



## Westside Wastewater Service Standing Committee Meeting

### Minutes

**Date:** Thursday, November 9, 2023  
**Time:** 10:00 a.m.  
**Location:** Woodhaven Board Room  
1450 K.L.O. Road, Kelowna, BC

**Committee Members** G. Milsom, Chair (City of West Kelowna)  
P. Van Minsel, Vice Chair (District of Peachland)  
J. Coble (Westbank First Nation)  
S. Johnston (Regional District of Central Okanagan)

**Committee Members Absent:** L. Wooldridge, RDCO Chair, ex-officio

**Staff:** T. Kendel, Acting Director of Engineering Services  
M. Wyman, Acting Manager of Engineering Services  
C. Kruiswyk, Acting Supervisor Utilities Services  
A. Lambrecht, Senior Water & Wastewater Process Technologist  
M. Mill, Asset Management Supervisor  
T. McCabe, Director of Financial Services  
S. Ginter, Chief Administrative Officer  
S. Horning, Deputy Corporate Officer  
K. Newman-Renwick, Administrative Assistant, Engineering Services (Recording Secretary)

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#### 1. CALL TO ORDER

Chair Milsom called the meeting to order at 10:06 a.m.

#### 2. LAND ACKNOWLEDGEMENT

The Chair acknowledged the Committee's presence on the traditional, ancestral, and unceded tm̓xwúlaʔxw (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. **ADOPTION OF THE AGENDA**

VAN MINSEL/JOHNSTON

**THAT** the November 9, 2023, Westside Wastewater Service Standing Committee agenda be adopted as amended by including updated information for Agenda Item 5.4.

CARRIED

4. **ADOPTION OF MINUTES**

JOHNSTON/VAN MINSEL

**THAT** the February 22, 2023, Westside Wastewater Service Standing Committee meeting minutes be adopted.

CARRIED

5. **BUSINESS ARISING**

5.1 East Trunk Lift Station Upgrade

Report by Clarke Kruiswyk, Acting Supervisor of Utilities Services (Regional District of Central Okanagan)

A PowerPoint presentation on the East Lift Station Upgrade was provided to the Committee and included:

- Reviewed background history and service areas
- Existing limited capacity levels and growing changes for maximum flow rates
- Description of upgrades and transition of existing lift station to West Kelowna
- Marina Park site acquisition plans
- RDCO/City of West Kelowna land ownership agreements
- Next steps expanding RFP for design, engineering, and construction.

A discussion took place regarding construction of washrooms and concession regarding City of West Kelowna operations.

JOHNSTON/COBLE

**THAT** the Westside Wastewater Service Standing Committee receives the East Trunk Lift Station Upgrade report from the Acting Director of Engineering Services dated November 9, 2023, for information.

CARRIED

5.2 Odour Control Update

Report by Clarke Kruiswyk, Acting Supervisor of Utilities Services (Regional District of Central Okanagan)

A PowerPoint presentation on the Odour Control Update was presented to the Committee and included:

- Background of WWTP and wastewater components and sewer processes.
- Odour complaint decreases and related improvements.
- Investigation of odour complaint sources and steps taken with West Kelowna
- Odour assessment and mitigation reporting and proposed upgrades
- Odour control upgrade design RFP and phase timeline

A discussion took place regarding sources of odour complaints, identifying sources, and capital cost assessments as required by growth and changes.

#### VAN MINSEL/JOHNSTON

**THAT** the Westside Wastewater Service Standing Committee receives the Odour Control Update from the Acting Director of Engineering Services dated November 9, 2023, for information.

CARRIED

#### 5.3 Source Control 2023 Update

Report by Angela Lambrecht, RDCO Senior Wastewater Process Technologist (Regional District of Central Okanagan)

A PowerPoint presentation on the Wastewater Source Control was provided to the Committee and included:

- Description of Source Control program and sewer processes
- Demand for wastewater components and services
- Quality control processes and loading capacity.
- Concerns regarding increase in organic load and capacity demands
- Permit compliance regarding loads and environmental impacts
- Winery waste being a large contributor and requests for bylaw winery compliance.
- Next steps expanding testing and engagement.
- Continue to investigate, provide assistance, and monitor.
- Amendments to bylaw penalties and collecting tiered surcharges.
- Next steps support sewer uses bylaw updates within jurisdictions.

