



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday May 26, 2020 CRD Boardroom, 625 Fisgard Street, Victoria, BC**

Members: D. Fairbairn (Chair) (EP); D. Hayden (Vice-Chair) (EP); T. Stanley (EP); D. Howe; C. Smith (EP); B. Eaton (EP); R. Lapham;

CRD Staff: D. Clancy, Project Director; E. Scott, Deputy Project Director; E. Russell (recorder);

Guest: B. Jones, Manager Financial Systems

*EP= Electronic Participation

The meeting was called to order at 9:01 am.

1. Territorial Acknowledgement

Chair Fairbairn provided a territorial acknowledgement.

2. Approval of Agenda and Statement of No Conflict

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

MOVED by D. Hayden, **SECONDED** by T. Stanley,

That the circulated agenda be approved.

CARRIED

3. Safety Minute

D. Clancy provided a safety moment about the Project contractors' responses to COVID-19. In response to a challenge put forward by the Project's safety manager, one of the Project's contractors (Don Mann Excavating) created a video highlighting the precautions that they are following as part of implementing COVID-19 guidance.

4. Approval of the April 30, 2020 Meeting Minutes.

MOVED by R. Lapham, **SECONDED** by D. Howe,

That the minutes of the April 30, 2020 meeting be approved.

CARRIED

5. Report of the Chair

The Chair reported that as we are approaching the end of the Project, issues that once felt far off are now becoming increasingly important. Fast approaching are the challenges and pressures of moving through commissioning, closing out construction, transitioning to operations, and the unprecedented circumstances of the pandemic need to be considered as well. The Chair recognized that many Project stakeholders, including local, provincial and federal government, First Nations and contracting partners are supporting us in moving toward completion of the Project.

The Chair highlighted that safety is the most important value for the Project and our contractors have embodied that value to ensure that their workers are safe as construction continues to be an essential service.

Finally the Chair reminded the Project Board that they need to remain attentive to the changing risks as the Project transitions through construction to commissioning.

6. Presentations and Delegations

No registrations/delegations

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project April 2020 Monthly Report

MOVED by C. Smith, **SECONDED** by T. Stanley,

That the Staff Report, Wastewater Treatment Project April 2020 Monthly Report, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

D. Clancy and E. Scott provided an overview of the April 2020 Monthly Report including:

- No changes were made to the KPIs over the reporting period.
- COVID-19 is having some impacts on construction progress, and will result in interim milestone dates shifting; however, as long as the pace continues we are confident we will meet the regulatory deadline for treatment by the end of 2020.
- It is still too early to quantify the full cost impact of COVID-19; however, the savings that we have had in overall Project financing costs should offset the additional costs impacts of COVID-19.
- Over the reporting period the safety KPI for the Project and the conveyance system remained yellow and the Total Recordable Incident Frequency increased from 1.2 in March to 1.5. There were 14 safety incidents, 3 of which were reportable incidents and were all hand related.
 - The Project's Safety Manager is working with the contractors to bring heightened awareness to hand injuries.
- Project expenditures to date are within the control budget: total expenditures to date are \$514.3 million, comprising 66% of the budget.
- An update on construction progress (including after the reporting period of April 2020):
 - McLoughlin Point WWTP: work continues to internalize at the site in the primary treatment area with the Densadeg plate settlers 1 and 2 complete with the exception of electrical and control wiring. BC Hydro has connected permanent power and the main electrical control center has been commissioned.
 - Clover Point Pump Station: the storm pumping station has been operational since April; works on the inlet channel are ongoing; demolition of the mechanical and electrical room is in progress; new grit removal equipment is

- being installed. The forcemain has been completed, passed testing, and has been backfilled and covered.
- Macaulay Point Pump Station: the installation of exterior cladding is under way; permanent power has been connected; and process mechanical equipment is being installed. A section of sewer line that was going to be used as part of the inlet chamber to divert the flow from the old station to the new station has been found to be in a deteriorated condition and will be replaced as part of the new inlet chamber design.
 - Residuals Treatment Facility: all tanks are complete and watertight tested. The Dryer Building is fully enclosed and the Operations Building is complete with millwork currently being installed. Digesters 1 and 2 both failed the pneumatic testing after passing the hydro testing. HRMG is working to ensure that the resolution to fix the tanks meets the specification set out in the contract.
 - Clover Forcemain: the majority of cycle track work is complete and the Project Team is waiting for an agreement with the City of Victoria to complete the line painting. The focus is on the Dallas Road balustrade work.
 - Residuals Solids Conveyance Line: the contractor has reduced its workforce as they have moved onto restoration, demobilization and clean up. The final segment remaining is on Portage Road which will be coordinated with the MOTI work.
 - Residuals Solids Pump Stations and Bridge Crossings: work continues at each of the three pump stations; work at Colquitz Creek and Tillicum bridge is complete; and hangers are now being installed on Admirals Road Bridge
 - Arbutus Attenuation Tank: secant pile installation is now complete and the supporting ring beams have been installed. Excavation of the tank has commenced.
 - Trent Forcemain: forcemain is being installed on Stannard Avenue.
 - Communications: key themes of inquiry are about water service interruptions required for work on the Trent Forcemain, when restoration work will be completed and questions about the discharge out of the short overflow at the Clover Point Pump Station.

Regarding hand safety, D. Howe enquired if there was some sort of hardware that could help prevent some of the hand injuries that we have seen on the project.

D. Clancy advised that some sites do have glove requirements, he also advised that there are different grades of gloves for different tasks including cut gloves. The challenge is ensuring that workers are wearing the correct gloves for the task that they are undertaking.

7.2 Audit findings for 2019 CRD Audit

MOVED by R. Lapham, **SECONDED** by D. Howe,

That the 'Capital Regional District Audit Findings Report, Fiscal year ended December 31, 2019' be received for information.

CARRIED

B. Jones presented the CRD Audit Findings Report highlighting that there were no issues or adjustments noted.

8. Correspondence

No correspondence received.

9. New Business

9.1. Confirmation of upcoming meeting dates:

1. Next Project Board Meeting: July 7, 2020
2. Next Core Area Liquid Waste Management Committee Meeting: July 22, 2020

10. Motion to Close the Meeting

MOVED by B. Eaton, **SECONDED** by D. Hayden,

That the Core Area Wastewater Treatment Project Board meeting be closed in accordance with the Community Charter: Part 4, Division 3 90(1)(j) *information that is prohibited or information that if it were presented in a document would be prohibited under section 21 of the Freedom of Information and Protection of Privacy Act*

CARRIED

11. Adjournment

The Project Board moved to closed session at 9:52 AM
On motion the meeting adjourned at 12:22 PM