

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**June 25, 2018**

**In Attendance:** Chair Ken Wigmore, Lacombe County Councillor  
Mayor Grant Creasey, City of Lacombe  
Mayor Rick Bonnett, Town of Ponoka  
Councillor Mark Matejka, Ponoka County  
Mayor Richard Poole, Town of Blackfalds  
Justin de Bresser, NRDRWSC Administrator  
Jennifer Peterson, Administrator Assistant

**Others Present:** Albert Frootman, CAO, Town of Ponoka  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Chris Huston, Utilities Manager, City of Lacombe  
Jordan Thompson, Acting Operation & Planning Director, City of Lacombe

**1. Call to Order:**

*Chair Wigmore called the meeting to order at 9:00 am.*

**2. Adoption of the Agenda:**

*MOVED by Mayor Bonnett that the agenda for June 25, 2018, be adopted as presented.*

*CARRIED*

**3. Adoption of the Minutes:**

*MOVED by Mayor Creasey that the minutes for April 9, 2018, be adopted as presented.*

*CARRIED*

**4. Presentation**

**5. Reports**

Operations Report

Mr. Huston discussed the recent operation activities.

In summary:

- The Alberta One-Call locate have been steady.
- Operations replaced an inoperable dehumidifier at the main vault.
- The Operator received call outs for the following:

- o Emergency locates in Ponoka
- o Communication lost for the entire line
- o Pumphouse "B" outflow was high and the regional line was unable to keep up. Had to shut down one of the pumps to restore the station to normal operation.

SCADA RFP Recommendations

Mr. Huston presented to the Commission the recommendation to the RFP for the SCADA upgrades.

In summary:

- Received 4 submissions with costs ranging from \$131,000 to \$247,000.
- Scoring was done on Cost, Customer Service & Technical Support, Experience and Reference
- Eramosa scored the highest and was also the lowest in cost in the amount of \$131,212 although they were unable to provide a cost on the Supervisory Control and Data Acquisition Recodes and Reporting (SCADARR)web based platform. Operations estimated that cost to be \$47,000 which will make the bid \$178,212.
- Upgrades would start on August 1<sup>st</sup> and run for 12 weeks.
- Operations recommends that the Commission award the SCADA upgrade contact to Eramosa.

Concerns were expressed by the Commission that the final cost could be higher than estimated and that they will not support any change orders. Operations advised the Commission that their goal is to manage the project to ensure costs stay within the agreed amount. Operations will establish the final price with Eramosa before the contract is signed.

*MOVED by Mayor Poole that Operations awards the SCADA upgrade to Eramosa if the SCADARR web-based platform is within the estimated \$47,000 cost. If the cost is above the \$47,000 amount, Operations is to return to the Commission for direction.*

*CARRIED*

Administrator Report

Mr. de Bresser presented the Administrator's report.

In summary:

- Administration invested \$5 million in long term investments, 80% bonds in Schedule 1 banks and 20% principal protected notes.
- The City of Red Deer provided the water rate model for 2018. Also indicated that in accordance to section 5(4) of the water supply agreement they do not need to provide a 5 year projection.
- Continue to work with Red Deer on the sale of part of the waterline.

*MOVED by Mayor Bonnett to accept the Administrator's report as information.*

CARRIED

Mr. de Bresser presented the financial report.

In summary:

- Water sales volumes for May were up due to the drier weather.
- SCADA maintenance is over budget due to the ongoing maintenance to keeping it operational.
- Legal fees are higher due to legal consulting regarding requests to change the Crossing Agreement.

*MOVED by Mayor Creasey to accept the Financial Report as information.*

• CARRIED

Chairperson’s Report

Nothing to report at this time.

**6. Correspondence/Information**

The letter from the City of Red Deer regarding the 2018 Water Rate Model and Projection Rate was provided to the Board as information.

*MOVED by Councillor Matejka to accept the letter as information.*

CARRIED

**7. Old Business:**

**8. New Business:**

No new business to bring forward at this time

**9. IN Camera**

Nothing to report at this time.

**10. Next Meeting:**

Monday, September 17 at 9:00 am, City of Lacombe Council Chambers.

**11. Adjournment:**

*MOVED by Mayor Creasey to adjourn this Meeting at 9:45 am.*

CARRIED

\_\_\_\_ Original Signed \_\_\_\_\_  
Chairperson

\_\_\_\_ Original Signed \_\_\_\_\_  
Administrator