



SUMMER VILLAGE OF SUNDANCE BEACH

RR #1 South, Site 1, Box 28

Thorsby, Alberta, Canada T0C 2P0

Phone 780-389-4409 Fax 780 401 3251

WASTEWATER SYSTEM INSPECTIONS INFORMATION MEETING

July 9, 2017

10:00 A.M. – 12:00 P.M.

John Turgeon Community Hall

Attached

Agenda

Meeting Handouts

Inspection Team Member Biographies

The Inspection Process

Project Finances

Authorization Form – Sewer Levy Reserve Fund

AGENDA

- 1. Introductions**
- 2. History/Background Information**
- 3. Description of Inspection Process and Scheduling**
- 4. Project Finances and Authorization Form**
- 5. Questions**

INSPECTION TEAM MEMBERS

Project Manager: Jeff Stewart C.E.T.

Jeff is a graduate of the Civil Engineering Technology program at N.A.I.T and has 10+ years' experience in project management & coordination. His work experience reflects a strong background in contract and subcontractor management.

Further to his C.E.T designation he has continued his education with taking engineering classes and has worked as an instructor at NAIT within the Construction Technology Certificate program.

Jeff has been working on this project with council over the past few months developing the testing method as well as subcontractor screening and selection. With Jeff's management we have been able to implement a cost effective method for inspection of septic tanks.

Certified Maintenance Inspector: Garry Mann

Garry owns Certified Inspection Services based in Spruce Grove and has 45 years' experience with septic tank inspection and installation. He has worked as a utilities officer designing and inspecting municipal sewer systems, lagoons, and water treatment facilities.

In addition to being a member in good standing with Alberta Water and Wastewater Operators Association, he has the following relevant professional tickets:

- Municipal Affairs Safety Codes Officer (Plumbing B)
- Municipal Affairs Pump Certified
- Certified Journeyman Electrician

Garry has worked on numerous projects at Sundance Beach and surrounding summer villages for new and existing residents.

WASTEWATER SYSTEM INSPECTION PROCESS

1. Visual Inspection Services

The contractor will visually inspect each residential wastewater disposal system which shall include, but not be limited to, the following:

- Open all ports/lids and complete a visual inspection of the holding tank.
- Identify any noticeable leaks in the riser or holding tank above the wastewater level.
- Identify any wastewater pipes disconnected from the holding tank.
- Conduct a visual inspection of the property to confirm there are no septic fields, pump-outs, outhouses/privies, or leaking wastewater present.
- Record the following:
 - Holding tank characteristics, including: storage capacity in litres; depth in ground; tank type (concrete, fiberglass, steel, plastic); and presence of alarms or electrical controls.
 - Accessibility and location of the holding tank on the property.
 - Distance of the holding tank from any water well(s).
 - Photo(s) of the wastewater disposal system/holding tank.

To determine that grey water from the house, garage, and/or any other building structure is being discharged into the wastewater holding tank, the contractor will conduct audio test while water is being flushed through various grey water drains within the residence. This grey water inspection procedure will need to be done while the resident is present in the home.

2. Holding Tank Water Pressure Test

The contractor shall conduct a water pressure test of the wastewater holding tank, using the following procedure (Section 9 of the ASTM C1227 standard):

- Fill the holding tank with water and leave stand for 24 hours.
- After 24 hours, inspect the holding tank water level and top off the water until the tank is again full.
- After 1 hour, inspect the holding tank again to determine if the water level has changed significantly.
- Record the results of the water test, including:
 - The volume of water used to fill and top off the tank.
 - The number of centimeters the water level has changed after the 1 hour inspection.

Upon completion of the wastewater holding tank test, an authorized wastewater carrier will pump out the holding tank and carry the wastewater to the Mulhurst Bay Lagoon for dumping.

