



Electoral Area & Municipal Regional District Tax
Director's Committee

MEETING AGENDA

April 21, 2020 – 12:00 pm
RDMW Office – 2044 McNeill Road, Port McNeill, BC

Page CALL TO ORDER

- 1 1. Approval of Agenda – Agenda (April 21, 2020)**
- 2-4 2. Approval of Minutes – EA Committee Minutes (March 17, 2020)**
- 3. Correspondence - NONE**
- 4. Reports**
 - A. Electoral Area Gas Tax Application:**
 - 5-6 1) Sointula Wastewater Plant Sludge Automation Proposal**
 - 7 a) Application for Gas Tax Funding**
 - b) Excerpt from Manager of Operations Report (September 10, 2019)
 - 8-9 2) Seven Hills Energy Reduction and Irrigation Upgrades**
 - 10 a) Application for New Deal Funding**
 - 11-12 b) Scott Mitchell/WFP Letter of Support (April 7, 2020)**
 - c) Seven Hills Golf and Country Club Meeting Minutes (April 10, 2020)

5. Next Meeting – To be announced

ADJOURN



Electoral Area Director's & RTAG Committee

MINUTES

March 17, 2020

RDMW Office – 2044 McNeill Road, Port McNeill, BC

CALL TO ORDER 12:21 pm

Attendance: EA Directors: Andrew Hory (Chair), Rod Sherrell, Sandra Daniels,
Staff: Greg Fletcher, Administrator; Patrick Donaghy, Operations Manager;
Nicole McDowell, Recording Secretary
Regrets: James Furney

Agenda:

20-06 It was moved and seconded, that the agenda dated March 17, 2020, be adopted.

CARRIED

Minutes:

20-07 It was moved and seconded, that the minutes dated January 21, 2020, be adopted.

CARRIED

Correspondence:

1. Union of BC Municipalities – Federal Gas Tax Fund Compliance, March 10, 2020

20-08 It was moved and seconded, that the Correspondence be received and filed.

CARRIED

Reports:

B. Electoral Area Gas Tax Application

1. GT2019-05 Revision of Coal Harbour Firehall Solar/Electric Project

Also noted:

- *Hakai Energy Solutions had provided a quotation last year but declined to complete the project at the agreed upon price; they asked for more funds than budgeted.*
- *Gerry Little got another quote from Helioscope Solar in Campbell River, but was higher than Hakai estimate. They didn't want to comment to a firm price.*
- *Gerry got revised quote from Hakai; which was higher than their original quote, but lower than the Campbell River quote.*
- *Scope of project has also changed a bit; now a cassette heat pump instead of a forced-air heat pump. The cassette heat pump also de-humidifies.... Don't have to run all at same time, can choose which to run....heating separate heating areas.*
- *Good to go with Stryker Electronics the local contractor; good investment to get heat pump installer skills on the North Island.*

20-09
GT2019-05 It was moved and seconded to approve an additional \$10,000 to complete energy upgrades to the Coal Harbour Firehall bringing the revised budget for GT2019-05 up to \$57000.

CARRIED

20-10 It was moved and seconded that Stryker Electronics quote for \$14,626 be approved as "Sole Sourced."

CARRIED
2

2. GT2019-06 Revision of Sointula Firehall Solar/Electric Project

Also noted:

- *Extra monies needed for this project is for the electrical and the core.*
- *Includes all the LED lighting, which added an additional \$3,000 to cost.*

20-11
GT2019-06

It was moved and seconded to approve an additional \$9,000 to complete energy upgrades to the Sointula Firehall bringing the revised budget for GT2019-06 up to \$38,000.

