



Alberni-Clayoquot Regional District

BEAVER CREEK WATER COMMITTEE MEETING

TUESDAY OCTOBER 28, 2014, 2:30PM

Beaver Creek Volunteer Fire Hall – 6038 Beaver Creek Rd.

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 Tuesday, October 28, 2014 be approved.</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Beaver Creek Water Advisory Committee Meeting held Friday, February 28, 2014.	3-5
<i>THAT the minutes of the Beaver Creek Advisory Committee meeting held on Friday, February 28, 2014 be adopted.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
5. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. MEMORANDUM Property Damage Information	6-8
<i>THAT the BCWS Advisory Committee receives the Property Damage Information.</i>	
b. MEMORANDUM Proposed new leak policy	9-11
<i>THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approve the new leak policy.</i>	

- c. **MEMORANDUM**
Grandview Road water upgrade and 6253 Drinkwater Subdivision
Proposal.

12-15

THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST).

7. REPORTS

- a. Beaver Creek Water System Operating Income Statement – Period ending October 20, 2014. **16-17**
- b. Beaver Creek Water System 2014 Accomplishment Report – October 23, 2014. **18-20**

THAT the Beaver Creek Advisory Committee receives the Beaver Creek Water System Report(s) a-b.

- 8. NEW BUSINESS**
(requires 2/3 majority vote)

9. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE

MEETING HELD ON FRIDAY, FEBRUARY 28, 2014, 9:00AM

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

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

PRESENT: Wayne Hasler
Gord Blakey
Harold Carlson

STAFF PRESENT: Russell Dyson, CAO
Teri Fong, Manager of Finance
Andy Daniel, Manager of Environmental Services
Brenda Sauve, Administrative Assistant

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 9:00am.

Recognition of Traditional Territories.

2. **APPROVAL OF AGENDA**

MOVED: Harold Carlson

SECONDED: John McNabb

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. **ADOPTION OF MINUTES**

a. Beaver Creek Water Advisory Committee Meeting held December 9, 2013.

MOVED: Wayne Hasler

SECONDED: Harold Carlson

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on December 13, 2013 be adopted.

CARRIED

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

5. **CORRESPONDENCE FOR ACTION/INFORMATION**

6. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Bulk Water Agreement with the City of Port Alberni.

MOVED: Harold Carlson

SECONDED: Wayne Hasler

THAT Beaver Creek Water Advisory Committee receive the proposed bulk water agreement prepared by the City and support with the following amendments:

- a) *Language to ensure the current cost structure remains fixed where any cost increases to the rate applied to the Beaver Creek Water System would be equivalent to the % increase applied to city customers.*
- b) *The creation of an advisory group including bulk water users and the City of Port Alberni to meet on a regular basis to consider matters pertaining to water supply planning and finance.*
- c) *Change the wording in item 9 re: Access to the Beaver Creek Water Service Area. Request this item to not apply to the Beaver Creek Water System.*

CARRIED

Staff were asked to confirm with the Regional District's solicitor that the indemnity clause was reasonable.

- b. Request for Decision regarding Beaver Creek Water System 2014-2018 Draft Financial Plan

MOVED: Gord Blakey

SECONDED: Harold Carlson

THAT the Beaver Creek Water Advisory Committee approves the Beaver Creek Water System 2014-2018 Draft Financial Plan.

CARRIED

7. REPORTS

- a) Verbal report on Strick Rd. pumpstation by A. Daniel.
- b) Verbal report on reallocation of staff members. John Thomas now to take water samples in Beaver Creek and Bruce Forsyth to provide services to other departments. The allocation of resources in the Budget reflects this.

8. **NEW BUSINESS**

9. **IN CAMERA**

MOVED: Gord Blakey
SECONDED: Wayne Hasler

THAT the meeting be closed to the public to discuss matters relating to litigation or potential litigation affecting the Regional District.

CARRIED

The meeting was closed to the public at 10:10am

The meeting was re-opened to the public at 10:25am

10. **RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

11. **ADJOURN**

MOVED: Wayne Hasler
SECONDED: Gord Blakey

THAT this meeting be adjourned at 10:52am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
CAO



MEMORANDUM

To: Beaver Creek Water Advisory Committee

From: Teri Fong, CPA, CGA, Manager of Finance

Date: October 21, 2014

Subject: Property Damage Information

The attached handout was developed by staff to address the situation where damage to personal property is caused by water main breaks in the system. The information was developed based on recommended wording from our insurance company, the Municipal Insurance Association, as well as examples from other Municipalities.