A discussion took place regarding bylaw fine structure by jurisdiction with RDCO direction and winery compliance. Request for presentation to WFN Chief and Council. Intent to develop guidance language for bylaw surcharges for all jurisdictions operational teams and council consideration.

#### COBLE/VAN MINSEL

**THAT** the Westside Wastewater Service Standing Committee receives the 2023 Source Control Update from the Acting Director of Engineering Services dated November 9, 2023, for information.

CARRIED

#### 5.4 Westside Regional Wastewater Treatment Plant - Asset Management Plan 2023

Report by Mimi Miller, Asset Management Analyst, (Regional District of Central Okanagan)

A PowerPoint presentation on the Westside Regional Wastewater Treatment Plant – Asset Management Plan was provided to the Committee and included:

- Description of Asset Management plan and capital options for WWTP
- Background of asset priorities
- Scope of Plan covers only Wastewater Treatment Plant facility, not collections systems, lift stations, or fleet.
- Key points that plan is holistic, risk-based, and reviews increased total value of assets inventory and conditions.
- Review of total asset risk profile and financial planning
- Reserves in place to fund high risks assets and grants for lower risk items.
- 20-year capital reinvestment funding needs by Asset categories
- Reserve contribution options including annual capital contributions, changes from budget, annual increases and funding.
- Targeting renewal funding using risk-based approaches
- Reserve contribution options and increases
  - Updated graph slide provided as original contained calculation error.
- Recommendations for:
  - 2A: Staff Recommended \$1.47 million contribution to reserves in 2024, \$200,000 increases starting 2025.
  - 2B: \$1.47 million contribution to reserves in 2024, \$100,000 increases starting 2025.
  - 3: \$2.5 million contribution in to reserves in 2024, \$195,000 in 2025

A discussion took place regarding staff recommendations for funding options and timelines. Engagement with municipalities financial planning.

#### 5.5 Westside Wastewater Service 2024-2028 Financial Plan – Draft

Report by Tanya McCabe, Director of Financial Services (Regional District of Central Okanagan)

A PowerPoint presentation summarizing the Westside Wastewater Service 2024-2028 Financial Plan includes:

- Description of Draft financial plan.
- Admin overhead policy not yet included.
- Financial plan reflects option 2A.
- Description of contributions and increases of service fees by participants.
- Operational Expenditures and offsetting changes with the WWTP with the biosolids removal project, RDCO, Westbank First Nation, and Peachland lift stations and collector systems.
- Capital Expenditures decrease by service with the WWTP and RDCO lift stations and collector systems. Driven by stage four upgrades delay and change in lift station upgrade timelines.
- Projected reserve levels of capital facility reserve based on risk analysis.

A discussion took place regarding to clarifying contribution and reserve amounts and future review of user cost distribution.

VAN MINSEL/JOHNSTON

**THAT** the Westside Wastewater Service Standing Committee receives the Draft Westside Wastewater Service 2024-2028 Financial Plan from the Director of Financial Services and the Westside Regional Wastewater Treatment Plant Asset Management Plan from the Acting Director of Engineering Services dated November 9, 2023, for information;

**AND THAT** the Westside Wastewater Service Standing Committee recommends the Regional Board approve annual contributions to the Westside Regional Wastewater Treatment Plant capital reserve equaling \$1,473,220 starting in 2024 and a \$200,000 annual increase to reserve contributions beginning in 2025. (Option 2A)

**AND FURTHER THAT** the Westside Wastewater Service Standing Committee recommends the draft Westside Wastewater Service 2024-2029 Financial Plan to be forwarded the Regional Board.

CARRIED

**6. NEW BUSINESS**

There was no new business.

**7. ADJOURN**

The meeting was adjourned at 11:08 a.m.



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G. Milsom (Chair)