CARRIED

B. Proposed Woss Utility Upgrades – Possible Future Gas Tax Applications

1. Woss Mainline Water Meter Proposal

Also noted:

- *Looking to match, or enhance, what has already been done in Coal Harbour.*
- *This is a system main metering to help detect leakage.*
- *Would be a significant hit to Gas Tax; but should be a priority to Woss.*
- *If we did project in similar order as Coal Harbour, it would be approx. \$400,000*
- *What we're proposing, is to do this project as a series of projects:*
 - *This would include the software as well to monitor the meter in real time.*
 - *This software would monitor any other additional meters installed as well.*
 - *Correction to original report: replaced "6-inch" with "8-inch."*
- *Looking at community support (the Woss meeting for March 9th was cancelled).*
- *No rush to approve supplemental at this point; just a "heads up" for now.*
- *Large projects: If there is a stimulus for grant apps, it's well worth waiting for that rather than using up Gas Tax dollars (shelf-ready projects)*

2. Woss Backflow/Water Meter Proposal

Also noted:

- *Water system is untreated in Woss.*
- *Most untreated water systems will have to be treated in the future.*
- *Could phase in with smaller project of 20-40 installations, which will allow a good feel for planning an application for a whole community.*
- *We do need to go back to the community and have the discussion.*
- *Will eventually want backflow protection on every residence; but some properties are more risky than others.*
- *Recommend doing an analysis of which properties to do test run on first.*

20-12
Woss Water
upgrade
proposals

It was moved and seconded, that the Woss Utility Upgrades proposals for possible future Gas Tax applications, be received and filed.

CARRIED

3. Addition to Agenda

Sointula Waste Water Treatment Plant Sludge Automation Proposal

- *\$33,000*
- *Automation takes away a lot of pressure from workers.*

- *Bring forth to next meeting?*

20-13 It was moved and seconded, that the Sointula Waste Water Treatment Plant Sludge Automation Proposal be brought forth to the next meeting.

CARRIED

C. Gas Tax Completion Reports

1. 2019 Project Summary

20-14 It was moved and seconded, that the 2019 Project Summary be received and filed.

CARRIED

2. GT2018-04 Hyde Creek Fire Hall Expansion

Also noted:

- *Might be questioned by UBCM*
- *\$137,225 total eligible; 134,500 approved gas tax.*
- *If denied, monies will come out of reserves from local services.*

20-15
HC Fire
GT2018-04
Completion

It was moved and seconded to approve the Gas Tax Completion Report for GT2018-04 Hyde Creek Fire Hall Expansion.

CARRIED

3. GT2017-05/GT2019-03 Quatsino Solid Waste Transfer Station & Recycling Depot

Also noted:

- *Amended budget was \$155,000; actual costs were \$147,919*

[the completion report needs changing after checking with Rose]

20-16
GT201705/
GT2019-03
Quatsino TS
Completion

It was moved and seconded to approve the Gas Tax Completion Report for GT2017-05/GT2019-03 Quatsino Solid Waste Transfer Station & Recycling Depot.

CARRIED

Next Meeting – To be announced

20-17 **Adjournment:** The meeting adjourned at 12:55 pm

CERTIFIED CORRECT

SECRETARY

CHAIR



REGIONAL DISTRICT OF MOUNT WADDINGTON

2044 McNeill Road, P.O. Box 729, Port McNeill, B.C. V0N 2R0

Phone: 250-956-3161 or 250-956-3301 fax: 250-956-3232

APPLICATION FOR GAS TAX-COMMUNITY WORKS

NAME OF APPLICATION: Sointula Wastewater Plant Sludge Automation Proposal

LOCATION AND ADDRESS OF PROPOSAL:

COMMUNITY Sointula Waste Water Treatment Plant **IN ELECTORAL AREA:** **A**
If REGIONAL **Regional Wide Service** or **list Impacted Communities and areas**

SERVICE: Sointula Sewer Service

RDMW Land Tenure: Fee Simple

TYPE OF APPLICATION:

Local Roads/Bridges Public Transit Drinking Water Wastewater Solid Waste
Community Energy Systems Recreational Infrastructure Cultural Infrastructure Tourism Infrastructure
 Disaster Mitigation Capacity Building

NEW DEAL FUNDING REQUIRED Project Budget Attached Community Support Attached

Factoring extra allowances prudent in the current uncertain conditions, **\$35,000** is being requested from Gas Tax with any residuals being returned.

