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**Minutes of a Meeting of the Saanich Peninsula Wastewater Commission
Held October 2, 2014 in the Saanich Peninsula Treatment Plant Meeting Room
9055 Mainwaring Road, North Saanich, BC**

PRESENT: **Commissioners:** M. Williams (C), M. Lougher-Goodey, T. Daly, M. Doehnel, M. Loveless, A. Bryson, Z. King, R. Barnhart, C. Mearns (for E. McMurphy), A. Rowland
Staff: T. Robbins, General Manager, Integrated Water Services; B. Lapham, Chief Administrative Officer; P. Sparanese, Senior Manager, Infrastructure Engineering & Operations; G. Harris, Senior Manager, Environmental Protection; D. Robson, Manager, Saanich Peninsula & Gulf Island Operations; C. Gottfred, Wastewater Engineering & Planning; M. Montague (recorder)

The meeting was called to order at 10:07 am.

1. APPROVAL OF AGENDA

MOVED by Commissioner Loveless, **SECONDED** by Commissioner Lougher-Goodey, that the Saanich Peninsula Wastewater Commission approve the agenda.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Loveless, **SECONDED** by Commissioner Bryson, that the Saanich Peninsula Wastewater Commission adopt the minutes of the June 19, 2014 meeting.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. SAANICH PENINSULA WASTEWATER STRATEGIC PLAN UPDATE

T. Robbins spoke to the report.

MOVED by Commissioner Loveless, **SECONDED** by Commissioner Bryson, that the Saanich Peninsula Wastewater Commission receive the staff report for information and direct staff to report back to the Commission regarding items 2c, 3 and 4 of the Saanich Peninsula Wastewater Strategic plan in early 2015.

CARRIED

5. DISTRICT ENERGY SYSTEM PROJECT UPDATE – ENERGY AND BILLING TECHNICAL REVIEW

T. Robbins spoke to the report.

MOVED by Commissioner Loveless, **SECONDED** by Commissioner Barnhardt, that the Saanich Peninsula Wastewater Commission direct staff:

- a. To reduce the 2014 transfer to the capital reserve fund by \$79,000, and to reimburse PRC this amount to reconcile the overbilled amount.
- b. To forward the *Saanich Peninsula Wastewater Treatment Plant District Energy System Billing Meter and Project Review, August 2014*, report to PRC staff for information;
- c. To report back to the Commission with the recommendations from the cost-benefit analysis;
- d. To provide the Commission with a summary report on the pilot project in 2015.

CARRIED

6. 2015 CAPITAL AND OPERATING BUDGET

T. Robbins spoke to the report.

T. Daly left the meeting.

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Loveless, that the Saanich Peninsula Wastewater Commission recommend that the CRD Board:

1. Reduce the projected revenue for 2015 from the District Energy System to \$75,000;
2. Approve the 2015 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget as amended;
3. Approve the 2015 debt budget;
4. Approve the 2015 Parks and Environmental Services program budgets that support the Saanich Peninsula Wastewater service, including Liquid Waste Management Plan Implementation, Saanich Peninsula Stormwater Quality Management, and Saanich Peninsula Source Control Stormwater; and
5. Balance the 2104 actual revenue and expense on the transfer to capital reserve fund.

CARRIED

7. SLUDGE DISPOSAL UPDATE RESULTING FROM SEATERRA DECISIONS

T. Robbins reported that Seaterra has been paused and no further work is being done on the Hartland Resource Recovery Centre as a result. Sludge will continue to be taken to Hartland for disposal as hazardous waste on a short term basis.

MOVED by Commissioner Loveless, **SECONDED** by Commissioner Barnhart, that the Saanich Peninsula Wastewater Commission receive the verbal report for information.

CARRIED

8. NEW BUSINESS

Commissioner Loveless thanked G. Orr, as past Chair of the Commission, and the current Commission members for doing an excellent job over the past 3 years. She noted that the reports from staff have been excellent and very informative.

9. ADJOURNMENT

MOVED by Commissioner King, **SECONDED** by Commissioner Bryson, that the Saanich Peninsula Wastewater Commission meeting be adjourned at 10:45 am.

CARRIED

CHAIR