

**Evergreen Line Rapid Transit Project**  
**Project Board**

**AGENDA**  
*CONFIDENTIAL*

<b>Subject:</b>	Regular Project Board meeting	<b>Project Meeting #17</b>
<b>Date:</b>	July 25, 2013	
<b>Time:</b>	1:00 p.m. – 3:00 p.m.	
<b>Location:</b>	s15	

**AGENDA**

Item	Board Requirement	Lead	Time
17.1. Call to Order and Approval of Agenda	Decision	G. Main	1:00
17.2 Approval of Minutes from May 2, 2013	Decision	G. Main	1:05
<b>Project Status Updates</b>			
17.3 Director's Project Update	Information	A. Farrell	1:10
17.4 Financial Update	Information	A. Farrell	1:50
<b>New Business</b>			
17.5 Future Meetings	Information	A. Farrell	2:10
17.6 Adjournment		G. Main	2:15

# Evergreen Line Rapid Transit Project

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Meeting Number #17

July 25, 2013

**Project Board Members Present:**

Grant Main (regrets)  
Sarah Clark (regrets)  
Fred Cummings  
Ian Jarvis  
Kevin Richter

**Project Board Support:**

Amanda Farrell  
David Beckley (regrets)  
David Chang  
John Eastman (regrets)  
Raymond Louie  
Stu Jackes  
James Harvey  
Jon Buckle  
Andrea McLean – Note Taker

**17.1 Call to Order and Approval of Agenda – K. Richter**

The meeting was called to order at 1:05 p.m. The meeting was chaired by K. Richter.

The agenda was approved as circulated.

**17.2 Approval of Minutes from May 2, 2013 – K. Richter**

The minutes of the May 2, 2013 ELRT Project Board meeting were approved as circulated.

Action Item Review:

- The detailed cash flow breakdown will be circulated this meeting.
- The framework for reporting contingency drawdowns was presented and approved in a consent resolution.
- The list of consultants working on the project will be circulated this meeting.

**Project Status Updates**

**17.3 Director's Project Update – A. Farrell**

A. Farrell distributed a Project Board Update presentation to supplement the Quarterly Progress Report and Project Status dashboard that was circulated in the meeting materials.

A. Farrell provided an overview of the document highlighting the following:

Properties: Property acquisitions are on budget. There are currently 221 property files. This number is expected to vary slightly over the course of the project as new properties become available and/or solutions are sought for utility relocations. The Province is reviewing SRWs with TransLink, as contemplated in the Funding and Support Agreement (FSA).

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Vehicles: The concept design review is complete and the preliminary design review is commencing. The manufacture of trains will start in August 2015 and go through to May 2016. There have been no contract changes to date. The option to purchase 28 additional vehicles at the preferred pricing will expire in November.

Funding partners: The draft annual progress report has been submitted to Transport Canada for comment and the financial audit is underway. Both documents will be presented for approval at the next quarterly meeting in August. The monthly working group meetings with TransLink are ongoing. The Province has also initiated bi-weekly technical meetings to address integration issues and to track the TFSA deliverables. The agreement with PPP Canada for Lincoln Station is expected to be finalized shortly.

Communications: All three business liaison committees met in June and A. Farrell provided a project update at the Port Moody City Council meeting in June. The Coquitlam City Council meeting is scheduled for September. The project team has been working with the Primary Contractor and TransLink to develop an incident communications plan.

First Nations: The First Nations commitments in terms of contracts and employment opportunities were passed on to the Primary Contractor and the Province is monitoring EGRT's progress closely. Some contracts with the First Nations are in place, but the employment opportunity requirements are proving more difficult to fulfill. EGRT reports out monthly.

Environmental: All Section 35 fisheries and water act permits are now in place.

Risks: Risks currently being managed by the Province include property acquisition/access, undisclosed utilities and hazardous materials, and systems integration. Property acquisitions are being managed closely by the project team and all contractual obligations have been met thus far. The Project Agreement includes a cost sharing mechanism to cover undisclosed utilities. Bi-weekly technical meetings with TransLink have been scheduled to manage the systems integration risks and track FSA deliverables.

