



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, October 26, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

Present: **Members:** J. Bird (Chair); D. Fairbairn (Vice Chair); D. Howe; R. Lapham; C. Smith

Regrets: B. Eaton

CRD Staff: D. Clancy, Project Director; K. Olsen, Safety Manager; K. Madill, Engineering Project Manager; N. Chan, CFO; D. Dionne (recorder)

Also in Attendance: S. Singh, Bennett Jones LLP (9:25 a.m.)

The meeting was called to order at 9:02 a.m.

1. Approval of Agenda and Statement of No Conflict

The members stated they had no conflict of interest with the agenda items.

MOVED by R. Lapham, **SECONDED** by C. Smith,
That the agenda be approved as circulated.

CARRIED

2. Safety Minute

K. Olsen, Wastewater Treatment Project (WTP) Safety Manager, provided the Safety Minute regarding safety requirements and preparation on WTP project site, in advance of the Project Board's construction site tour.

3. Approval of the September 28, 2017 Meeting Minutes

Amendment to Page 3 of the September 28, 2017 meeting minutes:

To reflect KWL as Engineer of Record to the Clover Point Forcemain not CH2M Hill.

MOVED by R. Lapham, **SECONDED** by D. Howe,
That the minutes of the September 28, 2017 meeting be approved as amended.

CARRIED

4. Report of the Chair

The Chair reported that:

- Coordination is proceeding well with contractors and subcontractors, including stakeholder issue reporting processes.
- Public engagement related to construction at Ogden Point and McLoughlin Point is proceeding well.
- On October 16, 2017, the Chair and Project Team members updated Saanich Council on the WTP and requested an extension of the municipal water service boundary to allow water service to the Residuals Treatment Facility (RTF). The Council approved the extension request.
- On October 30, a public meeting is scheduled with Willis Point residents.
- In November, a series of other public meetings is scheduled.
- As procurement progresses for the Clover Forcemain, Dallas Road bluffs preservation and other resident concerns in that area remain key considerations.
- November 2, is the Financial Closing date for the RTF proposals.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

6.1. Staff Report for Information: Wastewater Treatment Project Quarterly Report – July to September 2017

D. Clancy gave a PowerPoint presentation.

Discussion ensued on the following:

- The RTF and Conveyance System preferred proponent recommendations are expected to be submitted before year end.
- The Cost Key Performance Indicator (KPI) moved from green to yellow because:
 - Contaminated soil at McLoughlin Point is above expectation; and
 - Due to market conditions, price proposal received for Clover Pumping Station were above the anticipated budget.
 - Corrective measures and potential cost savings initiatives are being reviewed.
- Once McLoughlin Point characterization is complete, the Project Team will update the Project Board regarding additional expected costs.
- The Project Team is mindful about the potential for cost escalation in other portions of construction due to market conditions and believes mitigation measures will assist the Project budget to remain on track. The Project Team will review costs at the end of the year, when the majority of the capital costs will be known.
- The Project Team and the contractors are in regular contact with the Department of National Defense (DND) residents who opted not to move from their homes during McLoughlin Point wastewater treatment plant construction. The residents do not wish to move, at this stage.
- The Project Team recommended not pursuing Green Shores certification (reasons contained in the report). In its report to the Core Area Liquid Waste Management Committee, the Chair requested that the Project Team compare the Green Shores certification to LEEDS certification.
- The Chair noted that the Stakeholder and Engagement costs are higher than anticipated. N. Chan was asked to share the breakdown of the Stakeholder and Engagement project management costs with Director Howe.
- Schedule updates and revisions that occurred in in the quarter were reviewed. The Project Board requested clarity:
 - Between the report text and the graph.
 - On the Macaulay sub-paragraph to specify that, the end date is not affected by the schedule change.
- Further information was provided regarding the re-engagement of Kerwood Liedel (KWL) (contained in the report). The Project Board noted that when referring to KWL the project should also be referenced, Arbutus Attenuation Tank, for clarity.

MOVED by D. Fairbairn, **SECONDED** by D. Howe,
That the Project Board approve the following resolution:

Be it RESOLVED:

That the Staff Report, Wastewater Treatment Project Quarterly Report – July to September 2017, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

7. Correspondence

7.1. Correspondence September 23 to October 20, 2017

There was no correspondence.

8. New Business

8.1. Confirmation of Next Project Report and Meeting Dates

- Next Project Report: WTP Monthly Report – October 2017
- Next Project Board Meeting: November 23, 2017
- Next Core Area Liquid Waste Management Committee Meeting: November 8, 2017

9. Motion to Close the Meeting

MOVED by D. Howe, **SECONDED** by C. Smith,

That the Core Area Wastewater Treatment Project Board meeting be closed in accordance with the Community Charter, **Part 4, Division 3, 90(1)(a)** Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; **(j)** information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

10. Adjournment

The Project Board moved to closed session at 9:50 a.m.

The Project Board rose from its closed session at 1:15 p.m. without report.

On motion the meeting adjourned at 1:15 p.m.

CHAIR

RECORDER