



Making a difference...together

Minutes of the Magic Lake Estates Water and Sewer Local Services Committee
Held Tuesday 26 April 2011
CRD Integrated Water Services, Main Conference Room
479 Island Highway, Victoria, BC

Present: Jim Petrie (C), Joseph Gill, John MacDonald
CRD Electoral Area Director: Ken Hancock
CRD: Scott Mason, Manager, Regional Infrastructure, Colwyn Sunderland, Local
Services Engineering Coordinator, Lorrie Siemens (Recording Secretary)

Regrets: Mary Steel, John Fisher, Pat Watson

1. CALL TO ORDER

Chair Petrie called the meeting to order at 9:45 a.m.

2. APPROVAL OF AGENDA

The following items were added to the agenda:

- Add as Item 4: Follow up from March 15 informal meeting

MOVED by Director Hancock, **SECONDED** by John MacDonald,
that the agenda of the Magic Lake Estates Water and Sewer Local Services Committee meeting
of April 26, 2011 be approved as amended.

CARRIED

3. APPROVAL OF MINUTES OF 15 FEBRUARY 2011

The following changes were made to the minutes:

- Remove Scott Mason as an attendee at the meeting.
- Item 10, third bullet: change to *upgrade project timelines*.

MOVED by John MacDonald, **SECONDED** by Director Hancock,
that the minutes of the Magic Lake Estates Water and Sewer Local Services Committee meeting
of 15 February 2011 be adopted as amended.

CARRIED

4. FOLLOW UP FROM MARCH 15, 2011 INFORMAL MEETING

The committee members held an informal meeting on March 15, 2011. The following items were
included in that meeting and brought forward for discussion:

- Tanks - what if any tanks are to be provided under the present budget?
- The purchase of equipment.
- Living expenses of the crews as part of the project cost.
- Supervision of the project by AECOM.

A discussion took place on the reporting process for informal meetings held on Pender by committee members only. These meetings are for discussion purposes and no motions can be made. Staff advised that any decisions or actions resulting from these meetings could be brought to the next regular meeting in order for them to be recorded in the minutes and action taken.

Scott Mason provided an update on the project to date which included the following:

- Draft report on distribution system.
- Hydraulic model relative to fire flow and details of storage.
- Document for pre-purchase of water treatment process.
- Pre-design report in draft for review and comment by CRD staff.
- Schedule of design activities and construction.
- Construction planned for the Fall.

The committee noted that their expectation was to receive a report by AECOM on a monthly basis.

Staff noted that a summary monthly report for each local service committee/commission of the CRD is going to be provided on a regular basis by e-mail.

A further discussion took place on the following:

- Balancing/storage tanks.
- Duties of AECOM and CRD staff.
- CRD tendering process and purchasing policy.
- Frequency of meetings.

The committee requested that a project update report be added to all regular meetings.

5. REVIEW OF ACTION LIST

The action list was reviewed and updated.

6. OPERATIONS REPORT

Staff presented a written report to provide information relating to the operation of the Magic Lake Estates water and sewer systems.

The report addressed the following topics:

- Drinking water supply and demand
- Drinking water quality
- Drinking water operations
- Metering project
- Wastewater operations
- Sewer system engineering study
- 2011 budgets, taxes and fees

The committee expressed concerns with the supervision of the meter installation project.

The committee requested that a newsletter be drafted for the committee's review and, when finalized, be sent out with the next water bills.

7. FIRE HYDRANT FLOW TESTING

Staff presented a written report.

MOVED by Joseph Gill, **SECONDED** by Jim Petrie,
that the Magic Lake Estates Water and Sewer Local Services Committee authorize the
expenditure of up to \$20,000 from the Water Capital Reserve Fund to conduct flow tests on up to
20 hydrants, analyze test results and submit a report to the Fire Underwriters Survey, local
insurance brokers and the Pender Island Fire and Rescue Service.

CARRIED

8. ADJOURNMENT

The meeting was adjourned at 12:21 p.m.