



Alberni-Clayoquot Regional District

BEAVER CREEK WATER ADVISORY COMMITTEE MEETING

WEDNESDAY, JUNE 29, 2016, 3:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>THAT the Agenda of the Beaver Creek Advisory Committee meeting held on (June 28, 2016) be approved.</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Beaver Creek Water Advisory Committee Meeting held March 14, 2016	3
<i>THAT the meeting notes of the Beaver Creek Advisory Committee meeting held on March 14, 2016 be received.</i>	
4. <u>REPORTS</u>	
a. ADMINISTRATIVE MEMORANDUM	4-5
Current Projects and Other Updates	
b. ADMINISTRATIVE MEMORANDUM	6-7
Meter Reading at Sale or Transfer of Property	
<i>THAT Administrative Memos a-b be received.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	8-10
Storage Containers – Purchase vs. Rental	
<i>THAT the Beaver Creek Water Advisory Committee recommend to the Alberni-Clayoquot Regional Directors the purchase of two 8' x 20' storage containers from Big Green Storage at a cost of \$8,000 plus shipping of \$200.</i>	
b. REQUEST FOR DECISION	11
Letter to Owners of 5901 Georgia Road Regarding Service Line	

THAT the Beaver Creek Water Advisory Committee recommend staff send a letter to the owners of 5901 Georgia Road to advise that the service line after the meter is inadequate for the designed purpose and further leaks may not be considered within the Alberni-Clayoquot Regional District water leak policy.

c. REQUEST FOR DECISION

12-21

Additional Leak Forgiveness – 5198 Darnley Road

THAT the Beaver Creek Water Advisory Committee reject the request for additional leak forgiveness of \$768 as requested by the owners of the property located at 5198 Darnley Road.

6. LATE BUSINESS

(requires 2/3 majority vote)

7. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON MONDAY, MARCH 14, 2016

Regional District Meeting Room, 10:30 a.m., 3008 Fifth Avenue, Port Alberni, BC

MEMBERS John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

PRESENT: Gord Blakey
Pam Craig

REGRETS Kelly Schutte
Ginny Stephen
Patty Edwards
Harold Carlson

STAFF PRESENT: Andrew McGifford-Manager of Environmental Services
Dan Fredlund - Leadhand Maintenance Beaver Creek
Shelli Lyle- Administrative Assistant

The Chairperson called the meeting to order at 10:30 a.m.

No quorum- information notes.

The Chairperson recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

Overview of 2016-2020 Alberni-Clayoquot Regional District Financial Plan – Beaver Creek Water Budget - Andrew McGifford – Manager of Environmental Services

The Manager of Environmental Services, Andrew McGifford reviewed the costs and projects completed in 2015 and gave an explanation of the Beaver Creek Water Budget and expected projects for 2016. In 2016 there are no plans for any water tolls or parcel tax increases.

Water Service Request – (Verbal)

Discussion regarding the increase in the applications of water service connections. Requirements for costs to be borne by the property owner in a Lot line deletion situation, versus new subdivisions. Committee concurred that water line should be done correctly and review with Engineer to draw plans for water main extension.

The meeting adjourned at 11:33 am.

MEMORANDUM

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: June 29, 2016

Subject: Current projects and other updates

Additional Gas Tax funds

The Electoral Area Directors Committee provided the Beaver Creek Water system with another \$150,000 in additional Gas Tax funds to complete the required water system upgrades. These funds will be used in the current year to complete the water main repairs and ensure the Beaver Creek water main has funding to be fully completed in 2016.

Beaver Creek Water Meter exchange program

The meter exchange program has completed all but 5 water meters as of June 27. The program has been ongoing since the ACRD assumed the Beaver Creek Water service in 2012. The final meters were the most difficult to remove and adjust but the process is very close to completion and will be completed as promised for the end of 2016. Long term asset planning will have the future replacement of these meters and that will be contained within the future asset management plan.

Leak management processes will be reviewed and future interim readings may be undertaken to keep a better eye on possible overages for the owners. Staff will work to find the best way to undertake this initiative.

Water Main Replacement 2016

The tender was split up with Arvay, Pierce and Mersey Roads separate from the North end of Beaver Creek (Kackaamin), the engineer recommended we separate the projects at this time. The first tender closes July 6 and the second will close July 12.

