

Adopted on April 5, 2011

## BOWEN ISLAND MUNICIPALITY

Minutes of the Snug Cove Sewer Local Management Committee meeting held on Monday March 15, 2010 at 10:00 a.m. in the Council Chambers of the Bowen Island Municipal Hall

### COMMITTEE IN ATTENDANCE

Rondy Dike, Chair\*  
Wolfgang Duntz  
Jacqui Snedker-Parker  
Ron Strange

### STAFF IN ATTENDANCE

Joanne Cunday, Director of Finance  
Brent Mahood, Director of Engineering & Operations  
Bob Robinson, Acting Manager Public Works Operations

### OTHERS IN ATTENDANCE

Rolf Loker – Ecofluid Technologies  
Councillor Peter Frinton  
Councillor David Wrinch  
Gayle Ferguson – Minute Taker  
(\* denotes partial attendance)

### CALL TO ORDER

The Vice Chair called the meeting to order at 9:40 a.m.

### ADOPTION OF THE AGENDA

#### **It was Moved and Seconded**

That the agenda for the Snug Cove Sewer Local Management Committee meeting of March 15, 2010 including the On Table Agenda be approved.

CARRIED

### ADOPTION OF MINUTES

Minutes of the Meeting of Snug Cove Sewer Local Management Committee held October 21, 2009

#### **It was Moved and Seconded**

That the minutes of the meeting of the Snug Cove Sewer System Local Management Committee held on October 21, 2009 be adopted.

CARRIED

### ELECTION

Rondy Dike and Wolfgang Duntz were nominated to serve as Chair and Vice Chair for 2010

The Chair called three times for further nominations.

#### **It was Moved and Seconded**

That Rondy Dike be elected by acclamation to serve as Chair of the Snug Cove Sewer Management Committee.  
CARRIED

#### **It was Moved and Seconded**

That Wolfgang Duntz be elected by acclamation to serve

as Vice Chair of the Snug Cove Sewer Management Committee.

CARRIED

## REPORTS

Bob Robinson, Public Works Operations re: Verbal report on General Operations Verbal report

Bob Robinson, Public Works Operations provided the following verbal report:

- Built a new roof with an odour absorber;
- Workmen's Compensation Board (WCB) requested that we replace some of the planks in Treatment Plant, which was done;
- WCB regulations require that a rescue team be available for confined spaces. Firemen are willing to take volunteer time to attend a four day training session. The cost is \$5,000 and once a year they would be required to practice the Plan.

The Director of Finance noted that staff could figure out the cost for the various systems and then allocate an amount.

The Committee agreed to amend the budget to indicate a charge for training for confined spaces.

Update from Rolf Loker, Ecofluid Technologies

Rolf Loker, Ecofluid Technologies provided the following update:

- Treatment Plant is doing well in last few months due possibly to lack of heavy rain;
- Foam and scum does not necessarily impair effluent quality but visually not appealing. Believe foam and scum could be linked to heavier users i.e. restaurants;
- Sludge process - sometimes biological process is compromised as the process consumes waste in water. As more sludge is created need to take out some to allow biological process to be effective. Plant has reached its capacity is 10-11 years old.

Snug Cove Sewer Readings for June 2009 - January 2010

The Committee received for information the Snug Cove Sewer Meter Readings for June 2009 - January 2010.

## NEW BUSINESS

Sewer Treatment Upgrade

The Director of Engineering & Operations provided the following comments regarding the sewer treatment

## upgrade project:

- Present status - a report to be presented to Council on March 22, 2010 for approval regarding project funding and how the Municipality will fund its portion;
- Obligation timeline requires grant funds to be spent by March 31, 2011;
- Engineer and contractors - Ecofluids believe they have a contract for design/build and are ready to go out with proposal to contractors but the process needs further discussion.

## Issues discussed:

- Scope of project - the purple pipe system, stream augmentation, the sewer plant? *Brent: Ecofluids are happy with those in the design/build process. Bob Robinson: stream augmentation and sewage will be a pilot project agreed to by the Province;*
- Capital Costs – when to be recovered from new properties - *Director of Finance: don't know how long as we don't know the development potential in areas that will be serviced. In the meantime the Municipality will have to finance the project;*
- Function of this committee and the fact we are spending \$2.5 million but are not informed. So what is our role supposed to be? *Director of Finance: this project from my perspective really speaks to expansion of the plant outside the present boundaries as the project's main purpose. In this regard, the Municipality is acting as the Developer.*
- *Present sewer users shouldn't be paying for the aspects of the project that are not for the properties within the existing boundaries, Director of Finance: is in the recommendations to Council to hire a consultant to evaluate and recommend the best method of recovery for BIM financing and steps to do it.*
- *Also to be considered is support from BIM to fund the incremental costs of operating the new plant.*

2010 Five Year Financial Plan  
Presentation by Joanne Cunday,  
Director of Finance

Joanne Cunday, Director of Finance provided the  
Committee with the following financial information:

2009 Budget

- User fees - significant error in last billing as users

were overbilled by approximately \$20,000. This has been contributed the \$20,000 to Future Works Reserve. The alternative is to reduce the billing next year;

- Transfers from Savings of \$17,000 - Automatic generator and transfer switch. Bob feels it is not necessary at this point so have not spent the \$17,000;
- Administration – slightly under;
- Operations – slightly under due to less expensive pump outs;

#### 2010 Budget

- Overall increase in budgeted user rates to support higher level of savings for future works;
- Parcel taxes to remain the same, dropping off in 2012 as debt will be completed;
- Transfer in from BIM of \$720,000 - the Municipality's portion to fund the expansion of the treatment plant;
- Projects - \$10,000 for outfall monitoring and maintenance, funded from Savings;
- Surplus and Reserve Balances – balance is just under \$90,000;
- As agreed earlier, portion of the \$5,000 for confined spaces training will be added to budget;
- Sewer operations – amend Contract Lines from \$200 to \$2,000 and SCADA System line charge beginning in 2010 of \$500;
- Budgeted transfer to Reserves has increased in 2010 from \$16,000.00 to \$25,000.000;
- Capital cost of treatment plant project expansion is estimated at \$2.2 million funded by the Municipality's portion at \$721,231 and grants of \$1.5 million.

The Committee agreed to keep the \$20,000 from the overbilling in reserves as we will need them.

In response to a query on how the plant expansion project would affect the actual day to day operation, Bob Robertson noted that there would be more visits required, possibly for more equipment and monitoring *Rolf: system remains the same but effluent requirements may change with a bigger operation.*

The Committee congratulated the Director of Finance on the clarity of presentation of the Financial information.

**It was Moved and Seconded**

That the Snug Sewer Local Management Committee recommends that Council approve the Snug Cove Sewer Local Service Area 2010 Five Year Financial Plan as amended.

CARRIED

**ADJOURNMENT**

The meeting adjourned at 11:01a.m.