

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on October 11, 2017 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 2:03 pm

PRESENT:	R. O’Grady, Director of Engineering	City of Courtenay
	T. Kushner, Director of Public Works	City of Courtenay
	R. Kanigan, Chief Administrative Officer	Town of Comox
	C. Freundlich, Director of Finance	Town of Comox
	G. Westendorp, Public Works Superintendent	Town of Comox
	S. Ashfield, Municipal Engineer	Town of Comox
	R. Dyson, Chief Administrative Officer	CVRD
	M. Rutten, General Manager of Engineering Services	CVRD
	K. La Rose, Senior Manager of Water/Wastewater Services	CVRD
	M. Imrie, Manager of Wastewater Services	CVRD
	B. Dunlop, Corporate Financial Officer	CVRD
	C. Wile, Manager of Operational Communications	CVRD
	C. Gore, Manager of Capital Projects	CVRD
	A. Baldwin, Legislative Services Assistant & Recording Secretary	CVRD

ITEMS:

Management Report

The committee reviewed the October 2017 Comox Valley Sewage Management Advisory Committee management report.

Minutes

The committee reviewed the minutes of the August 31, 2017 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

Draft Staff Report: Comox No. 2 Pump Station Project – Pre-implementation Phase Results

Kris La Rose provided an overview of the above-noted draft staff report. Main points of discussion included:

- The report will be revised to make it clear that the advisory committee supported undertaking a more detailed analysis, but will review the results once additional analysis has been completed;
- It was clarified that the combination of the better than expected results of the forcemain condition together with the repairs of the gabion baskets, which have allowed NHC consultants to downgrade the overall risk of failure, have provided some time to undertake the analysis.
- It was suggested that the report include steps that are being taken to ensure the Willemar Bluffs section of the forcemain remains protected and to earmark funds for repair work, if required, until we are in a position to decommission that section of the forcemain.
- The detailed analysis to be undertaken into alternatives to the Comox No. 2 project will not be restricted to the existing options. To avoid any misconceptions the report will be revised to remove reference to specific additional sites and specific alignment options and also clarify that the intention is to engage consultants as a result of a competitive process to undertake the detailed analysis. Maps showing alternate routes to be removed to not cause undue concern for residents of purely conceptual plans.
- City of Courtenay staff suggested that CVRD staff be prepared to answer questions about how much has been spent on the Comox No.2 project to date

Russell Dyson, Chief Administrative Officer, CVRD, entered the meeting at 2:36 pm.

The committee further discussed the upcoming installation of the Greenwood trunk sewer in 2018. The CVRD will work closely with the City of Courtenay to review timelines and potential efficiencies for the installation of connecting infrastructure required between the Greenwood Trunk and the City's existing system.

The Town of Comox staff requested an update on the inclusion of a meter on the Hudson trunk for the Comox connection. CVRD staff to report back with a staff report at a future meeting.

Draft Staff Report: Contract Award for Capital Projects Communications Consultant

C. Gore provided an overview of the above-noted draft staff report. The committee discussed rationale for making use of consultants rather than a full time employee. Several significant and complex capital projects require substantial communication strategies and public engagement over the coming years. Contracting with consultants, using their own resources, on a 'as need basis' is considered a more cost effective option. The staff report will be presented at the October 24th Sewage Commission meeting with the recommendation to award a contract to Zinc Strategies Inc.

Draft staff report: CVWPP – Phase One Upgrades – Contract Award for Engineering Services

C. Gore provided an overview of the above-noted draft staff report. CVRD staff explained that the approach to award a contract for the detailed design of the plant and for procurement and construction management for only the urgent work that is required ensures the CVRD maintains the ability to split off any of the other procurement and construction management services for the remainder of the scope items. This approach provides flexibility and value for the project. The report will be presented at the October 24th Sewage Commission with a recommendation to award a contract to Associated Engineering (BC) Ltd.

Pump Station Hour Meter and Totalizer Log

The committee reviewed the August 31, 2017 hour meter and totalizer log.

All flows summary

The committee reviewed the August, 2017 all flows summary details for all contributory system flows.

DCC report to September 30, 20

The committee raised no concerns or questions. The report will be presented at the October 24th Sewage Commission.

GENERAL:

The committee agreed to schedule the next Sewage Management Advisory Committee meeting for October 31, 2017.

TERMINATION:

The meeting terminated at 3:10 pm.

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

M. Rutten, P. Eng.
General Manager of Engineering Services