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SKANA WATER SERVICE COMMITTEE

Notice of Meeting on **Tuesday, February 22, 2022 at 9:30 a.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 M. Bentley B. Hill
R. Johnston W. Korol

AGENDA

1. ELECTION OF CHAIR

*Pursuant to Section 5 (a) Bylaw No. 3133
Election conducted by Senior Manager)*

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES3

Recommendation: That the minutes of the following meetings be adopted:

- *October 28, 2021*
- *February 1, 2022 – Special Meeting*

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 Update10

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

8. CORRESPONDENCE

9. NEW BUSINESS

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

**Skana Water Service Committee
Agenda – February 22, 2022**

10. ADJOURNMENT

Next Meeting: Tuesday, June 28, 2022



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MINUTES OF A MEETING OF THE SKANA WATER SERVICE COMMITTEE, held Thursday, October 28, 2021 at 9:30 am, Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: B. Hill (EP); R. Johnston; W. Korol
Staff: M. McCrank, Senior Manager, Infrastructure Wastewater Engineering; L. Xu, Senior Financial Advisor, Financial Services; D. Puskas, Manager, Capital Projects; T. Duthie, Manager, Administration Services; D. Dionne, Administrative Coordinator (Recorder)

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

EP = Electronic Participation

The meeting was called to order at 9:30 am.

1. ELECTION OF CHAIR

M. McCrank called for nominations for the position of Chair of the Skana Water Services Committee for a one year term.

R. Johnston nominated W. Korol. W. Korol 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 W. Korol Chair of the Skana Water Services Committee for a one year term by acclamation.

2. APPROVAL OF AGENDA

The Agenda was reordered so that Item 6.1 became Item 6.6.

MOVED by B. Hill, **SECONDED** by R. Johnston,
 That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by B. Hill, **SECONDED** by R. Johnston,
 That the following minutes be adopted:

- November 30, 2020 Annual General Meeting
- November 30, 2020 Budget Meeting
- June 11, 2021 Special Meeting

CARRIED

4. CHAIR'S REMARKS

The Chair remarked that:

- Committee members met on Mayne Island and agreed on a vision for the water system to be safe, reliable and cost effective.

Staff responded to a question regarding Committee membership noting that there is one vacancy. Staff advised that the nomination process closes on October 29, 2021 and the results of the nominations will be announced to the Committee at that time. The nominee information would then be forwarded to the Southern Gulf Islands Electoral Area Director for submission to the Capital Regional District (CRD) Board for approval.

5. PRESENTATIONS/DELEGATIONS

5.1. Delegation: R. Percival, Capital Projects

The delegation withdrew his request to address the Committee.

6. COMMITTEE BUSINESS

6.1. Communication (Committee Request)

The Committee thanked staff for providing updates and for providing the opportunity for the public to listen in to the meeting. The Committee made the following requests:

1. A quarterly 'mini' report to inform water users about what is happening in the service be provided.

Staff will review its capacity to provide more frequent project/service updates.

2. That any correspondence to or from the Committee be addressed to/through all its members and not just through the Chair, to ensure no miscommunication.

Staff agreed that communication to the Committee will include all Committee members.

3. Use of an all water users email group for regular updates to the whole community.

Any information provided by the CRD to the Committee is public information and the Committee can relate that information to its community members accordingly. Staff will continue to report out when there are abnormal conditions.

4. That Boil Water Advisory notifications be sent to the community electronically, including reminders when coming up to high usage weekends and the summertime.

Boil Water Advisory notifications are posted to the public website and communicated out via the CRD's Public Alert Notification System (PANS). Updates are provided via email. Community members can subscribe to PANS to receive the notifications. Water conservation messaging is conveyed through Public Service Announcement, website notices, social media, and sandwich boards in the community.

5. Request for average usage published on water bills.

Staff conduct excess usage data collection through meter readings and highlight abnormal amounts to homeowners. Staff ensure water conservation notices are sent to notify the community accordingly. Staff will verify what level of detail is presented on the water bills, it is unlikely that that information can be displayed on the water bills.

