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**Minutes of the Maliview Sewer Service Commission
Held Thursday November 21, 2019, in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **Commission Members:** Laura Travelbea, Brian Travelbea
 Staff: Karla Campbell, Senior Manager; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Allen Xu, Manager Engineering; Lia Xu, Manager, Finance Services; Tracey Shaver, Recording Secretary.
 Absent: Gary Holman

1. Approval of Agenda

MOVED by Commissioner L. Travelbea, **SECONDED** by B. Travelbea,
That the meeting agenda of November 21, 2019 for Maliview Sewer Service Commission be approved.

CARRIED

2. Adoption of Minutes of January 14, 2019

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner L. Travelbea,
That the Maliview Sewer Service Commission meeting minutes from January 14, 2019 be approved.

CARRIED

3. Chair and Director Report – no report

4. Reports – no additional reports

5. New Business

5.1 Maliview Waste Water Treatment Plant Regulatory Noncompliance and Funding Request For Corrective Actions

Staff reviewed a phased corrective action plan to respond to Environment Canada

- Phase I - increase frequency of hauling sludge
- Phase II - hire engineering consult for best plant upgrade options and begin public outreach campaign to reduce fats, oil and grease in sewer
- Phase III – explore alternative funding strategies
- \$50,000 Community Works Funding Grant to be used for design work

MOVED by Commissioner L. Travelbea, **SECONDED** by Commissioner B. Travelbea,
That the Highland Water and Sewer (Maliview) Service Commission approve the transfer of \$7,900 from Capital Reserve Fund to enable the execution of engineering study and design work for the Maliview WWTP.

CARRIED

5.2 2020 OPERATING AND CAPITAL BUDGET

Changes to final Capital Plan will reflect the Community Works Funding and transfer from Capital Reserve Fund.

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner L. Travelbea,

That the Highland Water and Sewer (Maliview) Services Commission:

1. Approve the 2020 operating and capital budget as amended and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer to the Capital Reserve Fund;
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 operating and capital budget and the five year Financial Plan for the Maliview Estates Sewerage Local Service as presented; and,
3. Approve additional funding for the Wastewater Treatment Plant Building Improvements project CE.582 in the amount of \$1,453 from the Capital Reserves

CARRIED

6. Outstanding Business

7. Adjournment

MOVED by Commissioner L Travelbea, **SECONDED** by Commissioner B. Travelbea,
That the Maliview Sewer Service Commission meeting be adjourned at 11:57 am.

CARRIED

CHAIR

SENIOR MANAGER