

**Capital Regional District  
Sooke & Electoral Area Parks and Recreation Commission  
Minutes of a special meeting held Wednesday, February 24, 2014  
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

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*Mission Statement:*

*“Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area”  
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks - Chair (JDF Director), J. Perkins – Vice Chair, B. Berger, D. Bishop, P. Grove  
Staff: S. Knoke, SEAPARC Manager, L. MacDonald, Recording Secretary  
Absent: W. Milne (Sooke Director)  
Public: 0  
Press: 0

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:30 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that the agenda be approved as presented. **CARRIED**

**3. UNFINISHED BUSINESS**

**a) Staff Report: A-20 Desiccant Dehumidifier Installation**

The SEAPARC Manager provided an update on the status of the arena dehumidification project. Following the Commission's December, 2013 decision to proceed with the purchase of an A-20 desiccant dehumidifier and return the current A-5 dehumidifier to the manufacturer, staff met with the AME Group of Consulting Professional Engineers. The Manager reviewed the AME Group assessment report and presented a detailed project budget. The recommended budget has been increased from an initial \$85,000 to \$106,160 with the addition of \$11,500 for design and install engineering by AME and \$3,200 for CRD Project Engineering costs. The SEAPARC Manager emphasized the need for professional design and install engineering in order to ensure maximum value and the most effective system possible. Staff also recommend retaining the current A-5 unit given that the manufacturer's price credit for return of the unit would not equate to cost savings once removal and shipping costs are added in. The A-5 will provide sufficient moisture removal for backup purposes during non-peak load periods.

Discussion points included:

- Justification for engineering design/install
- Building envelope issues and Chatwin Roof and Building Envelope Report (2012)
- Pressure zones remediation

**MOVED** by Commissioner Berger, **SECONDED** by Commissioner Perkins that staff proceed with the purchase of the A-20 unit as well as AME's proposal for design and installation and that \$106,600 be accessed from the Capital Reserve Fund to complete the A-20 desiccant dehumidification project. **CARRIED**

**4. ADJOURNMENT**

The meeting adjourned at 5:07 pm

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Mike Hicks, Chair

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Lynn MacDonald, Recorder