

**Minutes of the WESTSIDE WASTEWATER TREATMENT SERVICE
STAKEHOLDER SELECT COMMITTEE Meeting held at the Regional District of
Central Okanagan, 1450 KLO Road, Kelowna, BC on Wednesday, February 12,
2020, Woodhaven Room**

Voting Members:	Director G. Milsom, Chair (City of West Kelowna) Director C. Fortin, Vice Chair (Regional District of Central Okanagan) Director S. Johnston (City of West Kelowna) Director J. Coble (Westbank First Nation)
Attendees:	G. Given (Chair of the Regional Board) Ex-officio
Technical Staff:	B. Reardon, CAO (Regional District of Central Okanagan) D. Komaie, Director of Engineering Services (Regional District of Central Okanagan) M. Rilkoﬀ, Director of Finance/Deputy CAO (Regional District of Central Okanagan) M. Wyman, Supervisor of Utility Services (Regional District of Central Okanagan) J. Mitchell, CAO (District of Peachland) D. Pryde, Director of Finance (District of Peachland) S. Grundy, Director of Operations (District of Peachland) P. Gipps, CAO (City of West Kelowna) W. Everton, CFO (City of West Kelowna) A. Fillion, GM of Engineering and Public Works (City of West Kelowna) D. Corning, Infrastructure Engineer (Westbank First Nation) K. McIntosh, Recording Secretary (Regional District of Central Okanagan)
Absent:	P. Leitch, Director of Finance (Westbank First Nation) R. Hillis, Engineering Manager (City of West Kelowna) J. Mocilac, Director of Development Services (Westbank First Nation)

1. CALL TO ORDER

B. Reardon called the meeting to order at 10:03 a.m. The meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

B. Reardon reviewed the Committee's Terms of Reference.

2. ELECTION OF THE CHAIR FOR 2020/2021

G. Milsom was nominated as Chair for the 2020/2021 term and accepted the nomination.

FORTIN/COBLE

THAT G. Milsom be elected as Chair of the Westside Wastewater Treatment Service Stakeholder Select Committee for 2020/2021.

CARRIED

3. ELECTION OF VICE CHAIR FOR 2020/2021

C. Fortin was nominated for Vice-Chair for the 2020/2021 term and accepted the nomination.

MILSOM/JOHNSTON

THAT C. Fortin be elected as Vice-Chair of the Westside Wastewater Treatment Service Stakeholder Select Committee for 2020/2021.

CARRIED

G. Milsom took over as Chair of the meeting at 10:05 a.m.

Introductions were conducted.

4. ADOPTION OF THE AGENDA

JOHNSTON/FORTIN

THAT the February 12, 2020 Agenda be adopted.

CARRIED

5. ADOPTION OF THE MINUTES OF JUNE 5, 2019

FORTIN/MILSOM

THAT the Westside Wastewater Treatment Service Stakeholder Select Committee Minutes of June 5, 2019 be adopted.

CARRIED

6. RDCO/UBC ADVANCED BIOSOLIDS DIGESTION PROJECT UPDATE

Presentation by Tim Abbott, Graduate Assistant/Technician III, Ph.D. Candidate, UBC Bioreactor Lab – School of Engineering, UBC – Okanagan Campus

Staff and the presenter, Tim Abbott, responded to questions from the Committee members.

FORTIN/JOHNSTON

THAT the Westside Wastewater Treatment Service Stakeholder Select Committee receives, for information, the presentation dated February 12, 2020 by Tim Abbott regarding an update on the RDCO/UBC Advanced Biosolids Digestion Project.

CARRIED

7. UPDATE ON INITIATIVES

Report by C. Kruiswyk, Environmental Services Analyst (Regional District of Central Okanagan)

A discussion took place with respect to some of the initiatives that staff provided an update on.

FORTIN/JOHNSTON

THAT the Westside Wastewater Treatment Service Stakeholder Select Committee receives, for information, the Report from the Environmental Services Analyst dated February 2, 2020 regarding an update on initiatives.

CARRIED

8. WESTSIDE SEWER SYSTEM DRAFT 2020-2024 FINANCIAL PLAN

Report by M. Rilkoff, Director of Finance/Deputy CAO (Regional District of Central Okanagan)

A discussion took place regarding the draft Financial Plan and the possibility of accessing grant funding.

FORTIN/JOHNSTON

THAT the Westside Wastewater Treatment Service Stakeholder Select Committee receives, for information, the Report from the Director of Financial Services dated February 7, 2020 regarding the Westside Sewer System Draft 2020-2024 Financial Plan Report;

AND THAT the Committee recommends increasing reserve funding and capital levels from 40% to 45% of the recommended annual replacement amount;

AND THAT the Committee recommends the Westside Sewer System budgeted Draft 2020 – 2024 Financial Plans to the Board;

AND FURTHER THAT the Committee recommends to the Board that the Westside Sewer System \$1 million Blower project be deferred to a future year should grant funding not be approved in the \$600,000 to \$700,000 range as noted in the budget.

CARRIED

9. EAST TRUNK SEWER AND WESTSIDE TREATMENT PLANT DEVELOPMENT COST CHARGE – IMPLEMENTATION PROPOSAL

Report by D. Komaika, Director of Engineering Services (Regional District of Central Okanagan)

A discussion took place regarding the next steps and the possibility of conducting a workshop with key staff and proving the community with advanced notice of the workshop.

JOHNSTON/FORTIN

THAT the Westside Wastewater Treatment Service Stakeholder Select Committee receives, for information, the Report from the Director of Engineering dated February 7, 2020 regarding the implementation proposal for the East Trunk Sanitary Sewer and Westside Wastewater Treatment Plant Development Cost Charges;

AND THAT the Committee provides direction regarding the implementation and phasing of the Development Cost Charges for the East Trunk Sanitary Sewer and Westside Wastewater Treatment Plant Bylaws.

CARRIED

10. NEW BUSINESS

There was no new business raised.

11. NEXT MEETING

The next Stakeholder Select Committee meeting will be confirmed at a later date.

12. ADJOURN

The meeting was adjourned at 11:28 a.m.

CERTIFIED TO BE TRUE AND CORRECT

Director G Milsom (Chair)

Committee Member