The handout is available on the Regional District website and will be provided to the operators for distribution to property owners if questions arise while attending a water main break.

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____

Russell Dyson, Chief Administrative Officer

Property Damage Information



Water Main Breaks

Throughout the Beaver Creek Water Service area there are water mains of varying sizes (4" – 8" diameter) carrying potable water for your consumption as well as for use in the event of fire. These water mains carry tremendous volumes of water under pressure. Most of the water mains are located within the road right of way and they may front your property.

Given the age of the water system, soil conditions, and land use in proximity to the water mains some are prone to crack or break. This can cause a sudden and unexpected force of water. Until our maintenance crew arrives the volume, pressure and flow of water can be unpredictable and can result in property damage.

Once on site, the regional district will first isolate the break – shutting off water to the smallest possible area – this can impact water supply to other users until the water main is repaired. We will then concentrate our efforts on securing the site, locating other utilities and then fixing the water main to restore water service as efficiently as possible. A temporary restoration of the site will be done once the water main is fixed. We will then return to complete restoration of the road right of way. The regional district does not take responsibility for the restoration on private property.

The repair of private property is the responsibility of the property owner, not the ACRD. Consult with your insurance company immediately.

In the event that you see a break or evidence of a leak please report it immediately to the ACRD office @ (250)720-2700.

Helpful Information

My property is flooded. What should I do?

- If there is a floor drain in your basement, make sure it is not obstructed.
- Protect yourself first, be cautious of any electrical hazard.
- Keep any damaged property or belongings available for inspection and take photos if possible.

Should I call my insurance company?

- Yes. This will give your insurer the opportunity to investigate and determine whether or not the loss is covered under your insurance policy. If the loss is covered, they can deal directly with you on your claim. This may be the quickest way for you to recover your costs and have your repairs and cleanup completed. Your insurance company can pursue any party they believe to be responsible for the damages.



Property Damage Information



Making a Claim

It is the Board's policy that claims made against the Regional District are not paid unless, in the opinion of the Municipal Insurance Association and/or legal counsel, there is a liability exposure. The circumstances of how your property became damaged will determine if there is any liability on behalf of the Regional District. Each scenario will be reviewed on its own set of facts and if there is evidence that the municipality is responsible by either an act or omission on their behalf, then consideration may be given to your claim.

What if I think the damage is the Regional District's fault?

- If you have filed a claim with your insurance provider, they will contact the Regional District to make a claim on your behalf if they believe the Regional District is liable.
- To make a claim directly against the Regional District for property damage, submit a letter to the following address:

Manager of Finance
Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC, V9Y 2E3

The letter notifying the Regional District of your claim is a requirement under the Local Government Act and must include the date, time, place and manner in which the damage occurred as well as how the Regional District is liable. It should also contain as many details as possible, including the names of the contractors involved and your insurance adjuster if you have filed a claim under your insurance policy.

As per the Local Government Act, the letter must be received by the Regional District within two (2) months of the date on which the damage occurred or the claim cannot be considered.

Advice

1. Consult with your insurance provider to be sure you are protected by your property insurance policy for a potential water main break
2. Check all drainage paths on your property to ensure they are graded property and that they aren't blocked or altered (ie. ditches that have been filled in)
3. Slope the soil around your foundation and window wells at least two metres away from your house, with a drop of 10 to 20 centimetres



Questions?

- For general inquiries regarding the water system please contact the Manager of Environmental Services @ (250)720-2713 or adaniel@acrd.bc.ca
- For inquiries regarding submitting a claim please contact the Manager of Finance @ (250)720-2707 or teri.fong@acrd.bc.ca

The information contained herein is provided as an informal guide only to assist users with the claims process. It shall not be used as legal advice. The Alberni-Clayoquot Regional District accepts no liability arising from the interpretation of the information provided in this brochure.



MEMORANDUM

To: Beaver Creek Water Advisory
From: Teri Fong, CPA, CGA, Manager of Finance
Date: October 23, 2014
Subject: Proposed new leak policy

The leak adjustment procedure that is currently in place for the Beaver Creek Water System allows for total forgiveness of an overage once every five years. This is the procedure that has carried over from the Beaver Creek Improvement District. The current process involves the owner requesting an adjustment in writing and stating that they have repaired the leak. Staff then ensures that no adjustment has been made in the past five years and removes the overage charge from the account.

