



**DISTRICT OF SECHELT
PUBLIC WORKS, PARKS AND ENVIRONMENT COMMITTEE**

**Community Meeting Room, 5797 Cowrie Street, Sechelt, BC
Wednesday, September 26, 2018 1:00 pm**

AGENDA

- 1. CALL TO ORDER AND DECLARATION OF CONFLICT**
- 2. ADOPTION OF AGENDA**
- 3. APPOINTMENTS AND DELEGATIONS**
- 4. CORRESPONDENCE**
- 5. COMMITTEE / COMMISSION MINUTES AND REPORTS**
 - 5.1 Minutes of the Public Works, Parks and Environment Committee Meeting of August 22, 2018 – *for receipt only* Pg 2 – 4
- 6. NEW BUSINESS**
- 7. BUSINESS ITEMS**
 - 7.1 Engineering and Operations Services Overview and Activity Report Pg 5 – 16
 - Report from the Director of Engineering and Operations dated September 14, 2018
 - 7.2 Chemical Storage Facility Design Pg 18 – 20
 - Report from the Director of Engineering and Operations dated August 9, 2018
- 7. ADJOURNMENT**

**DISTRICT OF SECHELT
MINUTES OF PUBLIC WORKS, PARKS AND ENVIRONMENT
COMMITTEE MEETING
held at 5797 Cowrie Street, Sechelt, BC
Wednesday, August 22, 2018**

PRESENT Councillor D. Inkster (Chair); Councillors D. Wright; A. Lutes (partial attendance) and Councillor D. Siegers

STAFF Director of Engineering and Operations D. Kutney; Manager of Engineering S. Bandara, Public Works Manager J. Devison; Water Resource Centre Supervisor A. Smith; Engineering Technologist S. Fjetland; Recording Secretary M. Sugars

1. CALL TO ORDER AND DECLARATION OF CONFLICT

The Chair called the Public Works, Parks and Environment Committee Meeting to order at 1:00 pm.

2. ADOPTION OF AGENDA

Recommendation No. 1 – Agenda

Moved/Seconded

That the Agenda be adopted.

CARRIED

3. APPOINTMENTS AND DELEGATIONS

None.

4. CORRESPONDENCE

None.

5. COMMITTEE/COMMISSION MINUTES AND REPORTS

5.1 Minutes of the Public Works, Parks and Environment Committee Meeting

Recommendation No. 2 – Minutes of the Public Works, Parks and Environment Committee Meeting of July 25, 2018

Moved/Seconded

That the Minutes of the Public Works, Parks and Environment Committee Meeting of July 25, 2018 be received.

CARRIED

6. NEW BUSINESS

7. BUSINESS ITEMS

7.1 Engineering and Operations Services Overview & Activity Report

Recommendation No. 3 – Engineering and Operations Services Overview & Activity Report

Moved/Seconded

That the report from the Director of Engineering and Operations dated August 14, 2018 entitled Engineering and Operations Services Overview & Activity Report be received for information.

CARRIED

The Committee commented that additional information in the activity report would be beneficial. Columns within the capital section of the activity report listing percentage completed and estimated start and completion dates would provide Committee with required information. They also noted that District of Sechelt Councillors who sit on the Sunshine Coast Regional District (SCRD) Board must encourage other members of the Board to direct SCRD staff to work collaboratively with the District of Sechelt and other governing bodies with regard to the solid waste Request for Proposal.

7.2 Tender Award - West Porpoise Bay Area A02 Phase II Sewer Line Extension

Recommendation No. 4 – Tender Award - West Porpoise Bay Area A02 Phase II Sewer Line Extension

Moved/Seconded

That the report from the Manager of Engineering Services dated August 15, 2018 regarding Tender Award - West Porpoise Bay Area A02 Phase II Sewer Line Extension be received.

CARRIED

Councillor Lutes joined the meeting at 1:32 p.m.

Recommendation No. 5 – Tender Award - West Porpoise Bay Area A02 Phase II Sewer Line Extension

Moved/Seconded

That Council authorizes the reduction of the scope of work for the West Porpoise Bay Area A02 Phase II Sewer Line Extension project to meet the available funding of \$835,691, and award the contract to Bear Creek Project Group Ltd. for that amount.

