\$15,000	\$520,000	\$1,500,000	\$0	\$0	\$0	\$2,035,000

APPENDIX A

Service: 2.667 Surfside Park Estates (Mayne)

Project Number	23-01	Capital Project Title	Alternative Approval Process	Capital Project Description	Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.
Project Rationale					

Project Number	24-01	Capital Project Title	Wood Dale Drive Water Main Replacement	Capital Project Description	Replace approximately 200 m of leaking water main along Wood Dale Drive.
Project Rationale					

Project Number	24-02	Capital Project Title	Source Water Surveillance	Capital Project Description	Construct source water surveillance for water quantity monitoring.
Project Rationale					

Project Number	25-01	Capital Project Title	New Tank & PS	Capital Project Description	Design and construction new water storage tank and pump station
Project Rationale					

2.667 - Surfside Park Estates (Mayne)

Capital Projects

Updated @ Oct 06, 2023

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2019	CE.686	19-01	Open	Surfside Wtr PRV Chamber Hatch Replacement	8,000	7,725	275	8,000
2023	CE.850.4500	21-01	Open	Surfside Water System Review	25,000	-	25,000	25,000
				Totals	33,000	7,725	25,275	33,000

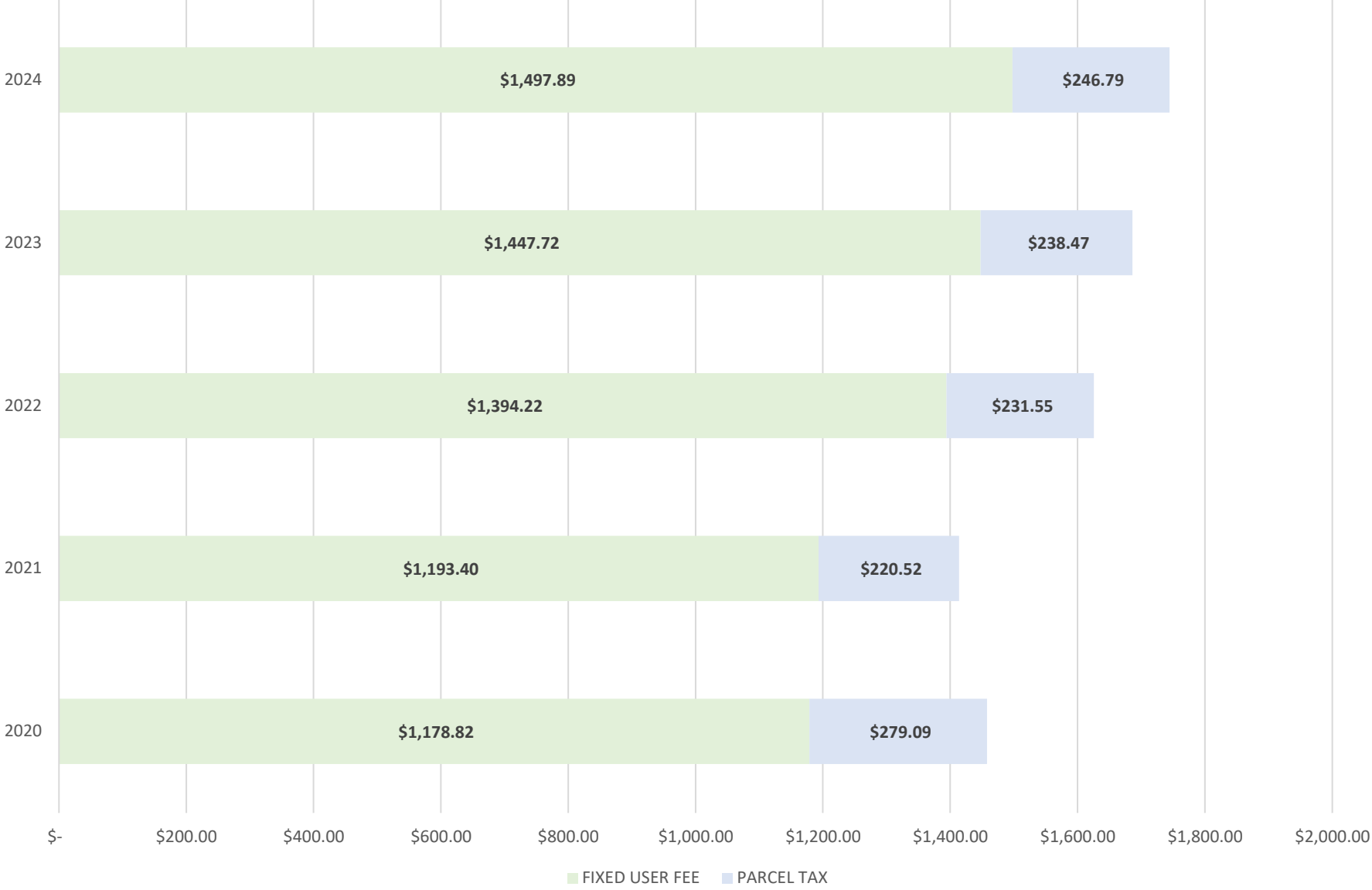
Service:	2.667 Surfside Park Estates (Mayne)	Committee: Electoral Area
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge*</u>	<u>Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	107	\$326.11	64	\$953.30	\$1,279.41	3847	14,943.50
2013	107	\$326.11	64	\$953.30	\$1,279.41	3892	13,249.40
2014	107	\$326.11	64	\$953.30	\$1,279.41	3924	12,331.30
2015	107	\$326.11	64	\$953.30	\$1,279.41	3987	12,398.30
2016	106	\$329.15	64	\$1,058.10	\$1,387.25	4074	13,735.30
2017	106	\$329.16	64	\$1,058.10	\$1,387.26	4170	13,782.40
2018	106	\$332.29	65	\$1,100.40	\$1,432.69	4233	15,871.30
2019	106	\$332.29	65	\$1,150.92	\$1,483.21	4274	15,522.80
2020	105	\$279.09	66	\$1,178.82	\$1,457.91	4337	19,308.40
2021	105	\$220.52	68	\$1,193.40	\$1,413.92	4389	19,316.90
2022	105	\$231.55	68	\$1,394.22	\$1,625.77	4471	28,308.20
2023	105	\$238.47	68	\$1,447.72	\$1,686.19	4524	30,285.30
2024	105	\$246.79	70	\$1,497.89	\$1,744.67		

