



REGIONAL DISTRICT OF CENTRAL KOOTENAY

ARROW CREEK WATER TREATMENT & SUPPLY COMMISSION OPEN MEETING AGENDA

Time: 1:00 p.m. PST / 2:00 p.m. MST

Date: February 10, 2025

Locations: ⁽¹⁾ Council Chambers, Town of Creston, 238 – 10th Ave N., Creston, BC

⁽²⁾ RDCK Board Room, 202 Lakeside Drive, Nelson, BC

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

Join by Meeting Link:

<https://rdck-bc-ca.zoom.us/j/94172814570?pwd=nYRgABAKNcLnJjp1TKoslV51aAV1GA.1&from=addon>

Meeting ID: 941 7281 4570

Passcode: 939667

Dial by your location

- 833 955 1088 Canada Toll-free

COMMISSION MEMBERS

Commissioner D. Dumas	Councillor, Town of Creston (Chair)
Commissioner K. Vandenberghe	Director Electoral Area C
Commissioner R. Tierney	Director Electoral Area B

ALTERNATE COMMISSION MEMBERS

Megan Holland	Councillor, Town of Creston
Kala Hooker	Alternate Director

RDCK STAFF

U. Wolf	General Manager of Environmental Services
C. Gainham	Utility Services Manager
A. Divlakovski	Water Operations Manager
A. Richardson	Water Operations Supervisor, East
E. Clark	Meeting Coordinator

TOWN OF CRESTON STAFF

M. Moore	Chief Administrative Officer
C. Farynowski	Manager of Engineering
S. Klassen	Director of Finance & Corporate Services
F. Schmidt	Director of Infrastructure Services

1. CALL TO ORDER & WELCOME

General Manager Wolf to assume the chair and call the meeting to order at 1:00 p.m. PST / 2:00 p.m. MST.

2. ELECTION OF COMMISSION CHAIR

2.1 Call for Nominations (3 Times)

2.2 Opportunity for Candidates to Address the Commission

Two Minutes per address.

2.3 Vote by Secret Ballot

2.4 Declaration of Elected or Acclaimed Chair

2.5 Destroy Ballots

RECOMMENDATION:

That the ballots used in the election of the Arrow Creek Water Treatment & Supply Commission Chair be destroyed.

3. CHAIR'S ADDRESS

4. COMMENCEMENT OF REGULAR COMMISSION MEETING

The Arrow Creek Water Treatment & Supply Commission Chair assumes the chair.

5. CALL TO ORDER & WELCOME

5.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

5.2 Adoption of Agenda

RECOMMENDATION:

The Agenda for the February 10, 2025 Arrow Creek Water Treatment & Supply Commission meeting, be adopted as circulated.

5.3 Receipt of Minutes

The July 30, 2024 Arrow Creek Water Treatment & Supply Commission minutes, have been received.

6. STAFF REPORTS

6.1 Arrow Creek Water Treatment Plant Operation and Maintenance Update

Operations and Maintenance

- Membrane Filter Trains 1, 3 & 4 are currently not passing Membrane Integrity Tests (MITs). Train 2 is passing MITs and fibre repairs on Train 1 are almost complete.

- Train 1 suction pump had the flow starting to surge up and down when it was in production. The Variable Frequency Drive (VFD) was tested and was not an issue; the pump section has been removed and sent out to be inspected and tested, and has come back with no issues or repairs needed; the next step will be to replace the pump motor with a new spare we have in stock and that should resolve the problem.
- Annual overhead Water Treatment Plant (WTP) crane and intake Jib Inspection
- Preventative maintenance on all WTP motors.
- Large furnace that heats the WTP process room had to be shut down due to a faulty gas valve and a hole in the heat exchanger. HVAC contractor retrofitted a smaller decommissioned furnace used previously to heat the control room and redirected the ducting to blow heat down into the process room. The same will be done for a second smaller furnace previously used for heating chemicals rooms once the parts are in.
- Replacement of a 12" valve (leaking from the stem) on Train 1 and 3 old actuators.

Capital

- The Request for Proposal (RFP) for the WTP Mechanical Upgrades has been issued and posted to BC Bid, closes February 20, 2025.
- The final report for the filtration feasibility study was submitted by Associated Engineering on Thursday February 6th, 2025.
- An emergency replacement of the failing back pulse line, valve and tank will proceed and be awarded to the various suppliers and contractors.

6.2 Receipt of Associated Engineering Final Report for Filter Feasibility Study

Staff will provide a verbal report on the final report for the Filter Feasibility Study.

6.3 Creston Valley Alternative Water Supply Study Update

Staff will provide a verbal update on the Creston Valley Alternative Water Supply Study.