Discussion ensued regarding community notification when work is completed on the system and the results.

Staff advised that public notice is given with non-cyclical maintenance, where there may be an impact to the community, i.e. low water pressure or other impacts that may be a result of the work. In the case of regular maintenance, a notification is sent to the community about the work to be conducted and that there would be no impact to the community. There is no notification that the work has been completed – unless there is something that came out of the work that is a concern.

6.3. Update on Service Connection (Committee Request)

Staff advised that the relocating of the service connection line on Bayview Drive to the main on the street is included as a capital project for 2022, project number 17-04.

6.4. Summer 2021 Boil Water Advisory (Committee Request)

The Committee asked for details regarding the Boil Water Advisory (BWA) over the summer, what was done to correct/mitigate it, how it was resolved and if there were any lessons learned for the system going forward.

Staff outlined the event that began when Well 13 was not keeping up with demand and the aquifer levels dropped. Well 8 was initiated to allow Well 13 to recharge. The BWA was issued due to elevated turbidity from Well 8. Well 8 is not automated, there is no switch to trigger the pump to stop it needs to be turned on and off manually. There is no online turbidity analyzer on Well 8 as turbidity is not typically associated with groundwater. Staff utilized a handheld turbidity analyzer to test the water on a weekly basis. With no precipitation, the groundwater took a long time to recharge. 72,000 litres of water was trucked in to allow Well 13 to remain offline and recharge. Once Well 13 showed signs of stable and reliable operation, staff conducted two courses of sampling to be certain the water quality was suitable. The BWA was then rescinded.

Discussion ensued regarding risk of aged water and chlorine testing. Staff advised that the water is tested weekly for chlorine levels. The drinking water quality reports are posted monthly and can be viewed on the CRD website here:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports>.

Discussion ensued regarding:

- An aquifer study being conducted on the Gulf Islands by Islands Trust
- Filtration
- Well inspections
- The turbidity related to a fine particles in the groundwater
- The procedures for the emergency phone line to CRD
- Frequency of dipping wells to measure water levels

6.5. CRD Plans for Moving Forward (Committee Request)

- Demand/supply projections
- Appropriateness of current system wells, tanks, treatment and controls to meet future demand
- Avoiding future Boil Water Advisories

Staff advised that, should the community approve a loan authorization, there are plans to upgrade the major components of the infrastructure, including upgrading the well to be automated and upgrading the tanks. This was the first year there was that level of strain on the system to require a BWA. Skana Water Service has potentially 72 connections that could tie into the system which is already struggling to keep up with the 48 current connections.

CRD will work with Islands Trust regarding the future of the aquifer and the water service. The primary goal would be to have a sustainable raw water source. If filtration is required, that would have to be looked at and debt taken on to achieve that level of treatment. In the near-term the service will need to continue with water conservation to minimize the need to draw heavily on the aquifer. If turbidity challenges continue due to low water levels it may become an issue to be discussed with Island Health.

In a meeting with the Mayne Island Integrated Water Systems Society, staff were advised that many of the water systems on Mayne Island are struggling to provide adequate quality and quantity of water.

Drilling a new well or putting in additional treatment are options. Neither of these have been contemplated in this 5 year Capital Plan. Wells 13 and 8 have kept up with demand until this year. Following the challenges faced by the system in summer 2021, staff will be reviewing the 5 year capital plan to ensure water quantity and quality are addressed.

Staff to provide data on the pumping rate of Wells 13 and 8.

6.6. Expenses incurred for leaks / trucked

Staff advised that:

- The cost of trucking in water this summer was \$8,000 which included delivery and operational support for offloading.
- There was significant work completed on leak detection through the year, including the Aya Reach water service line leak.

- The SCADA control investigation and repairs, was unrelated to the BWA, but was required as the SCADA system had dropped off.

