



CITY OF PRINCE GEORGE

Engineering and Public Works
In Pursuit of Service Excellence
 1100 Patricia Blvd. Prince George, BC V2L 3V9
 Tel: 250-561-7600

**Killarney-Sussex-Wildwood Sanitary Sewer LAS
 Working Group Meeting
 Minutes of September 10, 2015 – 6:30 pm**

City Representatives			
Hayley Sedola	Gina Layte Liston	Al Clark	Todd Angus
Resident Representatives			
Sharon Lemp	Gord Simmons	Bertha Strasdin	Rob Carstairs
David Pow			

1. MINUTES OF PREVIOUS MEETING:

- July 21 meeting minutes approved. No questions received through the LAS website. Any outstanding issues will be detailed below.

Item	Description	Action By
New Business		
1.	<p>Timelines</p> <ul style="list-style-type: none"> Discussed Report to Council Sept 25, possibly 1-2 meetings worth of work prior October 5th Council meeting – petition approved? If so, October 6th mail-out to neighbourhood October 27 (tentative) – Pre-petition meeting. Petition would be mailed at the end of that week. Votes would be due by November 20th December 4th Council. Petition results. December 14th Council discuss/approve/first three readings If Bylaw approved, Authorization from province for loan agreement can take up to two months File is on project website – “Working Group Communication Plan” 	City

<p>2.</p>	<p>Construction Update</p> <ul style="list-style-type: none"> • Ridgeview project site visited a couple weeks ago • Timing – difficult with water main • For Killarney-Sussex-Wildwood project, city forces may not be able to complete all 80 houses in one construction season • Options: Early construction season start, lessons learned from Ridgeview project, possible that some houses are completed in 2017 • If project split over two years, residents do not pay (lump sum or through taxes) until project is complete 	
<p>3.</p>	<p>Design Drawings</p> <ul style="list-style-type: none"> • Looked at Site Plan and Profile (10:1 vertical exaggeration) drawings for KSW Project • Two sections run downhill. Systems with imminent failure concerns would take priority, if possible • Sewer and Water for one section at a time would be completed and paved (to avoid gravel over winter) • Discussed houses on Killarney and Wildwood which will require pumps (about 13 houses) 	
<p>4.</p>	<p>Costing</p> <ul style="list-style-type: none"> • Detailed Cost Estimate spreadsheets presented • Cost/lot with contracted labour = \$28,231.06 • Cost/lot using city forces = \$24,602.66 • 20% contingency included in both estimates • Discussion on lower cost vs time to complete project • Discussion on update letter to homeowners 	
<p>5.</p>	<p>Communication</p> <ul style="list-style-type: none"> • Letter to residents will be drafted by Hayley for comments from working group. • Discussion on what to include in letter, wording • Next working group meeting on September 23 • Package to homeowners to be delivered prior to pre-petition meeting, include procedures, timelines and pricing 	
<p>6.</p>	<p>Action Items</p> <ul style="list-style-type: none"> • Webpage and FAQ • Update letter delivered to residents 	<p>City</p>
<p>Next Meeting: September 23rd 6:30 pm – City Hall – 2nd Floor Conference Room</p>		
<p>Notes by: Todd Angus - Please contact the writer with any errors or omissions</p>		