PROJECT FINANCES

1. Visual Inspection Services

A.	12 properties with visual inspection only x \$150/property = \$1,800		
B.	115 properties with visual and holding tank inspection x \$210/property = \$24,150		
C.	Estimated 20 visits to SV x \$250 per visit = \$5,000.00		
		Subtotal	\$30,950

2. Holding Tank Water Pressure Test Costs

A.	Cost to fill holding tanks with water:		
	<ul style="list-style-type: none"> • 115 x 4 cu.m/property (880 Imperial gallons*) x \$12.50/cu. m = \$5,750 		
B.	Cost to pump out holding tanks and transport to Mulhurst Bay Lagoon:		
	<ul style="list-style-type: none"> • 115 x \$140 = \$16,100 		
		Subtotal	\$21,850

* On average, it is estimated that holding tanks will be filled with 880 gallons of water. This volume may vary from property to property and the actual amount of water used will be included in the final invoice to the property owner.

3. Project Management and Inspection Support Services

Jeff will be on site to manage both types of inspections with the majority of management allotted to the monitoring of the water pressure test. Jeff will assist Certified Inspection Services by conducting the following inspection tasks:

- Verifying amount of water used to fill each tank
- Ensuring tanks are not overfilled
- Monitoring water level to determine if leaking
- Conduct grey water tests for properties not tested during the visual inspection

30 days x 8 hours per day x \$70 per hour = \$16,800.00

Travel expense @ 30 trips to SV x \$126.50 per trip = \$3,795.00

Subtotal **\$20, 595**

Project Total **\$73,395**

Estimated Cost per Property Owner

A.	Visual inspection only	(<u>\$351.53/property</u> x 12 properties = \$4,218.36)
B.	Visual and holding tank pressure test	(<u>\$601.53/property</u> x 115 properties = \$69,175.95)

Sewer Levy Reserve Fund

June 30, 2017 Balance (principal plus interest) =	\$97,755.29
Property Owner Share @ 133 properties =	\$735.00 *

* One vacant lot was not charged the \$200/month sewer fee for 2012 and 2013 so the share/owner will be adjusted accordingly.

AUTHORIZATION - SEWER LEVY RESERVE FUND

BACKGROUND INFORMATION

- (a) The Summer Village of Sundance Beach (the “Summer Village”) maintains in a separate interest bearing bank account a sewer levy reserve fund (the “Sewer Levy Reserve Fund”) for the benefit of the ratepayers of the Summer Village.
- (b) As at December 31, 2016, the amount of the Sewer Levy Reserve Fund was \$97,289.
- (c) The undersigned ratepayer(s) (collectively the “Ratepayer”) is entitled to be paid from the Sewer Levy Reserve Fund the unused portion of the contributions made by the Ratepayer to the Sewer Levy Reserve Fund (the “Ratepayer’s Unused Contributions”).
- (d) The Summer Village will arrange for the Ratepayer’s private wastewater disposal system to be inspected and the cost of the inspection (the “Ratepayer’s Inspection Cost”) will be set out in an invoice to be provided by the Summer Village to the Ratepayer.
- (e) The Ratepayer wishes to authorize the Summer Village to apply the Ratepayer’s Unused Contributions against the Ratepayer’s Inspection Cost and to pay the remaining balance of the Ratepayer’s Unused Contributions to the Ratepayer.

AUTHORIZATION BY RATEPAYER

The Ratepayer hereby irrevocably authorizes and directs the Summer Village to do the following:

- 1. the Summer Village shall apply the Ratepayer’s Unused Contributions against the unpaid balance of the Ratepayer’s Inspection Cost; and
- 2. after completing the application described in section 1 above, the Summer Village shall pay to the Ratepayer the remaining balance of the Ratepayer’s Unused Contributions.

Dated on the _____ day of _____, 2017.

Ratepayer’s Property Address: # _____ Sundance Beach, AB.

Printed Name of Registered Owner of Ratepayer’s Property

Signature of Registered Owner

Name of Witness for Registered Owner

Signature of Witness

Note: If there is more than one registered owner of the Ratepayer's property, then please complete the blanks for all of the registered owners on the reverse side of this form.

Printed Name of Registered Owner #2 of Ratepayer's Property

Signature of Registered Owner #2

Name of Witness for Registered Owner #2

Signature of Witness

Printed Name of Registered Owner #3 of Ratepayer's Property

Signature of Registered Owner #3

Name of Witness for Registered Owner #3

Signature of Witness

Printed Name of Registered Owner #4 of Ratepayer's Property

Signature of Registered Owner #4

Name of Witness for Registered Owner #4

Signature of Witness