6.7. Skana Water Service 2022 Operating and Capital Budget

M. McCrank spoke to the item.

Staff advised that the BWA was an overriding factor of the cash flow shortage, due to staff response and emergency support, flushing, sampling and trucking of water.

Staff reviewed the Operating Reserve Fund (ORF) and Capital Reserve Fund (CRF) and the process and guidelines for replenishing the funds to allow for dealing with unplanned emergencies. Staff outlined Reserve Fund best practices and noted that this year the service had enough money in the ORF to buffer the deficit emergency work and now the fund will need to be built back up.

Staff will review Well 8 operating risk and the potential need for an automatic turbidity analyzer and in the interim staff will increase the level of sampling with the handheld turbidity analyzer when that well is in operation.

Staff advised that in 2018 a Well Vulnerability Assessment was conducted that highlighted wells that needed decommissioning.

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the Skana Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and,
2. Recommends that Electoral Areas Committee recommend to the CRD Board that the 2022 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as presented.

CARRIED

7. NEW BUSINESS

There was no new business

8. ADJOURNMENT

MOVED by R. Johnston, **SECONDED** by B. Hill,
That the October 28, 2021 meeting be adjourned at 12:53 pm.

CARRIED

CHAIR

SECRETARY



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MINUTES OF A MEETING OF THE Skana Water Service Committee, held Tuesday, February 1, 2022 at 9:30 am., Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: M. Bentley (EP); P. Brent; B. Hill (EP); R. Johnston (EP); W. Korol (EP)

Staff: M. McCrank, Senior Manager, Wastewater Infrastructure Operations (EP); D. Puskas, Manager, Capital Projects; M. Risvold, Committee and Administrative Clerk (Recorder)

REGRETS: D. Howe, Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:30 am.

1. APPROVAL OF AGENDA

On motion the agenda was approved as circulated.

CARRIED

2. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

3. SPECIAL MEETING BUSINESS

3.1. Investing in Canada Infrastructure Program – Green Infrastructure - Environment Quality Grant Application for the Skana Water System Storage Tank Replacement

D. Puskas spoke to the item.

Staff provided a project overview, speaking to the scope of the estimate for this project. Efforts are being made to ensure the tank size fits the site to provide sufficient storage, and maintain water quality. There is insufficient site space to house the new storage tank and the old tank on site at the same time, and there are no available Capital Regional District (CRD) owned sites within the service area that could house two tanks together. The controls and instrumentation included in the estimate is a new Programmable Logic Controller (PLC) for tank level control, as the current PLC is likely near end of life. Staff are seeking to address concerns of the Committee with respect to water treatment systems surveillance, while balancing the operating and capital cost.

Staff reviewed the grant application for the environmental quality portion for infrastructure improvements, advising the storage tank portion is in the event of tank failure, or a seismic event. Staff indicated it can take up to two years after submission to award the grant.

Discussion ensued regarding adding instrumentation to assist with water balance calculations and detecting water distribution system leaks. In addition, there was discussion regarding a remotely controllable actuated valve that could be closed to maintain water in the storage tank in the event of a major water distribution system leak/break. Staff will explore options during the design phase of the project.

Staff will provide a high level copy of the estimate to the Committee. Any additional costs outside of the grant application would be borne by the service. A contingency has been added to the cost estimate. Currently, the contingency is an eligible cost, and is 30% of the construction design. The class of estimate is a class C, indicating 30% accuracy. If the grant application is unsuccessful, the Committee will continue with the current five year plan.

MOVED by B. Hill, **SECONDED** by M. Bentley,
The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure - Environmental Quality grant for the project’s grant-eligible costs for the Skana Water System Storage Tank Replacement.

CARRIED

4. ADJOURNMENT

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the February 1, 2022 meeting be adjourned at 10:17 am.

