

Minutes of the meeting of the Comox Valley Water Management Advisory Committee held on May 31, 2018 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 10:35 am

PRESENT:	R. O’Grady, Director of Engineering	City of Courtenay
	T. Kushner, Director of Public Works Services	City of Courtenay
	S. Ashfield, Municipal Engineer	Town of Comox
	G. Westendorp, Public Works Superintendent	Town of Comox
	M. Rutten, General Manager of Engineering Services	CVRD
	K. La Rose, Senior Manager of Water/Wastewater Services	CVRD
	C. Gore, Manager of Capital Projects	CVRD
	M. Herschmiller, Manager of Water Services	CVRD
	Z. Norcross Nu’u, Engineering Analyst	CVRD
	C. Wile, Manager of Operational Communications	CVRD
	A. Baldwin, Legislative Services Assistant & Recording Secretary	CVRD

ITEMS:

Management report

The committee reviewed the May Comox Valley Water Management Advisory Committee management report. The management report has been updated.

Minutes

The committee reviewed the minutes of the May 3, 2018 Water Management Advisory Committee and no errors or omissions were noted.

Draft staff report: Comox Valley Water Treatment Project – Request for Qualifications

Charlie Gore provided an overview of the above-noted report and advised that an honorarium of \$150,000 has been included in the RFP, which was not mentioned in the staff report (it is mentioned in the RFQ). The committee discussed the timing between the release of the RFQ and RFP. CVRD staff explained that the RFQ will require that teams nominate their key personnel, which will inform the quality of their team. Minimizing delay between the release of the RFQ and RFP will ensure the availability of those key personnel.

A question arose around the DB process. CVRD staff have been advised to keep the direct procurement separate from the DB process. CVRD staff have forwarded revised wording for the DB contract to their legal advisor and will keep advisory members apprised of further developments before the RFQ is released.

It was confirmed that a risk register is in place and the CVRD’s legal advisors have recommended appointing a fairness advisor for the process.

Water consumption report

Mike Herschmiller explained the discrepancy in the “unaccounted for” column. The magnetic flow meters were removed during the installation of the UV system and ultrasonic clamps were used to measure consumption. Staff noticed a discrepancy in the numbers mid-January and are still working through calibration tests to rectify low flow reading issue. The unaccounted for column does not

impact the jurisdictional water allocations. CVRD water operations staff is altering the way water flows through the building in an effort to eliminate the low flows which are causing the problem.

Municipal Service/Project Updates

CVRD staff confirmed that they are still working on drafting the letter to residents along Thorp Road to inform them of the transmission line that runs through their properties.

GENERAL:

The next Water Management Advisory Committee meeting will be held on June 28 2018 commencing at 9:00 am in the Comox Valley Regional District boardroom.

TERMINATION:

The meeting terminated at 11:20 am.

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

M. Rutten
General Manager of Engineering Services