CARRIED

ADJOURNMENT

That the Public Works, Parks and Environment Committee Meeting of August 22, 2018 be adjourned at 1:35 p.m.

CARRIED

Darren Inkster, Chair

Jo-Anne Frank, Corporate Officer



FOR INFORMATION ONLY

DATE: September 14, 2018
TO: Public Works, Parks & Environment Committee
FROM: Darwyn Kutney, Director of Engineering and Operations
RE: Engineering and Operations Services Overview & Activity Report
FILE NO: 0540

1. PURPOSE

1.1. To provide an update with regard to the District's Engineering and Operations Services' projects and activities.

2. RECOMMENDATION

2.1. That the report from the Director of Engineering and Operations dated September 14, 2018 entitled Engineering and Operations Services Overview & Activity Report be received for information.

3. DISCUSSION

3.1. This report provides a high-level update of both capital projects and operating activities undertaken from August 14th to September 14th, 2018, including service request statistics. Staff are in attendance to answer any questions arising from the information contained herein.

4. ATTACHMENTS

- A. Engineering and Operations Services Capital Projects Overview Report
- B. Engineering and Operations Services Overview & Activity Report
- C. Service Request Statistics

Respectfully submitted,
Darwyn Kutney, Director of Engineering and Operations



This attachment covers CAPITAL PROJECTS pertaining to Engineering and Operations Services for the month of August/September 2018

PARKS

CAPITAL PROJECTS	COMMENTS	Est. Start Date	Est. Completion Date	% Completed
Ancient Log Display installation	COMPLETED			100
Nestman Beach Access Upgrades	COMPLETED			100
Davis Bay Wildlife Resistant Garbage Cans	COMPLETED			100
Parks Master Plan update	COMPLETED			100
Eagle View Rd. - Chapman Rd. Pedestrian Access Way	Survey completed; Archaeological service agreement and monitoring completed. Culvert has been installed; Trail section is completed in preparation for stair construction at end of September. Pedestrian Access Way signs have been ordered.	Oct 1	Oct 21	40
Selma Park Beach Lookout	Archaeological service request has been submitted. Working on wording for information sign.	Oct 1	Nov 30	10
Chapman Trails - Section 56	Application submitted to Ministry of Lands, Forests and Natural Resources for Section 57 has been approved. 35' deck and bollard/landscaping	Sept 25	Nov 30	10

	installed at entrance way at Skylark and Ridgeway connection. Trail repairs scheduled for September 25-27 th with contractor and archaeological monitoring.			
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PUBLIC WORKS

CAPITAL PROJECTS	COMMENTS	Est. Start Date	Est. Completion Date	% Completed
Operations Centre	Project on hold- more investigation required	Unknown	Unknown	25
RCMP Facility Improvements	Decision underway- should be completed by the end of September	Unknown	Unknown	30
Mechanical Refit Design Report - Hall/Library	Mechanical engineer has completed site visit, staff are now waiting for the report	July	October	50
3/4 Ton Truck (Unit #33 Replacement)	Delivery is in August 2018			
Public Works Excavator (Unit #17 Replacement)	Delivery is August 2018			

ENGINEERING

CAPITAL PROJECTS	COMMENTS	Est. Start Date	Est. Completion Date	% Completed
sewer expansion grant application for CWWF (Clean Water and Wastewater Fund)	Area A02 Phase 1 construction ongoing. Area A06 construction ongoing.	April 30	Phase I- Sept 30	95%
A02 Phase II	Area A02 Phase 2 –Council approved award to Bear Creek as reduced scope of work in the amount of \$833,190. Waiting for provincial approval for the change in scope of work	Nov 5	March 2019	NA

