

Town of Qualicum Beach

ARROWSMITH WATER SERVICE (AWS)

MANAGEMENT COMMITTEE MEETING # 21
MINUTES

DATE: Tuesday, November 27, 2001

ATTENDEES:

Councillor Jim Banks	City of Parksville
Rob Roycroft	City of Parksville
Gary O'Rourke, P.Eng.	City of Parksville
Bob Weir, P.Eng.	Town of Qualicum Beach
Anton Kruyt	Town of Qualicum Beach
Mark Brown	Town of Qualicum Beach
Kelly Daniels	Regional District of Nanaimo
John Finnie	Regional District of Nanaimo
George Holme	Regional District of Nanaimo
Joe Stanhope	Regional District of Nanaimo

Purpose of Meeting: Review AWS issues.

Minutes Taken By: Gary O'Rourke, P.Eng.

Circulation: All present

Called to Order: 10:00 A.M.

Item #1:

MINUTES OF THE AWS MANAGEMENT COMMITTEE MEETING, JUNE 27, 2001,
AND,
MINUTES OF THE AWS MANAGEMENT COMMITTEE MEETING, OCT. 31, 2001

The Minutes of the previous two AWS Management Committee Meetings were forwarded to the Committee Members and other attendees prior to the November 27 meeting.

Motion

Moved by: Mr. Banks:

“That the Minutes of the AWS Management Committee Meeting held on June 27, 2001, and the Minutes of the AWS Management Committee Meeting held on October 31, 2001 be adopted.”

Seconded by: Mr. Kruyt
Carried

Item #2: UPDATE

The Manager opened the meeting by presenting a verbal update regarding the current status of dam operations.

The reservoir level has been rising quickly over the past few weeks, due to recent precipitation. The current level is about 17 meters. At it's lowest level it was about 10 meters (The spillway elevation is 28.5 meters).

Item #3: SIPHON LINE REPAIR COSTS, CONSULTANT RESPONSIBILITY

Motion

Moved by: Mr. Banks:

“That, the report from the Manager dated November 22, 2001 regarding Consultant Responsibility for Siphon Line Repair costs be received for Information.”

Seconded by: Mr. Holme
Carried

The Manager presented a report dated November 22, 2001. It was noted that the Consultant has forwarded copies of invoices covering what he advises are unbilled charges for works performed between June 16, 1999 and December 31, 1999. Mr. Koers still feels he should not be held responsible to cover any of the costs of the subject repairs.

On question from Mr. Daniels, the Manager advised that he had no way of verifying the legitimacy, details and dates of the works covered by the back-up information submitted.

Motion

Moved by: Mr. Holme:

“That, the Arrowsmith Water Service Management Committee direct the Manager to advise Koers & Associates that the AWS will not seek compensation from them for the siphon line repair costs incurred in 1999, provided they sign a release confirming that this represents payment in full for all claims and outstanding charges owed by the AWS”,

“And That, the Manager be directed to appropriately reflect the charges for the siphon line repair costs in the Arrowsmith Water Service budget.”

**Seconded by: Mr. Stanhope
Carried**

Item #4: JOINT VENTURE AGREEMENT

Mr. Roycroft presented a verbal report on this issue. He advised that he had received written comments and suggestions from Mr. Finnie. He noted that under the terms of the new agreement it is proposed that political involvement on the Management Committee be removed. The three administrators would form the new Management Committee.

There is also a substantial change in the Management role, which would be delegated indefinitely to the City of Parksville. The three engineers would remain as technical advisers.

Mr. Banks noted that under Clause 5.1d the Manager gets to review and approve financial statements, and under Clause 5.3 it refers to the Manager ‘paying’

Mr. Kruyt suggested that, in his view, it was not necessary for the RDN or Qualicum Beach to have cheque signing authority. It should not be a problem if Parksville was given such authority.

Mr. Roycroft advised that there was no intent to require joint signing of cheques.

Mr. Kruyt noted that the financial section of the document seems to reflect a standard for non-municipal partners, rather than an agreement between two municipalities and a regional district.

Mr. Banks requested comments on the rationale behind the proposed changes to the structure of the Management Committee.

Mr. Roycroft suggested that the idea originated at a Management Committee discussion. There was a perceived need to balance political involvement with ‘operating’ requirements to ensure

the organization functions appropriately. He also noted that the AWS has moved from a highly scrutinized construction project to a more routine operating phase. The associated budgets are dealt with by the individual Councils and Board.

Mr. Kruyt suggested that there will be future construction and that he feels the situation has not really changed.

Mr. Finnie suggested that there will be major issues to be discussed by the AWS over the next 6 – 12 months, including capital planning and bulk water DCC's, which may require political involvement.

Mr. Holmes advised that he felt political representation on the committee was 'a must'.

Mr. Weir noted that there are operating aspects to the AWS which are technical in nature which can be handled by the engineers. Other issues will require political input.

Mr. Roycroft suggested that a committee consisting of a mix of politicians and staff does not work. He suggested that a non-member should not chair a meeting, and that staff and politicians do not operate 'at the same level'.

Mr. Daniels suggested that typically committees that work well do not have a political/staff mix.

Mr. Brown suggested he would like to define some basic principles for the new agreement, and look at specific issues and who handles them – eg. Manager, Operator, Planning.

Mr. O'Rourke asked who the Manager would report to under the terms of the new agreement. Mr. Roycroft advised that it would be him since the Manager is a City of Parksville employee. Others suggested that the Manager should report to the Committee.

Mr. Daniels suggested that it is reasonable for Parksville to operate the subject facilities, and perhaps if the Manager reports to his City Manager, the City Manager should then be responsible to report to the Management Committee for related issues.

Mr. Weir noted that through the construction period the engineers shared the work load of the AWS, and that decisions were often made based on a level of consensus.

A suggestion was also made that perhaps the AWS could retain the services of the City of Parksville for operations and maintenance on a 'Contractual' basis.

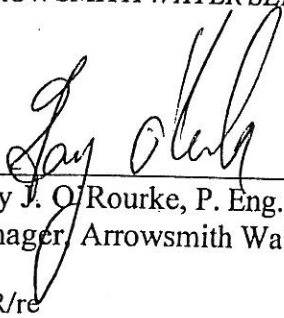
Mr. Roycroft suggested that this issue be forwarded to Don Lidstone for comment.

Item #5: NEXT MEETING

It was agreed that the next meeting would be called in early 2002. No date was set.

The foregoing is the writer's interpretation of the statements and issues addressed at the meeting.

ARROWSMITH WATER SERVICE



Gary J. O'Rourke, P. Eng.
Manager, Arrowsmith Water Service

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