

**MINUTES OF THE ENGLISHMAN RIVER WATER SERVICE JOINT VENTURE MEETING OF  
THE MANAGEMENT BOARD MEETING**

**Held on Thursday, September 5, 2019**

**9:30 AM**

**Parksville Community and Conference Centre  
(Immediately following the Regular AWS Management Board Meeting)**

In Attendance:	E. Mayne, Chair	Mayor, City of Parksville
	B. Rogers	Director, Regional District of Nanaimo
	J. Stanhope	Director, Regional District of Nanaimo
	D. O'Brien	Councillor, City of Parksville
Also in Attendance:	P. Carlyle	Regional District of Nanaimo
	R. Alexander	Regional District of Nanaimo
	S. De Pol	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	S. Churko	City of Parksville
	V. Figeria	City of Parksville
	J. Holmes	City of Parksville
	K. Kehler	City of Parksville
	J. McLuskie	City of Parksville
	S. Harrison	Town of Qualicum Beach
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nation on whose traditional territory the meeting took place.

**IN CAMERA**

It was moved and seconded that the Board proceed to an In Camera meeting pursuant to the following sections of the *Community Charter* to discuss:

- 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Englishman River Water Service Management Board Meeting - February 6, 2019**

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held February 6, 2019, be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Lenora Lee, KPMG, re. Englishman River Water Service Joint Venture Draft Audited Financial Statements Year Ended December 31, 2018**

It was moved and seconded that the Englishman River Water Service Draft Audited Financial Statements be received and approved.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Draft Audit Report from KPMG**

L. Lee presented to the Management Board.

### **Audit Findings Report from KPMG**

L. Lee presented to the Management Board.

### **Englishman River Water Service, Contract 1 and Contract 2 Project Status**

V. Figueira presented to the Management Board.

### **Englishman River Water Service Projects - Cumulative Project Accounting**

J. Holmes presented to the Management Board.

### **Englishman River Water Service, Contract 1 Project Update and Budget Increase Request**

It was moved and seconded that the report from the Englishman River Water Service Management Committee, dated September 5, 2019 entitled, "Englishman River Water Service (ERWS), Contract 1 Project Update and Budget Increase Request" be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approves an increase of \$380,300 in the 2019 Englishman River Water Service capital budget for Contract 1. The funds are required to complete necessary change orders to avoid commissioning delays, project delays and potential delay claims from the contractor and take the construction and commissioning to a conclusion.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board recommends the Joint Ventures adopt their portion of the additional required budget.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:46 AM

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CHAIR