A06 Sewer Expansion	Contract awarded to Bear Creek	June 2018	Nov 30	50%
Marine Way Retaining Wall	ISL Engineering is preparing a detailed civil and structural design drawings for the permanent work. Reinstate the existing retaining wall is scheduled for September due to delays with the working easement agreement with the property owners. Meeting scheduled with Thurber and 2 contractors next week RE: reinstating existing rock retaining wall	Oct 2018	Nov 30 2018	NA
Stage 2 Liquid Waste Management Plan Update	RFQ was received from KWL, and discussions with KWL regarding the process, public consultation, Ministry of environment licensing, and SIGB consultation requirements are ongoing. We hope to complete this by mid-October	Oct 2018	July 2019	NA
Selma Park & Davis Bay Sewer Functional Plan	Contract was awarded to KWL, and study is underway. Kick-off meeting scheduled for Sept 21 with KWL	Sept 21	Feb 2019	NA
Sewer Modelling & Funding Project	RFP will be issued mid-October	Nov 2018	Summer 2019	NA
Teredo St – Ocean Ave Intersection Drainage Improvements and Outfall upgrades	Material ordered, and District is awaiting delivery. Maycon has been hired to complete the works. Material shortage means some portions of the works may be delayed until end of September, however works will be completed to above ground level by September 15th. Phase 1/outfall structure completed for both Ocean and Inlet Ave		Mid-October	50%
Trail Ave Alignment & Safety	District's consultant is preparing options to reduce costs and scope of work to match the allocated funding.	Jan 2019	Aug 2019	NA

Improvements	Meeting with TraC and the consultant scheduled for Sept 21 to collect more input from cycling groups. Report to council scheduled for Nov 21 for RFD for final design			
Trail Ave Sewer Relocation - Cowrie to Teredo	The two contractors both indicated the cost of this project will exceed 70k, \$25,000 from 2018 budget is not adequate. Staff requested additional funding for 2019 as a carry-forward project. If pre-approval is granted for 2019, this project may start early Feb 2019	Feb 2019	March 2019	NA
Trail Ave Storm Trunk Line - Anchor to Pebble Cres	This work will be completed in conjunction with Trail Ave Safety Improvements, once the Council has selected and approved an option; this will be included in the tender.	Jan 2019	Aug 2019	NA
Wakefield Road Culvert Replacement	The design was completed in house, the design needs is now being reviewed by Geotech engineer. This project is a carry-forward.	Nov 2018	Feb 2019	NA
Ballie Road Sidewalk	Surveying completed, design completed. Construction to be negotiated with RFQ with Silverstone Uplands Contractor in conjunction with Derby Road Upgrade offsite works. These improvements can only be done once the Derby/Baillie Road intersection has been completed.	Mid-October	Mid-December	NA
Wharf Ave Sidewalk - Cowrie & Dolphin (Design)	RFP was evaluated, and will be awarded to ISL Engineering. Surveying being completed in house to minimize costs.	Aug 2018	Jan 2019	20%
Bylaw 430 review and replacement	RFP is closed- one submission received (ISL). Finance to issue letter of award	Oct 2018	June 2019	NA

WRC

CAPITAL PROJECTS	COMMENTS	Est. Start Date	Est. Completion Date	% Completed
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Chemical Storage Area (Design)	1 proposal received and is being evaluated-cost received is higher than the budget	October	November	20
Shelter for Septage Receiver at Dusty Rd	Budget does not reflect the anticipated cost for design, this project will be a carry over to 2019	Carry over	Carry over	0
Additional Membrane Filters	Ordered 12 new filters from Pentair filters have been shipped	June	October	75
Spare PLC Components (Inventory)	Order has been placed	August	November	60
SCADA Equipment Purchase	Single source purchase- product will be installed in the fall	June	November	50



This attachment MONTHLY ACTIVITIES pertaining to Engineering and Operations Services for the month of August/September 2018

PARKS-MONTHLY

MONTHLY ACTIVITY	COMMENTS
Event Assistance	Farmers Market; Summer Music Series; Council info tent at Farmers Market; Rouge Fest; SPCA Pause for a Cause; Weddings at Snickett and Mission Point Park; Wood Expo; Electric Vehicle Show; Event banner installs at Wilson Creek and Ambulance Station; Event promotion on Bulletin Boards
Gardening	Pruning; hedge trimming; watering; curb clean-up; garden and streetscape weeding, pruning, mulching, edging; Prep sites for events; Invasive Weed removal, landscaping and over-seeding with revegetation mix at Saltgrass park
Parks Projects	Complete stairway replacement at Wakefield Park, Stain benches at Saltgrass Park; Remove redundant rock border and bollards at Brookman Park; Check all split rail fencing for protruding rebar; Repair erosion at transition to Trail Bay Wharf entrance
Volunteers	Edgewater Volunteers for Saltgrass Beach Clean-up;
Arboriculture	Urban Forest Tree pruning; view issues; danger tree issues; Site inspections to confirm suitable tree selections and location for 2018 Adopt a Trees; Order Adopt a Trees
Sports Fields	Move all nets and sandbags into place for soccer season, Fertilize all fields