As improvements are being made to the Beaver Creek Water System in order to achieve the Drinking Water Treatment Objectives required by Island Health water per cubic meter is becoming more costly and staff felt it was a good time to review this policy. Staff recommends that this policy be amended to allow for an adjustment of 50% of the overage that resulted from the leak upon receiving a detailed receipt or report showing proof of repairs. This policy has also been presented to the Bamfield Water Committee for their consideration in hopes of having a consistent policy across the ACRD for leaks.

For consideration of the committee I have attached a proposed new leak policy. Please provide direction to staff if you would like to see this policy or something similar implemented.

Submitted by: 
Teri Fong, CPA, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer

Alberni-Clayoquot Regional District
PROPOSED LEAK POLICY

Policy Issued by:
Date Adopted:

Purpose:

The objective of this policy is to establish a procedure that would authorize the accounting staff of the Alberni-Clayoquot Regional District to respond to requests from property owners for adjustment to their utility bill, as a result of a water leak.

Policy:

Staff will endeavor to identify excessive water consumption for customer accounts when preparing their utility invoices. Staff will make an effort to contact the property owners that have what is considered to be an extremely high consumption and indicate that there may be a leak. This will also be followed up by correspondence which will be mailed with the relevant utility invoice.

The property owner is expected to repair the leak immediately. If the leak cannot be fixed immediately, it is the property owner's responsibility to request Regional District staff to shut off the water at the meter. Or the property owner's may shut off another water valve on the property to prevent the water from escaping until the repairs can be made.

Procedure:

Accounting staff are authorized to adjust utility invoices subject to the following conditions:

1. The property owner advises the Alberni-Clayoquot Regional District, by completing the attached form, that a leak has been identified and repaired.
2. The property owner has supplied the Regional District with detailed receipts showing proof of repairs (i.e. plumber's invoice, receipts for materials, etc.) or a detailed report of the repairs performed.
3. If it is determined that the leak was repaired within a reasonable time period, an adjustment shall be calculated as fifty percent (50%) of the dollar amount of the overage that resulted from the leak.
4. Staff is not authorized to process a second adjustment within three (3) years without the request being approved by the appropriate water advisory committee.



Leak Adjustment Request Form

Property owners can apply for a leak adjustment for excess water volume charges resulting from a leak. To be eligible for a leak adjustment you must have repaired the leak in a reasonable time from the discovery of the leak, and provide proof of the leak repair (receipts for any materials or services related to that repair).

If you wish to apply for a leak adjustment, please complete the form below and return it to our office as soon as possible with the necessary receipts. If your leak adjustment request is approved, a credit of fifty percent (50%) of the dollar amount of the overage will be applied to your account, and you will receive an amended bill.

Application Date:	
Name of Owner(s)	
Telephone #:	
Mailing Address:	
Service Address:	
Description of Leak and Repairs: (if necessary, please use another page)	

Please enclose copies of the receipts for any materials or services related to the repair.

As the owner of the property, I hereby apply for a billing adjustment and confirm that the above and attached information is true and accurate.

Signature of Owner:	Date:
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Office Use Only

Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	By:	Amount:
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REQUEST FOR DECISION

To: Russell Dyson, Chief Administrative Officer;
Regional Board of Directors; and Beaver Creek Water Advisory Committee

From: Mike Irg, Manager of Planning and Development

Date: October 23, 2014

Subject: Grandview Road Water Upgrades for 6253 Drinkwater Road

Recommendation:

That the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST).

Desired Outcome:

To meet required fire flows for the eight (8) lot development on 6253 Drinkwater Road and the additional 50 properties highlighted on the attached map. Additional benefits will be a significant reduction in line breakages on this section of Grandview Road, there have been four (4) breaks in this line since the Strick Road pump stations went online this summer; the water line will be looped, so manual flushing will no longer be required, both Drinkwater Road and Grandview Road require manual flushing once a month; and this upgrade will be completed at a reduced cost.

Summary:

The attached map shows the required waterline, highlights the properties that benefit from the upgrade, and illustrates the three components of waterline upgrades that are required for this development.