Cost estimate for sludge automation proposal is as follows:

4 inch automated PVC ball valves	2	\$1,797.71	\$3,595
10 hp 208 volt 3 phase Variable Frequency Drive	1	\$1,050.00	\$1,050
Dissolved Oxygen Sensor and controller	1	\$4,781.00	\$4,781
Piping, fittings and adaptors	1	\$950.00	\$950
Electrical conduit, wiring, enclosures, depth sensors etc.	1	\$1,575.00	\$1,575
Excavator/backhoe	1	\$1,500.00	\$1,500
Installation and programming	1	\$4,750.00	\$4,750
Shipping	1	\$275.00	\$275
Compressor	1	\$5,000.00	\$5,000
		Sub Total	\$23,476
		25% Contingency Allowance	\$5,869
		15% Administration Allowance	\$3,521
		10% Inflation Allowance	\$2,348
		Total Before Taxes	\$35,214

PROJECT DESCRIPTION:

Currently the sludge handling at the Sointula Wastewater Plant is done manually. The various steps necessary to operate the sludge portion of the Plant are time consuming and require a great deal of operator time and oversite.

This proposal is to automate the various aspects of the Sewer Plant’s sludge management and aeration ditch brush motor by adding actuated valves, adding a supernatant pump and depth sensor to the sludge holding tank, adding a depth sensor to the clarifier sludge pumping tank, adding a VFD to the aeration ditch brush motor, adding a dissolved oxygen sensor to the aeration ditch, tying the existing sludge pump controls into the new control system and creating an operator interface with alarms for the automated sludge and aeration controls.

Addition of a supernatant discharge pump in the sludge holding tank will make it possible to thicken the sludge considerably more than what is possible with the current plant sludge setup. This should result in a noticeable savings in sludge hauling and tipping fees.

Addition of a Dissolved Oxygen sensor to the oxidation ditch and adding a VFD to the aeration ditch brush motor will allow the 10 hp electric motor to be controlled automatically and run intermittently and or at a reduced speed depending on oxygen levels in the oxidation ditch. This will result in reduced energy costs.

COMMUNITY WORKS OBJECTIVES ADDRESSED BY PROPOSAL:

Better performance of operations reduces costs and foster greater reinvestment in the infrastructure. The automated controls should also improve the environment outcomes of the treatment plant.

TEST OF INCREMENTALITY *This project could not have been considered if New Deal funds were not available.*

MEASURABLE OUTCOMES (expected benefits)

More efficient sludge removal from waste water treatment plant as less pump outs will be required plus lower electrical consumption.

FOR OFFICE USE ONLY	Staff lead: <u>Patrick Donaghy</u>	<input type="checkbox"/> Copy to Finance
DATE RECEIVED: <u>April 21, 2020</u>	PROJECT NUMBER:	
CONSIDERED BY NEW DEAL COMMITTEE ON: <u>April 21, 2020</u>	MOTION NUMBERS:	
DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to		<input type="checkbox"/> Not Approved
BUDGETED PROJECT COST:\$ <u>\$35,000</u>	NEW DEAL APPROVED FUNDING:\$	+
PROJECT CERTIFIED COMPLETED : <u>Signature of Manager</u>	ACTUAL PROJECT COST:\$	
DATE CONFIRMATION PROVIDED TO UBCM:		



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** September 10, 2019
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: September 2019 Operations Report

Excerpt related to Sointula Sewage Treatment plant problems:

.....
A letter has been received from Environment Canada dated September 4, 2019 regarding the waste water treatment plants in Coal Harbour and Sointula. The letter identifies deficiencies of the part of the Regional District in regards to the Wastewater Systems Effluent Regulations (WSER) in the area of reporting and effluent quality. The report shows that at the time of the letter, the backlog of reports had been erased but that over the period from 2015 to present, the two facilities were not meeting the WSER standards for Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) on a number of occasions. WSER was published in July 2012, but its implementation has been lengthy as Environment Canada has worked out equivalency agreements with various provinces of which British Columbia does not have one to date. Until the introduction of WSER, wastewater treatment plants at Sointula and Coal Harbour needed to meet the BOD and TSS standards set out in their provincial discharge permits which were 135 mg/L for Sointula and 45 mg/L for Coal Harbour. The WSER standards are the general rule across Canada for wastewater treatment plants are 25 mg/L. Prior to any upgrades, all of the wastewater treatment plants managed by the RDMW were meeting their provincial Discharge Permit requirements but some are challenged by the WSER. The Manager of Operations has had several constructive conversations with the letter's author Gregory Lee to communicate what the Regional District has done to date to meet its WSER obligations which include the following:

- Completion of the Coal Harbour wastewater treatment plant upgrades at the end of 2018.
 - Since upgrades have been completed, the Coal Harbour wastewater treatment plant has consistently met WSER BOD and TSS regulations
- Nearing completion of sludge dewatering infrastructure through the usage of polymers upstream of the clarifier which should help reduce TSS

The Regional District has also initiated efforts to address the challenges facing the Sointula wastewater treatment plant. John Motherwell PEng, the facilities designer has been contacted to get feedback on some modifications that are feasible especially in conjunction with upgrades to the Process Logic Control system made to the treatment plant that were completed under the Clean Water Wastewater Fund. The Manager of Operations hopes to get support from the Malcolm Island Advisory Commission at the end of September to apply for a Infrastructure Planning Grant to study opportunities of increasing the aeration along the whole length of the aeration ditch. The Manager of Operations will continue to the keep the Board informed on future developments

.....
Respectfully submitted

Patrick Donaghy PEng, MSc



REGIONAL DISTRICT OF MOUNT WADDINGTON

2044 McNeill Road, P.O. Box 729, Port McNeill, B.C. V0N 2R0
Phone: 250-956-3161 or 250-956-3301 fax: 250-956-3232

APPLICATION FOR NEW DEAL FUNDING

NAME OF APPLICATION: Seven Hills Energy Reduction and Irrigation Upgrades

LOCATION OF PROPOSAL: Seven Hills Golf Course

IN ELECTORAL AREA: C

RDMW Land Tenure: 7 Hills Golf & Country Club lease with Western Forest Products Until 2032

If REGIONAL Regional Wide Service (supported by RDMW Annual Grant-in -aid)

TYPE OF APPLICATION

- Local Roads/Bridges Public Transit Drinking Water Wastewater Solid Waste
- Community Energy Systems Recreational Infrastructure Cultural Infrastructure Tourism Infrastructure
- Disaster Mitigation Capacity Building

NEW DEAL FUNDING REQUIRED \$ \$22,000 . Project Budget Attached

PROJECT DESCRIPTION: 7 Hills Irrigation and Energy Efficiency Upgrades

Installation of a series of controls to automate the Irrigation System at the 7 Hills Golf Course. Installation of Variable Frequency Drive on Irrigation Motor which shall reduce hydro and demand charges.

Irrigation box timers placed near each green will control the amount of watering the course requires. The current system is antiquated and manually operated which results in overwatering. By introducing these features, it will reduce excessive motor and pump runtime and savings on Hydro, maintenance and operations will be realized.

An energy audit completed in 2018 indicated annual energy savings of \$3000/year by changing to LED lighting in the mechanics shop, pro shop and parking lot. Installing programmable thermostats on electric baseboard heaters will additionally contribute to those savings.

If Additional funds remain, we will be looking at replacing 3 electric hot water tanks to an energy star model and reducing to one electric tank with an optional storage tank foe peak season.

**Please Note: Due to COVID 19 the scope of the project may change or be completed over two seasons due to funds available as we are uncertain how revenues will be affected this season. COVID 19 will help us complete the project with fewer participants on the course and the contractor will be working alone following COVID 19 protocol*

TEST OF INCREMENTALITY

This project could not have been considered if the New Deal funds were not available.

NEW DEAL OBJECTIVES & MEASURABLE OUTCOMES (expected benefits)

- 1) Reduced water consumption.
- 2) Reduction of BC Hydro consumption
- 3) Financial savings to this recreation service in labor and overtime costs.
- 4) Reduction in future capital asset costs.

FOR OFFICE USE ONLY		Staff lead: <u>Gerry Little, Arena Manager</u>	<input type="checkbox"/> Copy to Finance
DATE RECEIVED: <u>April 21, 2020</u>	PROJECT NUMBER: _____		
CONSIDERED BY NEW DEAL COMMITTEE ON. <u>April 21, 2020</u> . MOTION NUMBERS: _____			
DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to _____ <input type="checkbox"/> Not Approved			
BUDGETED PROJECT COST:\$ _____ NEW DEAL APPROVED FUNDING:\$ _____ + _____			
PROJECT CERTIFIED COMPLETED : _____ .ACTUAL PROJECT COST:\$ _____			
DATE CONFIRMATION PROVIDED TO UBCM : _____ .			