PARKS-ONGOING

ONGOING ACTIVITY	COMMENTS (if required)
Invasive species	Broom removal at Saltgrass Park; Knotweed (2nd treatment); Wakefield Park blackberries
Watering	Water Hanging Baskets; Cowrie Planters, tree wells and pocket gardens
Beach Access and Trail Maintenance	Install Beach Access sign at Delta Rd, Trail repair at Mission Point Park viewing deck; install 'No Smoking' signs at selected trails during fire hazard; Sign repairs at Chapman Trails
On-going Parks Maintenance	Service requests, Park Garbage pick-up; Washroom maintenance; clean up dog waste; Playground, Field, Skateboard Park, Bike Park inspections; litter clean up; vandalism repairs; mowing; drag baseball diamonds
Administration	Committee reports, department meetings, managers meetings, wellness committee meetings, monthly safety including Forest Fire Toxic Pollutants, coding; ordering; prep for events; meet with volunteers; safety training; Parks Weekly Reports; 2018 Capital project planning; 2019 Capital project requests; User Friendly Trail Project; Kerianne's Weekly Staff Update contributions; Event prep including meetings event coordinators; Interview Labourer position; Elder College presentations; Suncoaster Trail review with SCRD; Mobile Vending and Bylaw 116 reviews; In Situ/SIB Archaeological Service requests for Delta Road Beach Access, Wakefield Park, Selma Park Look-out; Chapman Trails, Sechelt Marsh; Mason Beach Access

PUBLIC WORKS-MONTHLY

MONTHLY ACTIVITY	COMMENTS
Working on abandoned boat project	
Solid Waste collection in Manufactured Home Parks	Paul A
Solid Waste RFP for 2019	Paul A

PUBLIC WORKS-ONGOING

ONGOING ACTIVITY	COMMENTS (if required)
Dust Control	
Daily Service Requests	
Ditching	
Sign Maintenance	
Catch Basin Maintenance	
Sidewalk Inspections/Maintenance	
Pot Hole Patching	
Assisting Parks	
Vehicle Maintenance	
Road Grading	
Culvert Installations And Inspections	
Mowing	
Cleaning gutters	

ENGINEERING-MONTHLY

MONTHLY ACTIVITY	COMMENTS
Provide Referral Comments to Development Services	Len Polly, Ardebilio & Liang, RTC-Shorncliffe, Compton DVP
Design Review Comments	Trail Bay Estates 7 Lot strata, Lot 6 and 7 Tower Rd (55 Lot subdivision), Resland final review (35 Lot subdivision on McCourt)
Change Orders	Multiple change orders for Areas A02 and A06 were issued

ENGINEERING-ONGOING

ONGOING ACTIVITY	COMMENTS (if any)
Servicing Agreements	Resland Subdivision, Synergy Homes, Trail Bay Estates, Panorama Ridge, Westmount Estates (Lot 6 & 7 Tower Rd), Luch & McCarter ongoing, RTC Development on Shorncliffe, Van Ke Development, Ebbtide Mews
Concordia Seawatch Monitoring Program	
Active Transportation (TRAC – Transportation Choices Sunshine Coast)	Ongoing partnership between DoS, SCRd, TRAC and other biking societies
Responding to public complaints	

