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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, March 12, 2019 in the Main Conference Room, 479 Island Highway
Victoria, BC**

PRESENT: Committee Members: K. Heslop (Chair), A. Wilson, M. Fossil, D. Reed, D. Howe, SGI Electoral Area Director (9:33 am)

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; M. Cowley, Manager Wastewater Engineering and Planning; S. Orr (recorder)

ABSENT: W. Foster

Chair Heslop called the meeting to order at 9:30 a.m.

1. APPROVAL OF AGENDA

The agenda was amended:

- Item 5 - Operations Update be moved to Item 3

There was one addition to the agenda:

- New Business - Election of Vice Chair

MOVED by M.Fossil, **SECONDED** by A. Wilson,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES OF JANUARY 8, 2019

MOVED by A. Wilson, **SECONDED** by M.Fossil,
That the minutes of January 8, 2019 be adopted.

CARRIED

3. OPERATIONS UPDATE

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

Water Operations Highlights:

- Emergency response to multiple facilities due to snow and windstorm events during the month of February.
- Significant preventative maintenance performed on the DAF tanks at the water treatment plant.
- Corrective maintenance performed on water treatment plant air saturator system.
- Corrective maintenance performed on the chemical feed pump.

Wastewater Operations Highlights:

- Emergency response to multiple facilities due to snow and windstorm events during the month of February.
- Corrective maintenance performed at the Cannon Wastewater Treatment Facility.

Staff answered questions from committee.

4. WATER UPDATE

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

Schooner, Capstan and Signal Hill PRV

- The contractor (Ridgeline Mechanical) is preparing required safety & remaining shop drawings (kiosk in particular) documentation for staff review.
- Construction schedule is dependent on the kiosk delivery.

Staff answered questions from committee.

5. WASTEWATER UPDATE

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

Sewer Pipe Replacement – Buck Lake

- The project is complete and a list of outstanding deficiencies has been prepared (some deficiencies will have to wait until spring – i.e. top dressing, removal of silt fences, etc.).
- Financial status of Buck Lake sewer replacement

M. Cowley stated a resident has been requesting that several trees be cut down because the trench was close to the trees and may have compromised the roots. An arborist has looked at the trees and indicated that they appear to be stable, but because the trench was close to the trees he cannot confirm that they are okay to leave, but suggested that the trees could be inspected again in 6 months to see if their stability or health declines. To remove them now would cost approximately \$5,000.

Discussion took place about the removal of trees.

MOVED by A. Wilson, **SECONDED** by D. Reed,
That the Magic Lake Estates Water and Sewer Committee have an arborist evaluate the tree health in six months.

CARRIED

Phase 2 Wastewater Infrastructure Upgrades

- A DRAFT communication plan, PowerPoint presentation, display boards, feedback form, and info sheet for a future public open house was emailed to the Committee on February 15, 2019 (the committee will confirm the open house date). All materials need to be finalized by end of March if the open house date is going to be April 27, 2019.
- Funding is requested in the amount of \$10,000 to complete the public consultation and referendum process.

M. Cowley stated that a notice of open house will be drafted and mailed to residents with the second quarter utility bills. He asked the committee to provide comments and wording for the notice and presentation materials.

A discussion took place about the details of the open house including tours of the treatment plant, transportation to the treatment plant, feedback forms, advertising, talking points, financial options for users, and accessibility.

Staff answered questions from the committee.

6. NEW BUSINESS

Election of Vice Chair

Nominations were called for Vice-Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term.

- M. Fossil nominated A. Wilson.
- A. Wilson agreed to stand.
- Nominations were called for two additional times, and hearing none, A. Wilson was elected as Vice-Chair.

A discussion took place about the current vacancy on the committee.

A discussion took place about using funds from the Capital Reserve towards debt.

7. ADJOURNMENT

MOVED by M.Fossil, **SECONDED** by D. Reed,
That the meeting be adjourned at 10:52 a.m.

CARRIED

Chair

Secretary