Regional District of Mount Waddington

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0

Telephone (250) 956-3161 Fax (250) 956-3232

Web-site: www.rdmw.bc.ca Email: info@rdmw.bc.ca

File No.

April 21, 2020

The Seven Hills Golf and Country Club is happy to announce that we have reached a tentative agreement with Western Forest Products to extend the 7 Hills land tenure by ten years (10). Our new agreement will be in effect until the year **2032**.

As a result of this new extension the 7 Hills Board asks that the New Deal Committee consider a 50% sharing agreement to fund an Irrigation and hydro reduction project.

Seven Hills Project Budget

Expenditures

Irrigation System Upgrades Supply and Install	\$30,000
LED Electrical Supplies	\$ 3,000
Electrical Labor (in-kind)	\$ 2,000
Variable Frequency Drive Supply and Install	\$ 6,000
Contingency	\$ 3,000
Total	\$44,000

Revenue

Gas Tax	\$22,000
7 Hills Contribution	\$20,000
7 Hills In-Kind Labor (Qualified Electrician)	\$ 2,000
Total	\$44,000

If the New Deal committee approves this project, we feel that these upgrades will help them become a more viable recreation service for the region with the hopes to one day become self-sufficient and again be profitable.

I have completed many gas tax projects within the Regional District and also jointly with Woss Rec and Hyde Creek Rec Societies. I will work together with the Seven Hills Golf course and help complete this project on budget.

Recommendation: That the New Deal Committee approve a contribution of \$22,000 Gas Tax funds as the Seven Hills Golf Club has agreed by board resolution to commit 50% and any over-expenditures of the proposed budget.

Respectfully Submitted,

Gerry Little
Arena Manager



INCORPORATED JUNE 13, 1966

MUNICIPALITIES: VILLAGE OF ALERT BAY, VILLAGE OF PORT ALICE, DISTRICT OF PORT HARDY, TOWN OF PORT MCNEILL
ELECTORAL AREAS: "A" (BROUGHTON ARCHIPELAGO, SOINTULA / MALCOLM ISLAND, MAINLAND); "B" (COAL HARBOUR, HOLBERG, QUATSINO, WINTER HARBOUR);
"C" (FORT RUPERT, HYDE CREEK, TSULQUATE); "D" (CORMORANT ISLAND, TELEGRAPH COVE, WOSS)



Scott Mitchell <scottymitch@telus.net>

To 'Greg'

Cc glittle@rdmw.bc.ca; mortoncg@hotmail.com; scottymitch@telus.net

Good evening Greg,

Further to our recent discussions, Seven Hills Golf and Country Club is interested in pursuing Gas Tax funding via the Regional District for eligible projects. Gerry Little is currently developing an application for upgrades to our irrigation system plus some other energy saving improvements that he identified during a recent energy audit. We are currently making plans to do the irrigation work this spring, subject to receiving the grant.

In addition to planning and developing the application, Gerry has offered to act as club's lead in coordinating and overseeing the projects. Given his experience managing similar projects for the Regional District, we are very fortunate that he is willing to contribute this expertise and effort on behalf of the Board.

As you indicated to me earlier, one of the eligibility criteria for Gas Tax funding is for there to be a minimum of 10 years 'security' in the associated investment. In the case of the club this security would be achieved by having a secure lease on the property (owned by WFP) for a minimum of 10 years. The current lease with WFP expires in December 2022. As per the email string below, we recently requested WFP to provide us with written assurance that they will extend our lease for a minimum of 10 additional years prior to its expiry date, which would give us tenure until 2032 at a minimum. This commitment has been provided as per the email below. I trust this will prove as sufficient to fulfill the grant eligibility requirement until such time as we are able to renew (or replace) the existing lease. We intend to begin formal discussions with WFP on extension (or alternate arrangements) as soon as they are willing to do so....and well before 2022.