Change from 2023 to 2024

\$8.32	\$50.17	\$58.48
3.49%	3.47%	3.47%

Surfside Park Estates Funding Analysis 2020 - 2024





Making a difference...together

**REPORT TO SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 14, 2023**

SUBJECT Capital Project Status Reports and Operational Updates – November 2023

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 southwest side of Mayne Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 70 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation, 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 Section.

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 and pumping requirements will all be considered to ensure a sustainable water supply can be effectively delivered.

Project Update and Milestones:

Milestone	Completion Date
Options analysis and preliminary Class D cost estimates.	Ongoing – anticipated completion by end of Q4 2023.
Staff onboarded design consultants (civil and geotechnical) to assist in options analysis and cost estimates.	Q3, 2023
Staff compiled background documents (flow requirements, zoning, record drawings and easements) for project delivery.	Q3 2023

OPERATIONAL UPDATE

This is an operational update reporting period from June 2023 through September 2023.

- Weekly routine operational site visits by Saanich Peninsula and Gulf Islands Operations Staff. Routine site visits are typically performed on Thursdays.
- Completed annual hydrant preventative maintenance program.
- Changeout of Water Treatment Plant Vessel A arsenic filtration media July 20. Vessel media was last replaced on February 28.
- Replacement of water treatment plant clear well electronic level transducer and replacement of the SCADA control system backup battery.
- Stage 2 and subsequently Stage 3 water conservation measures enacted in accordance with the Electoral Areas Water Conservation Bylaw 4492 on July 17 and August 17 respectively. Public communications included issuing a Public Service Announcement (PSA), updating water conservation signage within the community, updating of the services CRD website and social media posts.
- Daily SCADA system checks to confirm steady state system operations.
- Completed new preventative maintenance on the Water Treatment Plant clear well and backwash tanks to address water treatment processing issues.
- Completed formal annual safety inspection as required by WorkSafe BC regulations.
- Clean and painted water treatment plant access doors.
- Responded to a residents call for no water at their property.

RECOMMENDATION

There is no recommendation. This report is for information only.

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