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**Minutes of a Meeting of the Core Area Wastewater Treatment Program Commission
Held Friday, August 23, 2013 in the CRD Board Room, 625 Fisgard Street**

Present: Directors: B. Eaton (Chair), C. Smith (Vice-Chair), F. Cummings, P. Elardo, L. Hughes, I. Ing, H. McConnell

Staff: D. Blackwell, Chair, Core Area Liquid Waste Management Committee; T. Robbins, GM Integrated Water; A. Sweetnam, Incoming Program Director, (CAWTP); J. Hull, Interim Program Director, Core Area Wastewater Treatment Program (CAWTP); T. Brcic Deputy Program Director, CAWTP; D. N. Walker, Program Manager, CAWTP; S. Santarossa, Corporate Officer; D. Lokken, GM, Corporate Services; M. Gibbs (recorder)

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by C. Smith, **SECONDED** by L. Hughes,
That the agenda, including the supplementary, be approved as amended.

CARRIED

2. Adoption of Minutes

MOVED by L. Hughes, **SECONDED** by P. Elardo,
That the minutes of the June 14, 2013 and June 28, 2013 meetings be adopted as previously circulated.

CARRIED

3. Chair's Remarks:

Chair Eaton acknowledged confirmation by the CRD Board of the direction of the CAWTP at the August 14, 2013 CRD Board meeting.

Chair Eaton welcomed Albert Sweetnam, incoming Program Director, and thanked him for attending meetings prior to his start date of September 9, 2013.

Chair Eaton thanked Commissioner Pam Elardo for arranging tours of two treatment plants in Washington State. The Commission found the facility tours and meetings with staff to be very helpful and informative.

4. Presentations/Delegations:

- a. D. Langley re agenda item 5: Mr. Langley questioned the items approved at In Camera meetings and requested a response.
- b. R. Atwell re agenda item 5: Mr. Atwell spoke to the timeframe of the RFP release, perceived conflict of interest of one of the RFP proponents (AECOM), comparison to the Saanich Peninsula Plant, and inflow and infiltration infrastructure. He provided a powerpoint presentation.

- c. C. Witter re agenda item 5: STAG representative. Ms. Witter read a letter previously sent to the Commission and noted that a response had not been received. Ms. Witter spoke in favour of suspending the RFP until there is a resolution to Bylaw 2085 in the Municipality of Esquimalt.
- d. J. Newcomb re agenda item 5: Mr. Newcomb spoke to the McLoughlin Point site selection and the role of the Commission in advising the Board. He also spoke about EIA (environmental impact assessment) and TBL (triple bottom line) assessment and the Commission's responsibility to address safety/hazard/danger in TBL.

Chair Eaton commented with regard to In Camera sessions, acknowledging that some matters must be dealt with In Camera but that, as much as is possible, the work of the Commission will be done in the public domain, and when dealt with In Camera will be made public as soon as possible. She also noted that the CAWTP website will be available soon.

5. Core Area Wastewater Treatment Program Monthly Progress Reports No. 2 and 3 (CAW 13-19)

J. Hull spoke to the reports. Reports No. 2 and No. 3 clarify responsibilities of the Commission versus the CRD Board and the CALWM Committee. Future reports will further separate reporting on responsibilities for continued clarity.

Commissioners requested clarification on "approved/waiting for signature" (Report No. 2, Page 13). The funding partner, Building Canada Fund, has received Treasury Board approval and is awaiting Ministerial approval.

MOVED by L. Hughes, **SECONDED** by C. Smith,

That the Core Area Wastewater Treatment Program Commission approve the Monthly Program Progress Reports No. 2 (June 2013) and No. 3 (July 2013).

CARRIED

6. Core Area Wastewater Treatment Program Commission Request for Information

J. Hull and T. Brcic provided an overview of the biological aerated filter (BAF) information provided. It was noted that this technology will suit the site, but that other technologies are not precluded.

MOVED by F. Cummings, **SECONDED** by P. Elardo

That the Core Area Wastewater Treatment Program Commission receive the information and forward to the Core Area Liquid Waste Management Committee for information.

CARRIED

7. Procurement Advisor's Fee Authorizations

J. Hull and D. Walker spoke to two issues: fee adjustment and additional fee approval.

With regard to KPMG, the scope of the project has exceeded estimates. With regard to BHT (Bull Houser & Tupper), the degree of work required and complexity was underestimated.

With regard to Partnerships BC (PBC), some of the estimated scope has been handled by the PMO, resulting in PBC being under budget. While not referenced in this report, a

proposal has been received from PBC for the next phase and a recommendation to the Commission is anticipated in September which will include input from the incoming Program Director.

J. Hull and D. Walker confirmed that the authorizations requested were caps.

Commissioners discussed the authorization requests, consequences of delaying the decisions and need for a revised estimate for Procurement Advisors' fees.

ACTION: Procurement Advisors billings will be monitored on a weekly basis.

ACTION: H. Raines to distribute unredacted KPMG information.

MOVED by H. McConnell, **SECONDED** by F. Cummings

That the Core Area Wastewater Treatment Program Commission approve the following financial caps:

- a. An increase in fees of \$375,000 for Bull House & Tupper with Hawkins, Delafield & Wood to complete the McLoughlin Point Wastewater Treatment Plant procurement process to financial close;
- b. \$1,500,000 for Bull Houser & Tupper with Hawkins, Delafield & Wood for legal advisory services for procurement of the Biosolids Energy Centre to financial close;
- c. An increase in fees of \$56,000 for KPMG to complete the McLoughlin Point Wastewater Treatment Plant procurement to financial close; and
- d. \$500,000 for KPMG for financial/business advisory services for procurement of the Biosolids Energy Centre procurement to financial close.

CARRIED

8. New Business: None

9. Motion to Close the Meeting

MOVED by L. Hughes, **SECONDED** by P. Elardo,

That the Core Area Wastewater Treatment Program Commission close the meeting in accordance with the *Community Charter*, Part 4, Division 3, 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and 90(1)(c) labour relations or other employee relations.

Committee moved to the closed session at 10:30 am.

Committee rose from the closed session at 3:10 pm without report.

10. Adjournment

By consensus, the Commission adjourned at 3:10 pm.

CHAIR

RECORDER