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Minutes of a Meeting of the Magic Lake Estates Water and Sewer Local Services Committee
Held Tuesday, March 11, 2014 in the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members Representing Sewer:** J. Gill, A. Wilson
 Committee Members Representing Water: J. Fisher, M. Steel, P. Watson
 Also present: M. Brady, AECOM
 Staff: T. Tanton, Senior Manager, Infrastructure Engineering, J. Marr, Project Engineer, L. Siemens (recorder)

ABSENT: D. Howe, Electoral Area Director, J. Petrie, Chair and Sewer Representative

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

1. Approval of Agenda

The following items were added under New Business:

- Meeting Venue
- Revenue and Expense Reports
- Project Management and Oversight
- Communications

MOVED by J. Gill, **SECONDED** by J. Fisher,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of February 11, 2014

MOVED by J. Gill, **SECONDED** by M. Steel,
That the minutes of February 11, 2014 be adopted as previously circulated.

CARRIED

3. Review of Action List

The action list was reviewed and updated

4. Project Update

M. Brady provided a verbal update on the capital project status. The following topics were addressed:

- Emphasis is to prepare for commissioning of the treatment plant.
- Equipment is being tested.
- Informal training was held for CRD staff.
- The water quality is good.

- Formal training is scheduled in the next week in order to turn over to CRD on March 24 with support from the contractor.
- New pumps are working correctly.
- The contractor will start with the Buck Lake upgrades as a next step.
- The Frigate tank work is expected to take place between May and June 2014.

MOVED by J. Gill, **SECONDED** by P. Watson,
That staff prepare a report for the next meeting on the project status and requirements for completion.

CARRIED

M. Brady left the meeting at 10:10 am.

5. New Business

Meeting Venue

A discussion took place regarding location of meetings. Committee members noted that owners and residents have not attended meetings when held on Pender Island so to reduce meeting expenses, the committee prefers to hold the meetings at the CRD offices in Victoria.

MOVED by A. Wilson, **SECONDED** by J. Gill,
That Magic Lake Estates Water and Sewer Local Service Committee meetings be held at Fire Hall #1 on Pender Island.

DEFEATED

Revenue and Expense Reports

Staff advised that the revenue and expense reports currently mailed to the committee members will now be sent electronically.

Project Management and Oversight

Staff provided an explanation of the project management process between the CRD and contractors. The work of the construction contractor is overseen by AECOM. The engineering work by AECOM is overseen by CRD staff.

Staff were directed to provide the committee members with the pertinent documentation included in the original proposal regarding project management and oversight.

Communications

MOVED by A. Wilson, **SECONDED** by P. Watson,
That this item be deferred to the next meeting.

CARRIED

6. Adjournment

The meeting was adjourned at 10:42 am.