Our formal project application and supporting documentation will be reviewed and approved by the club's Board next Tuesday and submitted to you the following day (April 15th). We understand from Gerry that the committee responsible for the Gas Tax is meeting on April 21st and we would respectfully request that they review our application at that meeting. If you need information before the 15th, please let us know.

It should be noted that we are closely monitoring the current COVID situation and its impact to our revenue stream. Should our application be approved we would like to get the irrigation project completed this spring if at all possible. However if the pandemic results in our facility being closed for an extended time frame we may be forced to postpone some/all elements of the project to later this year or next year. Gerry has included a provision in our application to this effect.

Thank you for your assistance with the process.

Scott Mitchell
Secretary Treasurer
Seven Hills Golf and Country Club

From: Mat Prasad <MPrasad@westernforest.com>

Sent: Tuesday, April 07, 2020 2:46 PM

To: Clint Cadwallader <CCadwallader@westernforest.com>

Cc: Don Holmes <DHolmes@westernforest.com>

Subject: FW: [EXTERNAL] Request: WFP commitment to extend Seven Hills Lease for minimum 10 years.

Clint,

Further to this request from the Seven Hills Golf Club, we agree in principle to either extend the lease when it comes due in 2022 or seek other arrangements that allow the golf club continue to operate on the property.

We also ask that Seven Hills acknowledge on its website Western Forest Products' contribution of the cost free use of the land on which the golf course operates.

Please forward this onto the appropriate individual at Seven Hills.

Regards,

Mat Prasad
Vice President, IT & Shared Services
Tel 604.648.4557

Minutes
Seven Hills Golf and Country Club
Board of Directors Meeting
April 10, 2020

In attendance: Mickey Walker, Dale Dorward, Scott Mitchell, Gerry Little, Cecil Morton, Jaegan Patron,

Regrets: John Labatt, Gunnar Wigard

1. Call to Order

The meeting was called to order at 12:30 pm.

2. New Business

Irrigation System upgrades--Members of the Board met onsite at the golf course with a representative of Mainline Irrigation in Campbell River. Gerry, Mickey and Garry had provided a quick tour of the pump house and the contractor was able to discuss his preliminary findings of the proposed upgrade and answer questions from the Board.

Following the discussion, the Board convened to discuss the proposed application to the Regional District for cost sharing of the project via a Gas Tax grant. Gerry has developed the proposal on behalf of the Board and a copy had been distributed via email prior to the meeting. The application includes some additional items that will reduce power consumption consistent with the energy audit previously conducted by Gerry. Gerry explained that he had included a provision in the application that would allow the club to delay some or all of the project until later this year or next year if required due to revenue shortfalls due to the pandemic. Gerry also explained that if the grant was approved, the RD would cover half of the projected cost however the Club would be responsible for the full amount of any cost overruns. Scott indicated that WFP's Vice President had provided a commitment by email that the lease would be extended for a minimum of 10 years prior to its expiring. Regional manager Clint Cadwallader had indicated WFP were strong supporters of the Club and recognized its ongoing importance to the North Island and the company.

Motion: *Dale/Mickey—that the Board make application to the Regional District for Gas Tax funding of irrigation upgrades and other energy conservation measures estimated at \$44,000—carried.*

3. Adjournment

The meeting was adjourned at 12:45 pm.

4. Next meeting

The next meeting is scheduled for April 14th at 6:30 via conference call.

Taken from the 7 Hills business plan, 2019

- **Repair Automatic Valves**

The tops of the automatic valves will need to come off to service the diaphragm. If there is dirt at the seat of the diaphragm, it will need to be cleaned. If there is memory in the rubber seat, then the diaphragm will have to be replaced. This should be done when the system is off and there is no water in the valve box. I would prefer you repair these in case you decide to wire up the control clocks again. If not, then you can remove these valves and install a ball valve for manual control. The picture to the lower right shows the diaphragm seat and dirt that can get into the valve causing it to leak.

- **Repair Current Pump Station** – *Your number one focus from this report should be repairing your pump station to proper operating conditions.* Without an irrigation system in place, you will have turf loss throughout the course. See Iconix Report and estimate for their recommendations. Please feel free to use me to consult with Iconix on how best to handle upgrades.