



**ARROWSMITH WATER SERVICE JOINT VENTURE  
MANAGEMENT BOARD REGULAR MEETING**

**THURSDAY, JUNE 5, 2014**

**1:00 pm**

***City of Parksville***

***Forum***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

3-4 Minutes of the Arrowsmith Water Services Management Board meeting held  
December 12, 2013

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**REPORTS**

5-11 **McGorman Maclean**, re ERWS Joint Venture Draft Financial Statement,  
year ending December 2013 (M. McGorman – to be presented)

Operations and Maintenance Update on the Arrowsmith Lake Reservoir and  
Dam (M. Squire – verbal presentation)

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**OTHER**

**NEXT MEETING**

**ADJOURNMENT**

*Distribution:* *J. Stanhope, G. Holme, M. Lefebvre, C. Burger, S. Tanner, Paul Thorkelsson, F. Manson*

*For Information:* *M. Squire, B. Weir, R. Alexander, M. Donnelly, W. Idema, L. Butterworth, J. Marsh, F. Van Eynde*



**MINUTES OF THE REGULAR MEETING OF THE  
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD  
HELD ON THURSDAY, DECEMBER 12, 2013 9:00 AM IN THE  
PARKSVILLE FORUM**

<b>Present:</b>	Director J. Stanhope, Chair	Regional District of Nanaimo
	G. Holme	Regional District of Nanaimo (alternate)
	Councilor M. Lefebvre	City of Parksville
	C. Burger	City of Parksville (alternate)
	S. Tanner	Town of Qualicum Beach

<b>Also Present:</b>	M. Donnelly	Regional District of Nanaimo
	R. Alexander	Regional District of Nanaimo
	W. Idema	Regional District of Nanaimo
	G. St. Pierre	Regional District of Nanaimo
	F. Manson	City of Parksville
	M. Squire	City of Parksville
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 9:04 AM.

**MINUTES**

MOVED Director Tanner, SECONDED Director Lefebvre, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held June 6, 2013 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**REPORTS**

**Operational Update** – Mike Squire (verbal powerPoint presentation)

M. Squire updated the Board on AWS Operations. The reservoir lake level early September had a minor flow adjustment. It was requested through the Provincial Water Management Branch for a reduction of flow and in doing so it conserved water and now is receiving the benefits of that. M. Squire commented that minimal maintenance has been done to the road and that the road base has held up very well.

Video surveillance has also been working well, no incidents or vandalism so indicating a deterrent.

M. Squire mentioned that two radios were damaged at the Repeater station on Little Mountain due to a lightning storm so equipment had to be replaced.

Director Lefebvre asked when staff would be in a position to estimate available water supply from the dam for this summer?

Mike Squire replied that with the historical trends over the last 12 years of operating the dam that staff would be able to provide a reliable estimate of summer water supply by the end of February.

**AWS 2014 Provisional Budget – Mike Squire (to be distributed)**

Background information was reviewed in regards to the additional survey and assessment work being expected in year 2014 to complete the Flood Inundation Map as a result of the Dam Safety Review. The additional cost for this work is estimated to be \$15,000 and is included in the 2014 Provisional Budget. Unspent budgets for the Flood Inundation Map will need to be transferred to year 2014 in order to finalize this project. Being that AWS is a joint venture partnership, no formal governance is in place to carry over funds from the current year into future year budgets as the AWS is only funded by partners for actual funds spent. The Ministry of Environment has identified required upgrades to the hydrometric station located at the Highway 19A Bridge over the Englishman River. The total cost of this work is incorporated into the 2014 Provisional Budget and is estimated at \$12,700. The will be cost-shared (50/50) between the Province and AWS.

MOVED Director Lefebvre, SECONDED Director Tanner, that the AWS 2014 Provisional Budget be received for information.

CARRIED

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**OTHER**

**NEXT MEETING**

The next meeting of the AWS Management Board will be at the discretion of staff.

**ADJOURNMENT**

The meeting was adjourned at 9:15 AM

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CHAIRPERSON