OAG: The Province expects to be called to the Public Accounts Committee this fall and to have the OAG follow up on the recommendations in early 2014. The project team has issued an RFP to hire a consulting firm to develop a performance management framework for the project.

R. Louie provided an update on construction activities:

Advance Works: The advance works have been completed within budget.

Concurrent works: Concurrent works include transit plazas and bus loops. The project team is working closely with TransLink and BCRTC to ensure their needs and the needs of the community are met. Conceptual designs are expected within the next six months.

Public Art: Locations for public art have been identified within and outside each station. Port Moody and Coquitlam both have public art committees.

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Primary Contractor: Construction is progressing along the entire alignment, including stations, utilities, the south and north portal, soil mixing, and at grade foundation works. The concrete guideway segments are being cast in Richmond. The tunnel boring machine is on schedule for delivery in December. The design is well underway and nearing completion in many areas. Systems design is at 30%.

Action:

*The Project Board requested a more detailed project schedule.*

### **17.4 Financial Update – A. Farrell**

A. Farrell distributed the financial summary to supplement the Quarterly Progress Report that was circulated in the meeting materials.

A. Farrell provided an overview of the document highlighting the following:

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Two different cash flow presentations were distributed.

Action:

*D. Chang to provide a consultant list categorized by discipline.*

*A. Farrell to provide an electronic version of the cash flow.*

### **New Business**

### **17.5 Future Meetings – A. Farrell**

The next quarterly meeting is scheduled for October. The quarterly report will be compiled at the end of September.

### **17.6 Adjournment – K. Richter**

The meeting was adjourned at 2:07 p.m.

**Evergreen Line Rapid Transit Project**  
**Project Board**

**AGENDA**  
*CONFIDENTIAL*

**Subject:** Regular Project Board meeting **Project Meeting #18**  
**Date:** October 15, 2013  
**Time:** 2:00 p.m. – 4:00 p.m.  
**Location:** s15

**AGENDA**

Item	Board Requirement	Lead	Time
18.1. Call to Order and Approval of Agenda	Decision	G. Main	2:00
18.2 Approval of Minutes from July 25, 2013	Decision	G. Main	2:05
<b>Project Status Updates</b>			
18.3 Director's Project Update	Information	A. Farrell	2:10
18.4 Financial Update	Information	A. Farrell	2:50
<b>New Business</b>			
18.5 Performance Measurement Framework	Information	A. Farrell	3:10
18.6 Future Meetings	Information	A. Farrell	3:40
18.7 Adjournment		G. Main	3:45

# Evergreen Line Rapid Transit Project

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**Meeting Number #18**

**October 15, 2013**

**Project Board Members Present:**

Grant Main (regrets)  
Sarah Clark  
Fred Cummings  
Ian Jarvis  
Kevin Richter

**Project Board Support:**

Amanda Farrell  
David Beckley  
David Chang  
John Eastman  
Raymond Louie  
Stu Jackes (regrets)  
James Harvey  
Jon Buckle (regrets)  
Kate Sloan – Note Taker

**18.1 Call to Order and Approval of Agenda – K. Richter**

The meeting was called to order at 2:09 p.m. The meeting was chaired by K. Richter.

The agenda was approved as circulated.

**18.2 Approval of Minutes from July 25, 2013 – K. Richter**

The minutes of the July 25, 2013 ELRT Project Board meeting were approved as circulated.

Action Item Review:

- The detailed project schedule will be circulated this meeting.
- The categorized consultant list was circulated after the July 25 meeting.
- The electronic version of the cash flow was circulated after the July 25 meeting.

**Project Status Updates**

**18.3 Director's Project Update – A. Farrell**

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### **18.4 Financial Update – *A. Farrell***

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### **New Business**

#### **18.5 Performance Measurement Framework – *A. Farrell***

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#### **18.6 Future Meetings – *A. Farrell***

The next quarterly meeting is scheduled for January 2014. The quarterly report will be compiled at the end of December.

#### **18.7 Adjournment – *K. Richter***

The meeting was adjourned at 3:31 p.m.