

## HLPO Suite Steering Committee

### Conference Call meeting Notes

April 14, 2016 1pm

Present: Ian Parfitt, Kailee Woodbeck, Mike Knapick, Julie Castonguay, Ian Wiles, Loreen Hodgkinson,  
Chair; Julie Castonguay  
Scribe: Kailee Woodbeck

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- 1- Review of minutes from February 25 Meeting
- 2- Review Boundary UWR results
  - Ron Fretwell delivered code and was integrated into the HLPO reporting suite
  - Julie suggested for Ian to send a note to all users to re-state that the boundary UWR is fully functional and to re-state the functionality of the suite.

**Action item 1:** Mike Knapik to speak with Peter Lewis to locate the assumptions/ interpretation document, determine its completeness/ accuracy and send to Julie.

**Action item 2:** Julie to send to group.

**Action item 3:** Ian P to post this document to 'help' section of HLPO site once he has received it from Julie.

**Action item 4:** Julie to contact Peter/ Mike to ensure he is satisfied with the Q & A of the boundary UWR report prior to putting it on the live site (it is currently in BETA mode)

- 3- Discuss the West Kootenay UWR reporting excluding THLB (2009 and 2015 reports attached below)
  - Peter Lewis thought it was difficult to track THLB column
  - The new report does not currently track THLB
  - Much more intuitive to have a representative area within THLB that will be depleted or in surplus
  - Ian had discussion with Peter to not include THLB
  - Peter felt maintaining THLB layer would cost a lot
  - A better explanation of why THLB was omitted is required

**Action item 5:** Ian to investigation of how much effort it would take to include THLB. Ask Peter about the logic behind calculating THLB, and investigate the costs

**Action item 7:** Julie to determine why THLB was removed from HLPO

**Action item 8:** All licensees to determine the value of having THLB. How complicated it is to track the THLB and if this is of any value to the licensees.

**Action item 9:** Ian to look into investigating the feasibility of greying out the THLB column and changing the OP NC column to Operable.

- Comments:
  - o Including the THLB column, implies that there should be a value in there. Ian thinking of flagging or pulling the columns from the report, making the values 0
  - o Julie suggested keeping a place holder for THLB
  - o Ian suggested possibly including an assumptions document just for THLB

4- Suite users issue(s) discussion (screen shot of detail steps in ArcGIS, themed maps):

**Action item 10:** Ian to add to the help documentation screenshots for preparing the shapefile prior to uploading to site

5- VRI and depletion update status

- The updated VRI will not be available until the end of April
- Once SGRC has received the updated VRI, it should take approximately 2-3 weeks to update the suite (end of May)

6- Subscription update (post IFPA AAC number provided to Ian, investigate new: Huscroft, Vaagen and Galloway)

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7- Financial report

- Ian has yet to advertise to other potential subscribers
- Had one consultant interested, but the minimum cost was deemed to be too high by the interested subscriber

8- Reviewing Roles and Responsibilities docs for Chair and Scribe and approve R & R

- Reviewed roles and responsibilities Ian developed for Chair and Scribe
- Inquiry about who distributes the minutes to the steering committee
- Final approval of Roles and Responsibilities document will occur next meeting

9- Review spreadsheet of all meeting minutes

**Action item 11:** Ian to upload meeting minutes to the site

Next Meeting:

June, 02, 2016 @ 1:00 PM

Scribe: Kathy Howard, BCTS

Alternate Scribe: ?