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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, April 9, 2019 in the Main Conference Room, 479 Island Highway Victoria, BC**

PRESENT: Committee Members: K. Heslop (Chair); A. Wilson; M. Fossil; D. Reed; W. Foster

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; M. Cowley, Manager Wastewater Engineering and Planning; T. Urquhart, Communications Coordinator; D. Dionne (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

M. Cowley introduced T. Urquhart and advised that she is attending in order to receive feedback on the draft open house materials.

The meeting was called to order at 9:29 a.m.

1. APPROVAL OF AGENDA

There was one addition to the agenda:

- New Business - Open House Materials

MOVED by W. Foster, **SECONDED** by M.Fossil,
That the Magic Lake Estates Water and Sewer Committee approve the agenda as amended.
CARRIED

2. ADOPTION OF MINUTES OF MARCH 12, 2019

MOVED by D. Reed, **SECONDED** by W. Foster,
That the Magic Lake Estates Water and Sewer Committee adopt the minutes of the meeting held January 8, 2019.
CARRIED

3. WATER UPDATE

I. Jesney presented a handout and provided updates on the following:

Schooner, Capstan and Signal Hill PRV

- All mechanical equipment ordered and received by the contractor, waiting for the kiosks delivery date to finalize the construction schedule.
- Once the schedule is finalized, the contractor will send out notices to affected residents. The Committee will also be advised at the same time.

Buck Lake Dam Safety Review

- Request for proposals has been issued and will close on April 29, 2019.
- The review and subsequent report has a completion date of end of November, 2019.

Water Treatment Plant – Stainless Steel Pipe Replacement

- The construction schedule has been set for September/October 2019.

- In the interim CRD staff will be finalizing the contract and planning for the work.

Discussion ensued and staff responded to questions from committee concerning the legal resolution regarding the stainless steel issue, and staff advised that there are still pieces coming in and it will need to be closed off by the lawyers of both parties.

4. WASTEWATER UPDATE

M. Cowley presented a handout and provided the following updates:

Wastewater Infrastructure Projects – Phase 1 Update

He provided a summary of all the Phase 1 projects:

As noted in past reports, it is estimated that there could be additional costs to finalize the Buck Lake Sewer project around \$10,000, so the total variance will be around \$26,000. All that remains on this project include final restoration and posting of the new right-of-ways. Some home owners continue to ask about the removal of some trees adjacent to the new sewer and lake.

Phase 2 Wastewater Infrastructure Renewal

- A draft communication plan, PowerPoint presentation, display boards, feedback form, and bill stuffer insert for a future public open house were emailed to the Committee on February 15, 2019 for review and comment.
- Bill stuffer inserts were mailed with the 1st quarter bills on April 3, 2019.
- The Open House date is confirmed for April 27, 2019.
- A third version of the display boards was sent to the Committee on April 4, 2019. The deadline date for final comments on the display board is April 9, 2019 to facilitate printing and mounting for the April 27 open house date.

Discussion ensued and staff responded to questions from the Committee:

- A Certificate of Completion notice was posted in two locations (on Signal Hill and by the trail down to the lake) for the purpose of notifying anyone who worked on the project that the project is now complete. It is a statutory requirement to post the certificate.
- There is a separate process for notifying homeowners.
- The area will be restored to similar condition as prior to the project.

At the last meeting the Committee asked staff whether the Capital Reserve funds could be used to pay down debt. Staff advised that there are a couple of scenarios that could allow the use of Capital Reserves to pay down debt, however the bylaw must be followed. The first time that debt is able to be paid is in 2020, this can be reviewed at that time.

5. OPERATIONS UPDATE

M. McCrank presented a handout and provided updates on the following:

Water Operations Highlights:

- Installation of a water service connection for 3707 Frigate Road

- Leak detection performed in the Captains Reservoir pressure zone.
- Captains reservoir water level transmitter replacement.
- Captains reservoir high and low level float alarm system installed.
- Corrective maintenance performed on the polymer chemical feed pump at the water treatment plant.

Wastewater Operations Highlights:

- Installation of a sewer service connection for 3707 Frigate Road.

6. NEW BUSINESS

Open House Presentation Materials

M. Cowley provided a slide handout of the boards and reviewed them one by one with the Committee noting their comments and feedback. Staff agreed to:

- Make the revisions, edits and deletions requested by the Committee.
- Prepare a graph showing the annual maintenance costs, as a handout for the public.
- Bring a pull-up banner or a poster to set up at the open house reflecting the issues with flushable wipes and other items that should not be placed down the toilet.
- Look at setting up a table with visual aids of items not allowed to be flushed into the system.
- Send all the updated boards to the Committee for review by tomorrow morning.

7. ADJOURNMENT

MOVED by D. Reed, **SECONDED** by A. Wilson,
That the meeting be adjourned at 11:32 a.m.

CARRIED

Chair

Secretary