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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**

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**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**

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CHAIR

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SECRETARY