Beaver Creek Compound Fencing project

The site is currently being cleaned up in order to provide the space required for the BCVFD to have a locked up training space that will improve safety on the site. The BCWS will take advantage and fully access from the rear enclose the yard to prevent. The contribution will come from the capital reserve.

Shop Upgrades

The shop upgrades were put on hold in order to evaluate the building and after the assessment was

completed the building is to be demolished. The funds in the Shop upgrade will be used to assist in securing the lot and contribute towards the fence. There may be some small items in the new shop that could be upgraded. These funds will be carried forward and used for a new building when the capital reserve has the capacity.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Wendy Thomson, Manager of Administrative Services

MEMORANDUM

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: June 29, 2016

Subject: Meter reading at sale or transfer of property

Summary:

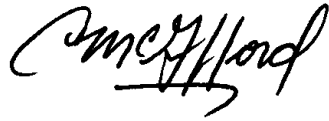
At the November 10, 2015 meeting the Beaver Creek water advisory committee requested that staff review and come back to the committee with some options to allow for a more accurate process at time of title transfer and to properly allocate the overage (if any) to the correct owner. This request was a result of an issue where a new owner was charged a significant overage on a house he had recently purchased.

Reviewing the current bylaw there is a charge of \$25 for a reread of a meter that is unavailable and has to have staff return to read. The initial thought was that there was an ability to have a special meter read request charge performed and a charge of \$25 as a solution to this issue.

As staff reviewed the process of conducting such a procedure the whole process of conducting and billing would not be covered by the \$25 charge. There are a few issues and they are as follows:

- 1) The Notary/Lawyer would not have an accurate read as they conduct the statement of adjustments transaction a week in advance of property transfer, then come to the office to pay the account (if they are a local Notaries).
- 2) The Notary/Lawyer that contacts the ACRD would be aware of such a possible service if they contact the ACRD for account balances on a regular basis, and this is not commonly performed. For example, the City of Port Alberni does not perform a special meter read when the property is transferred.
- 3) Staff time is required to perform this task and the randomness could interfere with the required work as the timing is unknown.
- 4) The future goal is to read the meters electronically every month as a leak detection process. If this proceed is in place the staff can put a note on the utility file and administration staff can check to see if there has been flagged for leaks or high consumption. This information can be passed on to the Notary /Lawyer when the information is requested.
- 5) Unless the sale is at the end of a billing period it is difficult to estimate whether an overage will occur.

Therefore, staff recommends that the current practice continues.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Wendy Thomson, Manager of Administrative Services

REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: June 29, 2016

Subject: Storage containers – purchase vs. rental

THAT the Beaver Creek Water Advisory Committee recommend to the Alberni-Clayoquot Regional Directors the purchase of two 8' x 20' storage containers from Big Green Storage at a cost of \$8,000 plus shipping of \$200.

Summary:

After the hazard assessment was performed at the BCWS original maintenance building the need to remove staff from using that building for storage required the use of a storage container until a new building is completed. The first storage container was delivered and rented in April of 2016. A subsequent inquiry was made to see if there could be an outright purchase and the rental fee paid be allocated to the purchase. Big Green Storage will not provide credit for rental payments made on the first unit from April to present.

The maintenance building has been virtually cleared out except for some power tools, gas operated equipment, fuel and chemicals that still remain in the shed portion of the building. Until the building is completely emptied it must remain used as storage. The building should be demolished and removed from the site in the very near future. This is why the request for the second unit has been brought forth.

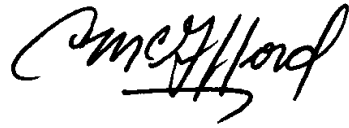
The cost per unit is \$130 per month or a purchase price of \$4,000. After 31 months the total monthly rental payment would amount to \$4,030. The likelihood of completing the building in 2018 or 2019 is a possibility depending on design costs, building estimates and other water system demands for capital. The 31st month would be January of 2019, with a possible build occurring in 2018 or 2019 this purchase is a logical next step. The storage units are very handy and if the water system does not require them in the future the ACRD can transfer to another service at fair value.

