



Alberni-Clayoquot Regional District

BEAVER CREEK WATER COMMITTEE MEETING

MONDAY, OCTOBER 31, 2016, 10:30 AM

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>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Beaver Creek Water Advisory Committee Meeting held June 29, 2016	2-4
<i>THAT the minutes of the Beaver Creek Advisory Committee meeting held on June 29, 2016 be adopted.</i>	
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	5-6
Beaver Creek Water System – Old Maintenance Building Demolition	
<i>THAT the Beaver Creek Water Advisory Committee support the demolition expenditure for the Old Maintenance Building by Paul Davis CVI for \$26,750 plus GST.</i>	
5. <u>REPORTS</u>	
a. Asset Management Plan – T. Fong	7
b. Water System Updates – A. McGifford	8-9
<i>THAT the Beaver Creek Advisory Committee receives reports a-b.</i>	
6. <u>LATE BUSINESS</u>	
<i>(requires 2/3 majority vote)</i>	
7. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 29, 2016, 3:00 PM

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

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

PRESENT: Gord Blakey
Harold Carlson
Pam Craig
Patty Edwards

REGRETS: Ginny Stephen

STAFF PRESENT: Andrew McGifford, Manager of Environmental Services
Daniel Fredlund, Maintenance Technician Leadhand
Loreen Brown, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:01.

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

2. APPROVAL OF AGENDA

MOVED: Pam Craig
SECONDED: Harold Carlson

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Beaver Creek Water Advisory Committee Meeting held March 14, 2016

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT the meeting notes of the Beaver Creek Water Advisory Committee Meeting held on March 14, 2016 be received.

CARRIED

4. REPORTS

a. **ADMINISTRATIVE MEMORANDUM**
Current Projects and Other Updates

b. **ADMINISTRATIVE MEMORANDUM**
Meter Reading at Sale or Transfer of Property

MOVED: Pam Craig
SECONDED: Harold Carlson

THAT Administrative Memos a-b be received.

5. **REQUEST FOR DECISIONS & BYLAWS**

a. **Request for Decision regarding Storage Containers – Purchase vs. Rental.**

MOVED: Pam Craig
SECONDED: Patty Edwards

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.

CARRIED

b. **Request for Decision regarding Letter to Owners of 5901 Georgia Road Regarding Service Line.**

MOVED: Pam Craig
SECONDED: Gord Blakey

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.

CARRIED

c. **Request for Decision regarding Additional Leak Forgiveness – 5198 Darnley Road.**

MOVED: Patty Edwards
SECONDED: Pam Craig

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.

CARRIED

6. ADJOURN

MOVED: Pam Craig
SECONDED: Gord Blakey

THAT this meeting be adjourned at 3:40 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Andrew McGifford
Manager of Environmental Services

REQUEST FOR DECISION

To: Beaver Creek Water Advisory committee

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

Meeting Date: October 31, 2016

Subject: Beaver Creek Water System - Old Maintenance Building Demolition

Recommendation:

THAT the Beaver Creek Water Advisory Committee support the demolition expenditure for the Old Maintenance Building by Paul Davis CVI for \$26,750 plus GST.

Summary

The old maintenance building (OMB) will be demolished in order to proceed with the future plans for a new larger and secured compound with the Beaver Creek Fire Department. The asset is a Beaver Creek Water System (BCWS) building and will be located within the area of the compound occupied the BCWS. There has been occupation health and safety issues related to the OMB and there is no future use planned for this building. This building will continue to be a liability and must be removed at some point with no financial benefit anticipated by delaying the process.

The OMB has been identified as containing asbestos and lead containing materials. Worksafe BC requirements when dealing with asbestos and lead containing materials will require certain precautions and procedures to then allow the site to be remain safe for ACRD staff and the demolition contractor. Then the contractor must secure clearance letter from Worksafe BC.

The lead painted materials on the building are not permitted to be disposed of at the Alberni Valley Landfill as the leachable lead content is over the Ministry of Environment threshold. The lead containing materials must be separated and they include the shingle siding and the painted trim on the exterior of the building. These materials must be removed by hand and separated, then sent to Somas Landfill on the Lower Mainland. The removal of the lead containing exterior materials and the asbestos abatement provide the largest cost to the overall demolition.

A request for quotations was advertised and there were two quotes received for the demolition and they are as follows:

- 1) Paul Davis CVI \$26,750
- 2) Island Earthworks \$57,500

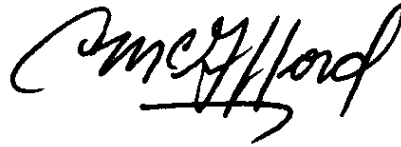
Paul Davis CVI is a company that specializes in this type of work and has been working on many projects within the Alberni Valley with similar exposure to this type of waste.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to organize work.