WRC-MONTHLY

MONTHLY ACTIVITY	COMMENTS	Est. Start Date	Est. Completion Date	% Completed
WRC – Updated Standard Operating Procedures for greenhouse, main disconnect switch and emergency phone list		August	September	80
WRC – Repaired and tested 1 filter backwash pump				100%
WRC – Cut pvc pipe in preparation for new filter installation				100%
Dusty Rd - Re-routing raw sewage to spare holding tank due to sludge lagoon full of biosolids	Salish Soils is removing biosolids and reeds from lagoon. Startek removed solids from overflow. We blew out line with compressor and serviced valve.		October	50%
WRC – Replacing 1 faulty pneumatic valve				100%

on membrane filter train				
Collection System – ordered parts for Watermark lift station generator repair	We will follow-up with Richard from Olson Electric for update – parts rec'd, expected completion 14 Sept.		14 September	25%

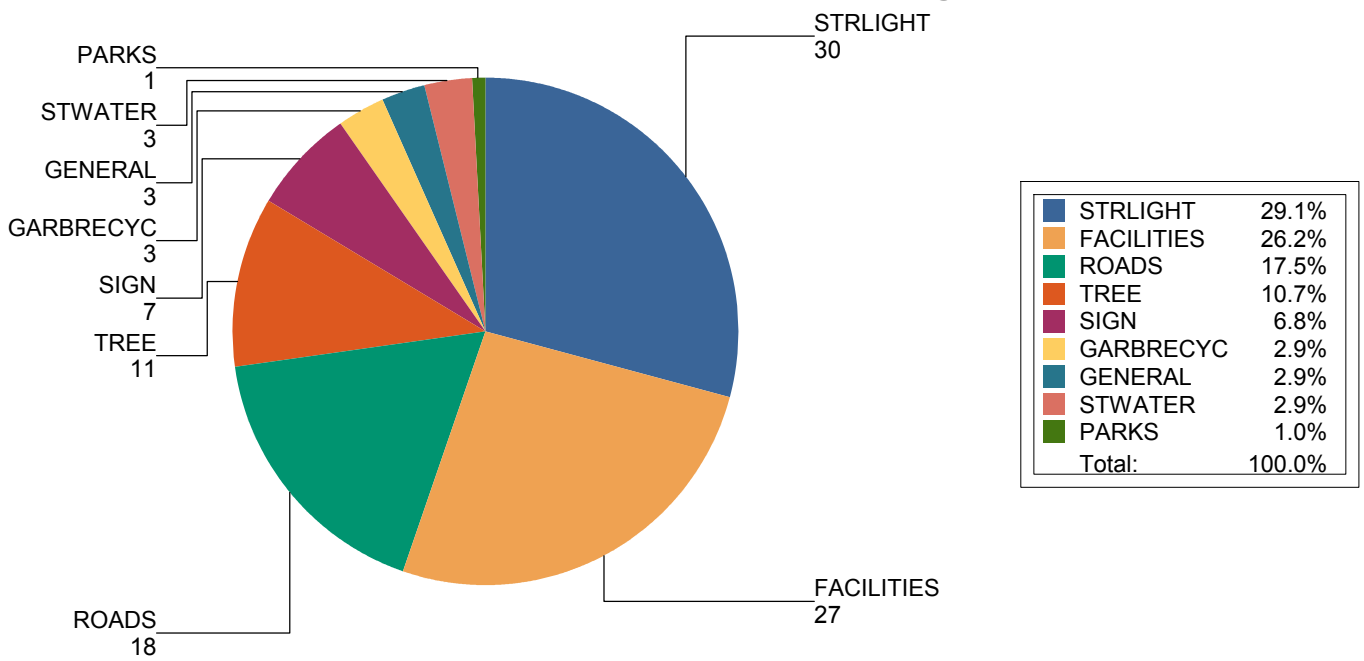
WRC- ONGOING

ONGOING ACTIVITY	COMMENTS (if any)
Giving tours of WRC to members of the public	
Pruning greenhouse	
Cleaning and calibrating chemical pumps and probes	

Service Requests For Period: 8/14/2018 To 9/14/2018

STRLIGHT	Total #	30	Total %	29.13
FACILITIES	Total #	27	Total %	26.21
ROADS	Total #	18	Total %	17.48
TREE	Total #	11	Total %	10.68
SIGN	Total #	7	Total %	6.80
GARBRECYC	Total #	3	Total %	2.91
GENERAL	Total #	3	Total %	2.91
STWATER	Total #	3	Total %	2.91
PARKS	Total #	1	Total %	0.97