Time Requirements – Staff & Elected Officials:

Minimal staff time for purchase.

Financial:

The 2016-2020 Financial Plan will be amended to include the capital expenditure for the purchase of these two units. The capital reserve has the capacity to make this amendment in 2016. The purchase of the storage units will forgo the monthly rental fee of \$1560 if this rental is not continuing and purchased outright.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Wendy Thomson, Manager of Administrative Services

BIG GREEN STORAGE

DIVISION OF THE JOHN GOROSH COMPANY LTD.
3500 SHENTON ROAD, NANAIMO, B.C. V9T 5A3
VOICE (250) 756-8663 FAX (250) 758 4497

14-06-2016

Alberni-Clayoquot Regional District	DATE: April 13, 2016 INVOICE #: 4885
STORAGE CONTAINER RENTAL Location: Beaver Creek Fire Hall – 6038 Beaver Creek Road 1 – 8x20 Storage Container @ \$130.00/m Rental Period April 22/16 – May 21/16	\$130.00 GST \$6.50 PST \$9.10
Tilt Deck Delivery To 6038 Beaver Creek Road, Port Alberni April 22 nd , 2016 & Return Cost When Finished.	\$400.00 GST \$20.00
Four Shelving Brackets @ \$85.00 Each	\$340.00 GST \$17.00 PST \$23.80
	<hr/> \$946.40

GST # 105221873

Rental payments will not be applied to purchase of container, regardless the length of rental period.

Please make cheques payable to BIG GREEN STORAGE.

THANK-YOU for calling us!

John Gorosh

POSTED



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

✓ #0812-1222-125.148

Chris Ford

X

APPROVED BY



REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: June 29, 2016

Subject: Letter to owners of 5901 Georgia Road regarding service line

THAT the Beaver Creek Water Advisory Committee recommend staff send a letter to the owners of 5901 Georgia Road to advise that the service line after the meter is inadequate for the designed purpose and further leaks may not be considered within the Alberni-Clayoquot Regional District water leak policy.

Summary:

The water service staff have installed a pressure reducing valve (PRV) at this property and in the fall of 2015 as the PRV had failed and a leak at the reducer was found. The ACRD took responsibility of the leak as it was our installed equipment that failed. The PRV was replaced for \$122, staff time to dig up and install and \$638 was removed from the October 2015 invoiced overage due to the leak.

The water service technicians noted that the property has the low pressure poly pipe as a service line and the possibility of a failure is high. The ACRD has assisted the property owners by installing a PRV and the owners should do their part and replace the line in order to prevent a leak in the future.

Staff recommend sending a letter outlining the concern with the water service line and advising the owners that their request for a future water leak forgiveness may not be considered due to the inadequate waterline and the attempts from the source to reduce the pressure to the property.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare letter.

Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by: _____
Wendy Thomson, Manager of Administrative Services

REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: June 29, 2016

Subject: Additional leak forgiveness – 5198 Darnley Road

THAT the Beaver Creek Water Advisory Committee reject the request for additional leak forgiveness of \$768 as requested by the owners of the property located at 5198 Darnley Road.

Summary:

The owner was advised of the leak on July 3, 2015 when the reading of the meters for the end of June indicated the possibility. The owners returned from holiday on July 22. The owner attests to repairing the leak temporarily on July 22. The next reading period shows another high consumption period for the next three months. There were further permanent repairs completed in late September 2015 and three months had past until the water line was completely repaired. The chain of events is listed by the owner in the attached letter.

The owner had turned on and off the service line without contacting the water service department and as per Section 3.2 of BCWS rates and regulations Bylaw F1119 –

3.2 “Consumers who require to have their water service shut off for their needs including repairs or maintenance shall contact the Regional District office with as much notice as possible. There will be no re-connection charge applied as long as it is during normal working hours. If it does not occur during regular working hours the re-connection fee will be applicable as enumerated on Schedule “B” of this Bylaw.”

The owner must be responsible for the water line after the meter as outlined in section 6.7 of Bylaw F1119 –

6.7 “The property owner shall be responsible for the safe-keeping, maintenance, repair and replacement of all service pipes and plumbing systems from the outlet of the Water System’s curb stop or standard waterworks valve at his/her property line and shall protect them from frost or other damage, and shall promptly repair frozen, leaky or imperfect pipes or fixtures.”