Financial

2016-2020 BCWS Capital Financial Plan included \$40,000 for capital upgrades to the building. Staff will work with Paul Davis CVI to reduce the cost of tipping fees when the materials are taken to the Alberni Valley Landfill. Paul Davis CVI charges an administration fee on processing tipping fees that could be reduced by processing these charges directly. The asbestos materials and other non-hazardous materials that will be tipped locally.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

MEMORANDUM

To: Beaver Creek Water Advisory Committee (BCWA)
From: Teri Fong, CPA, CGA, Manager of Finance
Date: October 28, 2016
Subject: Asset Management Plan

The Alberni-Clayoquot Regional District recently begin the process to develop an Asset Management Plan. This initiative has been undertaken to provide a systematic approach that supports local government in moving toward service, asset, and financial sustainability and is becoming a requirement of accessing the Federal Gas Tax program as well as other grant funding. Staff realize that it will be an incredibly useful tool once created but is a large investment in staff time to develop. Asset Management BC has developed many tools and procedures for implementing an Asset Management Plan and they define Asset Management as:

Asset Management is an integrated process, bringing together skills, expertise, and activities of people; with information about a community's physical assets; and finance; so that informed decisions can be made, supporting sustainable service delivery.

The Regional District has created an Asset Management (AM) Steering Committee comprised of staff that are stewards of our assets including those associated with the Beaver Creek Water System such as Andrew McGifford, Manager of Environmental Service; Dan Fredlund, Maintenance Technician Leadhand; and Lori Wilson, Mapping Technician. The AM Committee will assist in developing the components of the plan including details about the assets such as location, age, condition, level of service, risk as well as assist in creating policies, strategies, and long term capital plans.

The Beaver Creek Water System has been chosen as the first service for which we will develop a plan, in part because of the previous work done to inventory the system. During the formation of the plan the BCWA Committee may be asked to assist in developing some of the different components such as identifying long term capital needs or assisting staff in developing the desired level of service. At this time, it is unknown what assistance may be required but we will keep the committee informed of our progress. Once drafted the plan will be used as communication tool for staff to use with the BCWA Committee and the Board.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

MEMORANDUM

To: Beaver Creek Water Advisory Committee

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

Meeting Date: October 31, 2016

Subject: Water System Updates

Meter Exchange project

The meter exchange program is officially completed and all active meters are currently radio read! The process to remove the old meters and renew with the radio read meter began before the ACRD was responsible for the Beaver Creek Water service and has taken approximately 5 years to complete.

While the process was labour intensive and was a large cost to the service it has provided a great reduction in time spent and cost associated with manually reading the meters every quarter. The time spent on meter reading every quarter was 10 days by two Meter Reading staff, or 80 man days per year. This process would cost approximately \$20,000 per year to complete.

Staff will need to still visit meters at least once per year to ensure that everything is in good working order. This will be completed at the time of brushing to enable an efficient process to perform these site visits.

Line valve maintenance and inventory

At the completion of the meter exchange program the summer water Temporary staff were assigned a new task and this was to perform the line valve exercising maintenance program. This provided the Water Operators with the opportunity to do some preventative maintenance and repair/renewal planning. Moving forward the Water Operators staff will make this part of the annual maintenance plan and work with Planning staff to map out each valve by GPS

2016 Beaver Creek Road Watermain upgrade

The project is very near completion and the site inspection was performed on October 27th. There are a few minor deficiencies on this project and will be addressed shortly by the contractor. Fire flows are now considered adequate and up to the Kackaamin Family Development Centre Society.

Arvay, Pierce, Mersey Rd Watermains

The project is also very near completion and the site inspection was performed on October 24th. There are some deficiencies on this project and will be addressed shortly by the contractor and reviewed by MOTI. The material laydown area that was used will be addressed in the spring when conditions dry out.

Compound work

Work has started in order to provide the footprint required for both the Beaver Creek Fire Department and the Beaver Creek Water System within a secured compound. Three fir trees were taken down as they are within the new footprint of the compound, these trees were donated to McLean’s Mill.

Staff have secured quotes for fencing and are working on receiving costs to prepare the land within the compound to enable the any structures to be built or traffic to move within safely. Project costs that are considered share will be split between the Fire Department and Water Services

Water consumption

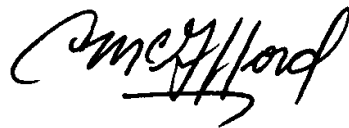
In the period May to August 2015, consumption at Strick Road pump station was reduced by 26% for the same months 2016. This is very significant and reduced the costs for bulk water by almost \$16,000 for the May to August timeframe year over year. The reduction was due to various factors such as; overall consumption, water system upgrades, cooler weather and improved operating procedures.

Infrastructure Assessment & Development Cost Charges

Infrastructure update is currently underway with the water systems engineer, Koers and Associates, with the goal to complete by the end of 2016. Once this is completed the Development Cost Charge (DCC) bylaw process will start with the information provided in the Infrastructure Assessment. The DCC process will start in early 2017.

VT SCADA upgrade

The SCADA upgrade occurred early in 2016 and has provided the Water Maintenance crew with far better tools to analyze the water system and better understand the operating issues as they occur. The new system is far more user friendly versus the prior software that was very IT intensive for design, setup and ongoing maintenance.



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