CARRIED

CHAIR

SECRETARY



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**REPORT TO SKANA WATER SERVICE COMMITTEE
MEETING OF TUESDAY, FEBRUARY 22, 2022**

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

ISSUE SUMMARY

To provide the Skana Water Service Committee with capital project status reports and operational updates.

BACKGROUND

The Skana Water System is located on the north side of Mayne Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 48 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system. The design and construction of water system facilities are overseen by the CRD Infrastructure Engineering and Operations Division. The day-to-day operations and maintenance is conducted by a contractor. The quality of drinking water provided to customers in the Skana Water System is overseen by the CRD Water Quality Division.

CAPITAL PROJECT UPDATE

17-03 | Alternative Approval Process (AAP) – Storage Tank Replacement Project

Project Description: Conduct an AAP to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.

Project Rationale: A loan will be required to fund the storage tank replacement, Supervisory Control and Data Acquisition (SCADA), tank level and flow monitoring installation, and well protection upgrades for Well #8 and #13. The proposed loan will require public engagement and voter assent.

Project Update and Milestones:

- Project information is being gathered for the communications strategy.
- Project funding will have final approval at the CRD Board March 16, 2022 meeting.
- Process will start in the second quarter with communications and coordination with CRD Legislative Services.

18-01 | Storage Tank Replacement

Project Description: Replace the existing storage tanks.

Project Rationale: The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with bolted steel tanks. Tank level and flow monitoring are included with the scope of work.

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Project Update and Milestones:

- A grant application for the Investing in Canada Infrastructure Program – Environmental Quality has been prepared for funding of this project.
- Project execution to wait for grant application results.

Milestone	Completion Date
Grant Application Submission	February 23, 2022

17-04 | Well #8 Upgrade

Project Description: Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper chlorine contact time (CT).

Project Rationale: An inspection of Well #8 identified a number of deficiencies. Most recommended improvements were carried out in 2018 including the installation of a new well liner, replacement of the well seal, and steel casing, but relocation of the first customer's service line was not complete.

Project Update and Milestones:

- Project is in planning phase.
- Relocation of the first customer service line is being evaluated on delivery through CRD staff or contracted services, execution is resource dependent.
- Both works are planned for September 2022 execution, the service line replacement will occur sooner if possible.

20-02 | Well Decommissioning

Project Description: Numerous wells are not in use and are required to be decommissioned as per BC Ministry of Environment and Climate Change Strategy requirements.

Project Rationale: A high level hydrogeologic assessment was undertaken in 2019. Numerous wells were identified that were not in use and required to be decommissioned as per the Water Sustainability Act. Additionally, the wells are a contamination risk to the aquifer.

Project Update and Milestones:

- CRD staff have spent time confirming ownership and location of wells, due to the age of the records and duplication of well records additional time was required to confirm ownership and locations.
- CRD have contact through mail majority of the property owners where the identified wells are located.
- Five more wells were located with letters to go to those home owners shortly.
- A well drilling specialist was contacted in spring 2021 to confirm the budget is adequate for the approximate number of wells.
- Well decommissioning scheduled to occur in September, 2022.

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Milestone	Completion Date
CRD Staff Meeting with community members to obtain additional information	July 5 th , 2021
Letter to affected property owners	November 24 th , 2021
Letter to additionally identified property owners	February 17 th , 2022

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.
- One of the four water distribution sampling locations was tested positive for indicator bacteria (E. coli and Total Coliform). The CRD followed its emergency response procedures which includes assessing risks and reviewing with Island Health. Follow-up sampling came back with no bacteria and indicated that the November 17 sample was likely compromised due to the heavy rains of November 15 resulting in inundation of the sampling location.
- Corrective maintenance performed on Well #13 chlorine analyzer and dosing system due to low chlorine alarms. Chlorine recirculation pump found to be inoperable.
- Corrective maintenance on an exposed watermain near 491 Waugh Road completed.
- Preventative and corrective maintenance performed on the chlorine analyser.

RECOMMENDATION

That the Skana Water Service Committee receives this report for information.

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