Staff do not find any reason to supply a forgiveness of greater than the rate within the water leak forgiveness policy. No action from the ACRD has caused the water leak to occur and the failure was within the service line after the meter. Staff do have concern over the length of time it took the owner to correctly address the final repair required, which was three months after first identified. Staff also assist when leaks occur and no contact was made with water service technicians when turning the curb stop on and off as required.

This application of the policy is consistent with prior additional forgiveness requests.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare letter to respond to the request.




Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Wendy Thomson, Manager of Administrative Services

After returning from a family vacation in July, I found a warning from Regional District that our meter was showing unusual water usage, and to check for signs of leaking. I did have a good look around at this time, shut off our irrigation system where it connects to the water main. I didn't see any wet ground or patches of green grass as we were in the middle of a drought, and found no signs of leaking.

A day or two later I thought I should investigate further and looked at the meter, and found that it was turning even with the house shut off. At this point I knew I had a leak in the water main. I shut off the water to the house at the meter and we only turned it on when we needed ~~the~~ to use it in the house. It took quite a few days of random digging in the 150 feet we have from the meter to the house. I ended up finding the leak  beside the perimeter drain beside the house. The water from the leak was entering the drain pipe which goes downhill under the lawn and empties into the bush where we couldn't see it. I repaired the water main at this time with a temporary splice and hose clamps. (see picture).

At this point I thought I should think about replacing the water main due to its age and the fact that the Regional district had installed a pump on our road a few years ago. Since the pump had been installed several of my neighbours have had issues with plumbing leaks / hot water tank leaks / irrigation supply line leaks etc. I did buy a pressure gauge later and connect it to the point my irrigation system has for blowing it out. I found the system pressure to be a steady 100psi and when it was left on for a couple of hours, it had surged to 115psi at some point. I started collecting the supplies needed to replace the water main, the **14**in issue being I wanted to use one continuous length of pex

tubing as I did not want to bury a connection underground. Our water main is approximately 150' and most places only sell it in 100' lengths. The only other length it is sold in is 500' as it turns out, and all of this just ended up in delaying the project.

At this point, I have all of the supplies I need to replace the water main and am just waiting for a convenient time for an excavator operator to show up and dig a new trench. There was a power outage one day, the next day my son noticed water bubbling out of the ground in our driveway which is 30'-40' from the point of the original leak. I mention the power outage because it might be related to the pump starting up after the outage causing a surge in the system that the old water main could not contain. I now can't wait for the excavator so I plumb in the new water main above the ground in the full 200' length with the proper Mueller connector for burying. A week or so later the excavator comes and we bury the water main and it is connected to the ~~new~~ system near the meter.

The reason the leak shows up on 2 bills is the fact that it was over the period between the meter reading and finding and repairing the leak.

I think that we are not only deserving of the 50% adjustment that you offer, but that the entire amount resulting from the leak should be removed. It is the addition of the pump to the water line to boost pressure for the houses at the top of the hill that has caused the leak in our water main. The Regional District news letter warns home owners to protect their house plumbing from this pump by having a PRV valve installed **15** the

house plumbing ~~the~~ inlet but has done nothing to help protect the water main from the meter to the house. I did everything I could to stop any further leaking once I found out about it and did the correct thing by completely replacing the water main. If the regional district had not ~~it~~ installed the pump, our water main would have worked just fine for many more years, It was inevitable when you installed the pump that it would eventually, with the higher pressure cause leaks in the older homes, with older along the route, yet you didn't come to us then with a plan for this eventuality. For instance, promoting replacing ~~the~~ our aging water main, but you instead waited for it to happen and then charged us a huge overage. I am not looking to be paid for the replacement of my water main, I think it is fair that that is my responsibility, but only the removal of the excess water usage charge.

Thank You For Your Time



Image of repair where the original leak occurred. The water from the main flowed into the perimeter drain which flows out into the bush below our lawn.



Temporary install of pex into the old water main near the meter.





Another image of the temp. connection of the per to the old water main.



Excavator back filling the trench with per water man