Background:

To provide potable water and meet fire flow requirements for the eight (8) lot subdivision at 6253 Drinkwater Road, approximately 1320 metres of 150 mm pvc water pipe needs to be installed. The initial 840 metres will be installed by the developer with BWS providing 320 metres of 150 mm water pipe to loop to Drinkwater Road. To meet rural fire flow requirements, 480 metres of water pipe on the end of Grandview Road needs to be upgraded. (See attached map)

The subdivision water regulation bylaw for the Beaver Creek Water Service includes a provision for an application to be approved where the applicant provides the District with a reasonable proposal to

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?il?ath Government, Huu-ay-aht First Nations & Uchucklesaht Tribe

Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

increase the supply capacity of the District’s system so that it is capable of providing the parcels to be created by the subdivision with a sufficient supply of water (section 5 C). Section 8 of the subdivision water regulation bylaw deals with “extended services” and section 939 of the *Local Government Act* sets out the requirements for providing and paying for excess or extended services. For this development, staff recommends the Regional District service area (Beaver Creek Water Service) pay for the cost of the installation of the water pipe on Grandview Road and provides 320 metres of water pipe for the looping connection to Drinkwater Road. The developer will cover the cost of installation for the 320 metres of water pipe in addition to the 520 metres of water pipe to services the subdivision as shown on the attached map.

Time Requirements – Staff & Elected Officials:

Staff time will be required to oversee the project.

Financial:

The cost of the project is \$179,880.00. Staff estimates a savings of \$20,000. Bowerman Excavating is installing the other 840 metres of waterline for the development at 6253 Drinkwater Road for the developer and would undertake this work.

Policy or Legislation:

The Beaver Creek Water Subdivision Bylaw, which carries over from the previous Beaver Creek Improvement District and Section 939 of the *Local Government Act* both set out the regulations for dealing with excess or extended services.

The upgrade to the Grandview Road water line is part of the Beaver Creek Water Service work plan with the upgrade to Grandview Road water line scheduled within the next (5) five years. (Note: the looping to Drinkwater Road is dependent on this development proceeding)



Submitted by: _____
Mike Irg, Manager of Planning and Development

Submitted by: _____
Bruce Forsyth, Maintenance Technician Leadhand



Approved by: _____
Russell Dyson, Chief Administrative Officer

B O W E R M A N E X C A V A T I N G L T D .

P H O N E (2 5 0) 7 2 3 - 8 7 7 5

F A X (2 5 0) 7 2 3 - 8 7 8 5

Oct 16, 2014

Alberni Clayoquot Regional District
Beaver Creek Water System

Re: Grandview Road Water Upgrade
Attn: Russell Dyson

Bowerman Excavating is pleased to provide price to upgrade 480m old 4" AC water main with new 6" C900 pvc main from Fraser Road to the end of Grandview this will provide better fire flows to the end of the road. The price includes 480m new main, tie in's to existing main, new service connections to existing lots and provide temporary overland water service during construction. Our price reflects all of our equipment and crews already onsite for other work providing a savings in mobilization I have also combined our material orders together to lower the overall materials pricing for this work.

Lump Sum \$179,880.00 not including GST

This price does not include installing pipe in roadway, engineering and any extra works beyond scope above.

Any question please call

Thank You

Craig Bowerman



Beaver Creek Water System Operating Income Statement
Period ending October 20, 2014

OPERATING EXPENDITURES	2014 Budget	Oct 20, 2014 Actual
Administration Charge	66,000	49,500
Advertising	1,000	1,041
Bank Charges	4,000	1,820
Bulk Water Purchase	80,000	68,237
Computer & Controls	25,000	25,551
Education	5,000	2,436
Engineering	40,000	3,763
Insurance	11,000	7,210
Labour & Benefits	231,000	206,671
Legal Fees	60,000	3,309
Licenses & Permits	2,500	1,060
Materials & Repairs/ Maintenance		
Pump House Maintenance	20,000	11,899
Repairs & Maintenance	115,295	96,566
Small Tools & Supplies	10,000	5,113
Repairs - Grounds & Building	5,000	2,771
Fire Hydrant Maintenance	10,000	1,247
	160,295	117,596
Office	1,000	456
Telephones & Pager	7,000	1,961
Utilities	40,000	32,811
Vehicle Operation	12,000	9,762
TOTAL OPERATING EXPENDITURES	745,795	533,184