7. DRAFT 2025-2029 FINANCIAL PLAN

A copy of the DRAFT 2025-2029 Financial Plan for S251 Water Utility-Area B (Arrow Creek) has been received.

8. PUBLIC TIME

The Chair will call for questions from the public at _____ p.m.

9. NEXT MEETING

The next Arrow Creek Water Treatment & Supply Commission Meeting will be at the call of the Chair.

10. ADJOURNMENT

RECOMMENDATION:

The Arrow Creek Water Treatment & Supply Commission meeting adjourn at _____ p.m.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

ARROW CREEK WATER TREATMENT & SUPPLY COMMISSION OPEN MEETING MINUTES

A meeting of the Arrow Creek Water Treatment & Supply Commission was held at 9:00 am on Tuesday July 30, 2024, through a hybrid model.

Join by Meeting Link:

<https://rdck-bc-ca.zoom.us/j/96157378643?pwd=Rlnb7Ab4pZ8TcHXtY93P2cl2T3MBFB.1&from=addon>

Meeting ID: 961 5737 8643

Meeting Passcode: 442936

Join by Phone:

+1 778 907 2071 Canada

833 958 1164 Canada Toll-free

Locations: ⁽¹⁾ Council Chambers, Town of Creston, 238 – 10th Ave N., Creston, BC
⁽²⁾ RDCK Board Room, 202 Lakeside Drive, Nelson, BC

COMMISSION MEMBERS

Commissioner D. Dumas	Councillor, Town of Creston (Chair)	⁽¹⁾ In-person
Commissioner R. Tierney	Director Electoral Area B	⁽¹⁾ In-person

COMMISSION MEMBERS ABSENT

Commissioner K. Vandenberghe	Director Electoral Area C	
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RDCK STAFF

M. Morrison	Corporate Officer/Manager of Corporate Administration	
U. Wolf	General Manager of Environmental Services	⁽²⁾ In-person
C. Gainham	Utility Services Manager	
A. Divlakovski	Water Operations Manager	⁽²⁾ In-person
A. Richardson	Water Operations Supervisor, East	
E. Clark	Meeting Coordinator	⁽²⁾ In-person

TOWN OF CRESTON STAFF

C. Farynowski	Manager of Engineering	⁽¹⁾ In-person
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1. CALL TO ORDER & WELCOME

General Manager Uli Wolf assumed the chair and called the meeting to order at 9:06 am.

2. ELECTION OF COMMISSION CHAIR

2.1 Call for Nominations (3 Times)

General Manager Wolf called for nominations the first time.

Commissioner Tierney nominated Commissioner Dumas.

Commissioner Dumas accepted the nomination as Chair.

General Manager Wolf called for further nominations a second and third time.

2.2 Declaration of Elected or Acclaimed Chair

General Manager Uli Wolf ratified the appointed Commissioner Dumas as Chair of the Arrow Creek Water Treatment & Supply Commission for 2024.

3. COMMENCEMENT OF REGULAR COMMISSION MEETING

Commissioner Dumas assumed the chair.

4. CALL TO ORDER & WELCOME

4.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

4.2 Adoption of Agenda

MOVED and seconded,
AND Resolved:

The Agenda for the July 30, 2024 Arrow Creek Water Treatment & Supply Commission meeting, be adopted as circulated.

Carried

4.3 Receipt of Minutes

The December 1, 2023 Arrow Creek Water Treatment & Supply Commission minutes, have been received.

5. STAFF REPORTS

5.1 Arrow Creek Water Treatment Plant HVAC System

The Commission Report dated July 22, 2024 from Alex Divlakovski, Water Operations Manager, providing a summary of options from Building Energy Solutions Ltd for upgrades to the HVAC system at Arrow Creek Water Treatment Plant, has been received.

Moved and seconded,
AND Resolved that it be recommended to the Board:

That the Board approve an amendment to the 2024 Financial Plan for Service S251 Water Utility – Area B (Arrow Creek) to increase account 60000 Capital Expenses by \$159,000, increase Account 45000 Transfer from Reserves by \$169,320 and increase account 59500 Transfer to Other Service by \$10,320 in order to complete all recommended HVAC upgrade options in 2024.

Carried

5.2 Arrow Creek Water Treatment Plant Ceramic Filtration Feasibility Study Update

The Commission Report dated July 26, 2024 from Jeannine Bradley, Project Manager providing a progress update relating to the Arrow Creek Water Treatment Plant Ceramic Filter Feasibility Study, has been received.