Count of Service Request Categories



REQUEST FOR DECISION

TO: Public Works, Parks and Environment Committee

REPORT DATE: August 9, 2018

TARGET DECISION DATE: September 26, 2018

FROM: Director of Engineering and Operations

RE: Chemical Storage Facility Design

FILE NO: 1200-20; 2018-23

RECOMMENDATION(S)

1. That the report from the Director of Engineering dated August 9, 2018 regarding Chemical Storage Facility Design be received.
2. That the proposal from Brookside MCI be accepted in the amount of \$47,500, plus PST totaling \$49,875 for the design of a chemical storage area within the WRC.

DISCUSSION

Context/Background

The Water Resource Centre (WRC) was designed and constructed without a dedicated chemical storage room. A storage facility/room is necessary to meet Work Safe Guidelines.

The WRC uses several different chemicals for the treatment of raw sewage prior to reclaimed water being discharged into the ocean.

The chemicals that are being used at the WRC are typical of the chemicals that are used at other sewage treatment facilities in BC and across the country; these chemicals are classed as dangerous goods and must be stored appropriately.

Currently these chemicals are received at the WRC in 1200 liter totes, some are stacked two high and stored in the maintenance and spare parts shop prior to being used in the treatment process. This storage configuration was identified by Work Safe BC as a concern that needed addressing.

Staff identified three design options as possible solutions. The options are as follows:

1. Locate the chemical storage facility in the existing shop and re-locate the maintenance and spare parts operation to a different area in the building or in a different structure on site.
2. Locate the chemical storage facility in a new metal building on a foundation next to the existing maintenance and spare parts shop entrance.
3. Co-locate the chemical storage facility within the existing maintenance and spare parts shop.

Option “1” was the preferred choice and the most economical to achieve. Retrofitting the existing maintenance and spare parts shop can be easily done with minimum effort. The woodworks shop located in a separate structure on the Ebbtide site could then be converted into the sewer maintenance and spare part shop. The woodwork shop was to be relocated in the new Operations facility as per the approved design. However, the construction of the new Operations facility located on lot “L” is on hold.

Option “2”, locating the chemical storage facility in a new metal building is another feasible option that could be considered. However, this is the most expensive option as a structure must be built, heated continuously so that the chemicals don’t freeze, there must be security, proper lighting and suitable access to accommodate a forklift.

Option “3”, after an in depth review of the three options it was determined that option “3” would not work due to the lack of sufficient area in the shop to create a room within a room.

The issued RFP requested that all 3 options be explored. Brookside MCI was the only firm that submitted a proposal to the RFP that was issued. In their submission, Brookside addresses the three options brought forward by staff. Brookside also agreed to eliminate the option to co-locate the storage of the chemical totes within the shop (option “3”). They also agreed that option “1” would be the preferred choice but this option can no longer accommodate all of the District’s needs, without the construction of an additional work space.

As stated previously, constructing a new metal building to store the chemicals is one option, however retrofitting a Sea Can to be used as a maintenance and spare parts shop would also satisfy the needs and be less expensive than constructing a new building.

A Sea Can purchased and modified to include power, security, heating, ventilation and a work bench would be suitable to function as a workshop.

The total cost including pad would be approximately \$35,000, however a more refined cost estimate would need to be obtained.

Financial Implications

It is anticipated the District will save sufficient funds on the cost of chemicals to fund the additional \$12,500 cost to complete the design of the chemical storage structure. Through a competitive bidding process the District successfully reduced the cost of chemicals for sewer treatment by 28% for the second half of 2018. Although the District is using more chemicals than anticipated, staff believes the costs saving will allow the actual costs for 2018 to be below the \$250,000 budget.

With the reduction in the scope of work there is a good possibility that Brookside MCI's proposal in the amount of \$47,500, plus taxes, may be reduced. Discussions with Brookside will commence once staff receives direction from Council to proceed.

A business case for the purchase and retrofit of a Sea Can to act as a work and spare parts shop will be included in the 2019 budget discussions.

Respectfully submitted,

Darwyn Kutney,
Director of Engineering and Operations

