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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, April 4, 2017, Main Conference Room, 479 Island Highway, Victoria, BC**

PRESENT: **Commissioners:** B. Gramigna, G. Baird, M. Hicks, G. Logan, K. Pearson (12:01 pm), J. Rogers (12:02 pm), L. Szpak
Staff: T. Robbins, I. Jesney, M. McCrank, M. Montague (Recorder)

The meeting was called to order at 12:00 pm.

1. APPROVAL OF AGENDA

The Chair noted that Item #6 was being removed from the agenda and that the item will be brought to the Commission at a later date.

MOVED by Commissioner Baird and **SECONDED** by Commissioner Hicks,
That the Juan de Fuca Water Distribution Commission approve the agenda as amended.

CARRIED

2. ADOPTION OF MINUTES OF MARCH 15, 2017

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Baird,
That the Juan de Fuca Water Distribution Commission adopt the minutes of March 15, 2017 as distributed.

CARRIED

3. CHAIR'S REMARKS

The Chair noted that he will be taking a tour of the IWS facilities with the Senior Manager of Infrastructure Operations on Friday, April 7. He will report back to the Commission at a future meeting.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. SUMMARY OF RECOMMENDATIONS BY OTHER WATER COMMISSIONS

There were no recommendations by other water commissions at this time.

6. WESTSHORE DIRECTORS & ALTERNATES MEETING – UPDATE

The Chair provided an update on the last Westshore Directors & Alternates meeting. He noted that the items discussed at the last Commission meeting will be presented to the CRD Board on April 12.

7. AWARD OF CONTRACT - SUPPLY OF PAVING SERVICES

M. McCrank spoke to the report. He noted that the existing contract for the Supply of Paving Services will expire on April 30, 2017. Island Asphalt Company submitted the highest scoring proposal in response to the Request for Proposal No. 2017-235. The Juan de Fuca Water Distribution Commission has the authority to approve the award of Contract for the Supply of Paving Services.

MOVED by Commissioner Logan and **SECONDED** by Commissioner Pearson, That the Juan de Fuca Water Distribution Commission approve the award of Contract 2017-235 for the Supply of Paving Services for two years to Island Asphalt Company, effective May 1, 2017, based on the evaluation of submissions from the RFP No. 2017-235. Further, that on expiration of the initial two-year term, the General Manager, Integrated Water Services or Chief Administrative Officer be authorized to execute an extension of the agreement for up to three one-year terms provided there are no significant material changes to the terms of the contract.

CARRIED

8. **AWARD OF CONTRACT - SUPPLY OF TRAFFIC CONTROL SERVICES**

M. McCrank spoke to the report. He noted that the existing contract for the Supply of Traffic Control Services will expire on May 31, 2017. SPR Traffic Services LP submitted the highest scoring proposal in response to the Request for Proposal No. 2017-236. The Juan de Fuca Water Distribution Commission has the authority to approve the award of Contract for the Supply of Traffic Control Services.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Pearson, That the Juan de Fuca Water Distribution Commission approve the award of Contract 2017-236 for the Supply of Traffic Control Services, for two years to SPR Traffic Services LP effective June 1, 2017, based on the evaluation of submissions from RFP No. 2017-236. Further, that on expiration of the initial two-year term, the General Manager, Integrated Water Services or Chief Administrative Officer be authorized to execute an extension of the agreement for up to three one-year terms provided there are no significant material changes to the terms of the contract.

CARRIED

9. **MUNICIPAL ROAD SURFACE RESTORATION RESPONSIBILITIES RELATED TO JUAN DE FUCA WATER DISTRIBUTION SERVICE WATER MAIN REPLACEMENTS**

T. Robbins spoke to the report. Municipal and CRD project and road surface restoration coordination will result in efficient and cost effective project delivery thereby strengthening CRD and municipality relationships. Municipal payment in lieu of final trench paving on CRD water main projects, in conjunction with municipal road resurfacing projects, is expected to reduce overall utility and road project costs and disruption to local traffic, residents and businesses.

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Hicks, That the Juan de Fuca Water Distribution Commission:

- a) support in principle, the concept of payment in lieu of final trench paving for CRD water main projects impacting municipal road surfaces on a case by case basis, and the ability for CRD water staff to negotiate this on a case by case basis; and
- b) approve a Memorandum of Understanding between the parties for each project in which mutual benefits resulting from payment in lieu are identified.

CARRIED

10. **WATER WATCH**

MOVED by Commissioner Baird and **SECONDED** by Commissioner Rogers, That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

11. NEW BUSINESS

There was no new business.

12. ADJOURNMENT

MOVED by Commissioner Baird and **SECONDED** by Commissioner Logan,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at
12:17 pm.

CARRIED

Chair

Secretary