Beaver Creek Water System Capital Summary
Period ending October 20, 2014

	2014 Budget	Oct 20, 2014 Actual
CAPITAL DEVELOPMENT FUND		
Balance, beginning of year	\$ 462,781	462,361
Contribution from operating fund	242,998	249,998
Contribution from grants	213,726	213,726
Interest earnings	3,900	2,386
<i>Less - capital expenditures</i>		
Strick Rd pump station & watermain	500,000	481,148
Meter exchange program	80,000	42,170
Old Kitsuksis reservoir repair	40,000	-
Shop upgrade	60,000	62,653
Water system upgrades	75,000	-
Total capital expenditures	755,000	585,971
BALANCE, END OF YEAR	\$ 168,405	\$ 342,500
RENEWAL RESERVE FUND		
Balance, beginning of year	\$ 2,779	2,781
Contribution from operating fund	-	-
Interest earnings	30	14
Less - capital expenditures	-	-
BALANCE, END OF YEAR	\$ 2,809	\$ 2,795
EMPLOYEES SICK LEAVE FUND		
Balance, beginning of year	\$ 1,345	1,320
Contribution from operating fund	-	-
Interest earnings	20	7
Less - sick leave payout	-	-
BALANCE, END OF YEAR	\$ 1,365	\$ 1,327
MOTOR VEHICLE REPLACEMENT FUND		
Balance, beginning of year	\$ 20,827	20,849
Contribution from operating fund	10,000	10,000
Interest earnings	140	67
Less - capital expenditures	30,000	30,774
BALANCE, END OF YEAR	\$ 967	\$ 142

BEAVER CREEK WATER SYSTEM

2014 Accomplishments:

Strick Road Pump house

- Project completed - source water from City April, 22 2014
- System flushing and control and SCADA adjustments required to mitigate pressure surges and new flow direction
- Operator safety protocols completed (signage, PPE and procedures)
- McKenzie pump station mechanical review and placed in standby mode

Emergency Operations

- Watermain failures: McKenzie Road, Karen, Gordon (2), Kitsuksis (2), Grandview (4)
- Water service leaks investigation and repair
- Three boil water advisories averted by utilizing old Kitsuksis reservoir
- One boil water advisory avoided by using fire truck

Meter Exchange Program

- 157 radio read meters installed (542 out of 965 – 56%)
- Some lowering and additional works required
- Complete brush cutting around all meters, hydrants and valves (2)
- Additional brushing completed as per service request
- Quarterly meter reading completed
- Computer logic for data transfer upgrade into Vadim

SCADA and Computer Upgrades

- PLC and SCADA upgrades required for dual operation (Strick or McKenzie Pumphouse)
- Lead PLC continues at McKenzie and relocation to be determined when upgrades are required
- Secondary computer provided to operators at new maintenance office
- iPad purchased for the second operator

Old Kitsuksis Reservoir

- Kept in service to assist with transition of new reservoir and pump station till October 17, 2014

New Kitsuksis Reservoirs

- One year cleaning and inspection
- Drained (2) for inspection and anode testing
- Cathodic protection testing confirmed appropriate protection
- Reservoir deficiencies investigated and addressed by contractor and consultants (handrails, anti-slip, security access, concrete cracking etc)

North Reservoir

- Leak assessment, repair investigated and quotes received

Service Requests

- 168 service request completed out of 199

Infrastructure

- Three hydrant installations - Georgia Road, Grandview and Donahue
- Various standpipes replaced
- Lugin Road 2" water service and meter upgrade to trailer park
- Motor, pump bearings and controls upgraded to Darnley pump station
- WorkSafe Confined Spaces and operation procedures assessment

Parks

- Parks mowing contracted
- Evergreen security improvements to prevent ATV damage (signage, barrier placement)
- Evergreen riding ring upgraded (surface and posts) with volunteer labour and ACRD funding

Office and Vehicles

- Two vehicle purchased, modifications made for functionality
- Trade in and decommissioning of old vehicles
- Built new Maintenance Shop/office and commissioned

2014 Remaining

Strick Road drainage

- Drainage issues to three properties impacted by ground water from new water main trench. Swale ditches, piping and drain rock trenches required

Old Kitsuksis reservoir repair - \$40,000

- Investigate future use and required upgrades

Water system upgrades – \$75,000

Potential projects :

- Possible 100m main extension on Dobie road - cost sharing with developer
- Tomswood loop
- Grandview upgrades – possible cost sharing with developer

Meter exchange Program - approx \$38,000 remains

- Purchasing of new meters for continued installations

Asset disposal

- fire truck
- backhoe