Moved and seconded,
AND Resolved:

That the Arrow Creek Water Treatment and Supply Commission direct staff to proceed with the award of additional consulting services to a maximum value of \$23,298 plus GST to Associated Engineering (B.C.) Inc. for the Arrow Creek Water Treatment Plant Ceramic Filter Feasibility Study and that this cost be accommodated under account 60000.

Carried

5.3 Creston Valley Alternative Water Source Feasibility Study

Chris Gainham, Utility Services Manager provided a verbal report on the Creston Valley Alternative Water Source Feasibility Study.

5.4 O&M and Capital Update

Operations and Maintenance

- *Membrane Filter Trains 1 & 2 are currently passing MITs, Trains 3 & 4 are not passing but need to remain in production due to peak demands from higher consumption in both Erickson and the Town of Creston. We are confident that the WTP permeate water is meeting its treatment goals as the finished permeate water turbidity remains below the benchmark of 0.1 NTU.*
- *Identified a crack in the flange of the backpulse tank. The flange is a single unit with the tank. We are analysing all options to remedy, but may require tank replacement.*
- *Replaced out-of-date fire extinguishers and batteries in the door entry safety lights.*
- *Replaced pump shelf, piping and valves for the sodium bisulphite used in membrane cleans.*
- *Put new bolts and a repair kit in the chlorine pump used for cleans.*
- *Annual WTP instrumentation calibration and inspection.*
- *Replace 2 of the Membrane Filter Train specific inline turbidity analyzers.*
- *WTP Road from front gate to creek intake diversion will have gravel added to thin or muddy (organics) areas, and graded.*
- *Work in-house on sealing up heat loss areas into the various rooms in the WTP as determined by using an infrared camera. Several locations have been sealed with Styrofoam insulation and weather stripping for all the doors is on order.*

Capital Projects

- *New UV Reactor #2 and piping installed, waiting for new wiring to be installed at end of July. UV#2 unit will be commissioned in early August and controls scaled and updated in local SCADA.*

6. ARROW CREEK WATER COMMISSION GOVERNANCE

Mike Morrison, Corporate Officer/Manager of Corporate Administration opened the discussion on the proposed Arrow Creek Water Treatment and Supply Commission Establishment Bylaw No. 2871, 2023. The following documents have been received:

- Proposed Arrow Creek Water Treatment and Supply Service Bylaw No. 2871
- Response letter from the Town of Creston dated July 23, 2023

Below is a summary of the discussion:

Current Situation

- *Most service planning, operations, maintenance and budgeting matters are already directed by the Commission under the existing Commission Bylaw authority*
- *Current Commission Bylaw prohibits consideration of staffing matters*
- *Commission not exercising the current authority to enter into agreements or create policies*
- *Some decision making authority is already delegated to staff under the Utilities Bylaw*
- *In the absence of Commission Bylaws stating otherwise, the bylaws and polices of the RDCK apply by default*

The Local Government Act prohibits the RDCK Board from delegating the following powers to a Commission:

- *The adoption of bylaws, including the Procedures Bylaw*
- *Adoption of a Financial Plan*
- *Acquiring or expropriating land*

Note that the above is not a complete list, there are other prohibitions less relevant to the Commission.

The province discourages the delegation of the following powers/ duties:

- *Contracting and purchasing policies*
- *Seeking of legal advice*
- *Legal risk management*
- *Financial management policies*

Any delegation of authority to the Commission must be specific and well defined.

Next Steps

Town staff and RDCK staff to work together to determine specific delegated authorities to include in the draft bylaw that meet the following criteria:

- *Reflect the current operation of the Commission*
- *Legally permissible*
- *Do not include areas of delegation discouraged by the Province*
- *Not already delegated to staff in the Utilities Bylaw*

7. FINANCIAL STATEMENT

The June 2024 Service Statement for S251 Water Utility - Area B (Arrow Creek), has been received.

8. PUBLIC TIME

The Chair called for questions from the public at 9:51 a.m.

9. NEXT MEETING

The next Arrow Creek Water Treatment & Supply Commission Meeting will be at the call of the Chair.

10. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Arrow Creek Water Treatment & Supply Commission meeting adjourn at 9:52 a.m.

Carried

APPROVED

Approved via email

Councillor D. Dumas
Chair, Arrow Creek Water Treatment & Supply Commission
July 30, 2024 Meeting

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. That the Board approve an amendment to the 2024 Financial Plan for Service S251 Water Utility – Area B (Arrow Creek) to increase account 60000 Capital Expenses by \$159,000, increase Account 45000 Transfer from Reserves by \$169,320 and increase account 59500 Transfer to Other Service by \$10,320 in order to complete all recommended HVAC upgrade options in 2024.

