



Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, July 2, 2024 at 9:30 a.m., In the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** W. Forsberg (Chair); A. Wickheim (EA Director); C. Welham
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly; D. Dionne (Recorder)

REGRETS: Cynthia Carlsen

EP = Electronic Participation

The meeting was called to order at 9:38 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,
That the agenda be approved.

CARRIED

3. PRESENTATIONS/DELEGATIONS

There were none.

4. COMMITTEE BUSINESS

4.1. Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project

J. Kelly spoke to item 4.1.

Staff responded to the following questions:

- When the genset replacement will take place. Staff advised the intent is complete the work in August or September of this year, subject to committee approval and contractor availability.
- If there are any implications that may cause a delay. Staff advised CRD procured the generator and cabling is supplied by the contractor. Has not been able to get a detailed work schedule from the contractor. Does not anticipate a delay.
- What reserve fund is funding this work, and what the remaining amount will be in the fund. Staff advised the funds will be transferred from the sewer reserve fund. With this amendment, the reserve fund would have \$36,000 remaining. Capital reserves can be increased at the budget meeting in the fall at the committee's direction. Community Works Funds (CWF) were committed for this project from the previous Electoral Area Director.
- How many quotes were received and if there is the potential for increase an in cost received from the contractor. Staff advised this work is considered smaller scale and is a remote site, resulting in one quote received. The quote received does not

include hydro disconnect fees and other miscellaneous charges including rentals. CWF cannot be used for CRD staff time but can be used for contractors. CRD would not be able to utilize CWF if the work is not contracted out.

- If \$20,000 is used as contingency, will there be funds remaining to put back in the reserve fund. Staff advised contractor pricing absorbed the previously allocated \$10,000. There is a lot of additional administrative time involved.

MOVED by A. Wickheim, **SECONDED** by W. Forsberg,

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

CARRIED

5. ADJOURNMENT

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,

That the July 2, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 9:53 am.

CARRIED

CHAIR

SECRETARY