



Making a difference...together

STICKS ALLISON WATER LOCAL SERVICE COMMITTEE
 Notice of Meeting on **Thursday, February 24, 2022 at 1:00 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.

J. Fenby
B. Russell

D. Howe, Electoral Area Director
H. Schofield

M. Menyhart

AGENDA

1. ELECTION OF CHAIR

*Pursuant to Section 5 (a) Bylaw No. 2558
Election conducted by Senior Manager*

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES2

Recommendation: That the minutes of the October 26, 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.....5

Recommendation: That the Sticks Allison Water Service Committee receives this report for information.

8. CORRESPONDENCE

9. NEW BUSINESS

10. ADJOURNMENT

Next Meeting: Thursday, June 30, 2022

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



Making a difference...together

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Tuesday, October 26, 2021 at 1:30 p.m., in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** B. Russell (Chair); C. Menyhart; J. Fenby; G. Menyhart (EP); P. Brent (EP); Doug Knight (guest with G. Menyhart - 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
REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

Also In Attendance: Doug Knight

EP = Electronic Participation

The meeting was called to order at 1:32 pm.

1. ELECTION OF CHAIR

M. McCrank called for nominations for the position of Chair of the Sticks Allison Water Local Service Committee for a one year term.

C. Menyhart nominated Brian Russell. Brian Russell 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 Brian Russell Chair of the Sticks Allison Water Local Service Committee for a one year term by acclamation.

2. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by C. Menyhart,
 That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by P. Brent, **SECONDED** by C. Menyhart,
 That the minutes of the following meetings be adopted:

- November 24, 2020 Annual General Meeting
- November 24, 2020 Budget Meeting

CARRIED

4. CHAIR'S REMARKS

The Chair made the following remarks, discussion ensued and staff responded to the questions:

- Requested progress updates on the leaks from last winter at Galiano Way and Sticks Allison West. Staff advised the leak at Sticks Allison Road was a main point for the rate increase of 22%.
- Requested more communication from the Capital Regional District (CRD). Staff advised the communication between staff and the Committee is consistent throughout all services, further communication is made when there are any abnormalities.

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- Rate increase going forward, and budget for aquifer study. Staff will review a previous report and contact Islands Trust for background information in relation to a study being conducted on the Gulf Islands to assess whether the aquifer impact study is feasible going forward.
- Capital Reserve Fund, the reason for and life expectancy. Staff advised that it is up to the Committee on how they would like to handle debt. Elector approval by referendum is required to borrow money. Building up the Capital Reserve to pay for referendum, or using the alternative approval process (AAP).
- Concern around coliforms and manganese found in the report. Staff advised there were no coliforms or E.coli detected in the treated water, coliforms in the raw water could be due to heavy rains. Well and well pump inspection is scheduled for 2022. Current levels of iron and manganese are within aesthetic and Health Canada ranges, a flushing routine is completed in extreme times. Staff will review the state of the well and determine whether a seal needs to be put in around it.
- Confidentiality notice in email correspondence. Staff advised the standard confidentiality notice on the bottom of emails from staff is regarding the unlikely event the email is received by the unintended recipient.
- Annual General Meetings (AGM). Staff advised the need for AGM's going forward is currently under review. When CRD took over from the Improvement District, AGM's continued. The annual report will continue to be produced and will include the financial report from previous year.
- Requested confirmation as to whether there is an easement on properties to access wells. Staff will follow up with CRD Real Estate to obtain further information regarding easements across properties. Follow-up information will be provided back to the Committee.
- Excess consumption fees. Staff advised if the Committee recommends changing the fee structure on the variable consumption side, it can be done. It will not generate more revenue for the sale of water, but may help with conservation.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. COMMITTEE BUSINESS

6.1. Sticks Allison Water Local Service 2022 Operating and Capital Budget

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

M. McCrank informed the Committee on the storage tank Level Indicator Transmitter (LIT). The tank has overflowed in the past for multiple days without staff knowing as there was no alarm. The level indicator is to address the concern and stop the overflow of water. Director Howe provided approval for Community Works Funds (CWF) in the amount of \$3,500 for the level indicator. The back-up generator is a five kilowatt portable generator that runs on gasoline, CRD electrician is working with BC Hydro to install the connection. The generator will be housed in a shed outside of the water treatment plant. CRD staff will be maintaining it, ensuring it stays running when needed. Due to recent weather patterns and events deriving from the weather, it was deemed high priority. Director Howe committed to \$12,000 CWF for this project.

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Discussion ensued and staff responded to questions from the Committee regarding:

- The fees structure. Staff advised this service is entirely funded by the homes within Sticks Allison, and when you are within the water service you are able to hook up to the water service however unable to install a well.
- One operator responsible for operating the generator.
- Parcel tax and user charge increase. Staff advised a main reason for this is due to carrying over an \$11,000 deficit from 2021.

MOVED by G. Menyhart, **SECONDED** by J. Fenby,
That the Sticks Allison Water Local Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and recommend that the 2021 actual surplus or deficit be carried forward to 2022 budget; and,
2. Amend Excess Consumption Fee for metered water use per service connection in excess of 110 (from 136) cubic meters per three months: \$5.00 (from \$2.20) per cubic meter effective as of January 1, 2022.
3. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as presented and approve amending the water consumption fee.

CARRIED

7. NEW BUSINESS

M. McCrank informed the Committee of the expiring member terms on the Sticks Allison Water Local Service Committee for October 31, 2021.

8. ADJOURNMENT

MOVED by J. Fenby, **SECONDED** by C. Menyhart,
That the October 26, 2021 meeting be adjourned at 3:00 pm.

CARRIED

CHAIR

SECRETARY



**REPORT TO STICKS ALLISON WATER LOCAL SERVICE COMMITTEE
MEETING OF THURSDAY, FEBRUARY 24, 2022**

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

ISSUE SUMMARY

To provide the Sticks Allison Water Local Service Committee with capital project status reports and operational updates.

BACKGROUND

The Sticks Allison Water System is located on the north shore of Galiano Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 35 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Division. The quality of drinking water provided to customers in the Sticks Allison Water System is overseen by the CRD Water Quality Division.

CAPITAL PROJECT UPDATE

22-01 | Service Line Replacement

Project Description: Replace failed/leaking service lines

Project Rationale: Funds are required to fund replacement of failed/leaking service lines.

Project Update and Milestones:

- Operations will utilize funds to replace failed or leaking service lines on an as and when basis.

OPERATIONAL UPDATE

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

- December 2021 – Emergency response to significant water piping damage at the water treatment as a result of the December extreme cold weather event.
- Formal safety inspections of the water treatment plant and reservoir site completed by supervisory staff.
- January 2022 – Annual electrical preventative maintenance completed.

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Capital Project Status Reports and Operational Updates – February 2022

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RECOMMENDATION

That the Sticks Allison Water Local 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