

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**September 25, 2017**

**In Attendance:** Mayor Steve Christie, City of Lacombe, Chair  
Mayor Rick Bonnett, Town of Ponoka  
Councillor Richard Poole, Town of Blackfalds, alternate  
Councillor Ken Wigmore, Lacombe County  
Councillor Mark Matejka, Ponoka County  
Michael Minchin, NRDRWSC Administrator  
Jennifer Peterson, Administrator Assistant

**Others Present:** Albert Frootman, CAO Town of Ponoka  
Tim Timmons, Manager of Corporate Services, Lacombe County  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Chris Huston, Utilities Manager, City of Lacombe  
Jordan Thompson, Engineering Manager, City of Lacombe

**Regrets:** Mayor Melodie Stol, Town of Blackfalds

**1. Call to Order:**

*Chair Christie called the meeting to order at 9:07 am.*

**2. Adoption of the Agenda:**

*MOVED by Councillor Matejka that the agenda for September 25, 2017, be adopted as presented.*

*CARRIED*

**3. Adoption of the Minutes:**

*MOVED by Councillor Wigmore that the minutes for June 19, 2017, 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 requests are at average for this time of the year.
- Operations responded to a few repair issues, with one being a flow issue at the main vault. A reset of the system corrected the issue.
- Working with Blackfalds to move a feeder line to facilitate a road realignment. Coordinating with Ponoka and Telus who are installing a new fiber optic line in the Town of Ponoka and crossing the regional line.
- Operations Lead Operator retired earlier this year; the vacant position has been filled.
- The SCADA program had been delayed due to summer holidays and the vacant operator position. On September 12, 2017, the program kicked off with a full line tour scheduled for September 25, 2017.

### Administrator Report

Mr. Minchin presented the Administrator's report.

In summary:

- Attended the annual planning meeting with Red Deer. Discussed Red Deer's upcoming capital projects.
- The Commission has not received the confirmed 2018 supply water rate from the City of Red Deer.
- The City of Lacombe and Lacombe County are in discussions regarding the sale of water. NRDRWSC Administrator has created a MOU to facilitate the service.
- Still working with Red Deer on the purchase of the part of the waterline.

Mr. Minchin presented the financial report.

In summary:

- Set records for water sales in July. Sales are slightly over target for year to date. Still lower than the past two years.
- Set conservative water sales goals for 2018.

### Chairperson's Report

The Chair has been assisting Administration with the communication to Red Deer on the sale and purchase of the waterline.

*MOVED by Councillor Matejka to accept reports as information.*

*CARRIED*

## 6. Correspondence/Information

## 7. Old Business:

### City of Red Deer Waterline Sale

Mr. Minchin provided an update on the status of the discussions regarding the potential sale of a portion of the Commission's water line that lies within the corporate boundaries of the City of Red Deer. The City of Red Deer has identified a number of options for the Commission to consider. Administration will have to review those options and the impact on future water rates. The Commission will also have to abide with the rules established by the Province on the disposal of Commission assets. Further discussions will occur with the new Commission Board after the 2017 municipal elections.

*MOVED by Councillor Wigmore to accept reports as information.*

*CARRIED*

## 8. New Business:

### MOA – NRDRWSC City of Lacombe and Lacombe County

Mr. Minchin presented a draft copy of the Memorandum of Agreement to the Commission for the City of Lacombe to supply water to Lacombe County west of Highway 2. The agreement is necessary to ensure that this water is applied against the County's water allocation with the Commission. A similar request was approved to facilitate supplying the County via Blackfalds.

*MOVED by Councillor Poole to approve the Memorandum of Agreement between the City of Lacombe, Lacombe County and the North Red Deer River Water Services Commission for the supply of water to Lacombe County.*

*CARRIED*

### Draft 2018 Operating Budget

Mr. Minchin presented the draft 2018 Operating Budget to the Commission for consideration. The preliminary budget is based on a 5% increase in water rates from the City of Red Deer. This is estimate from Commission Administration. Administration should received the actual water rate by mid to end of October. A 2% increase in Commission rates has been proposed. The first increase in 5 years.

No major projects have been included. Should the SCADA project proceed, Administration will look to absorb initial operating costs within the proposed rate increase.

A copy of the draft budget will be sent to the respective councils for comments or concerns and asked to advise the Commission if any before the November 6<sup>th</sup> meeting.

*MOVED by Councillor Wigmore to accept the draft 2018 Operating Budget as information.*  
*CARRIED*

Appointment of Acting Chair/Signing Authority

Mr. Minchin stated that with the retirement of both the Chair and Vice Chair in October that the Commission should consider appointing Mark Matejka as the Acting Chair. Mr. Matejka is the only existing board member to be acclaimed in their respective municipal council position. The acting Chair is for emergency purposes and cheque signing should there be any. This appointment will only be in place until a permanent appointment of a Chair and Vice Chari is made at the November 6, 2017 meeting.

*MOVED by Mayor Rick Bonnett that the North Red Deer River Water Services Commission appoint Mark Matejka as Acting Chair for the period effective October 23, 2017 to November 6, 2017 as the Commission representative, giving him authority to act on the Commission's behalf for signing cheques, authorizing invoices, executing agreements, or other matters in which the Commission's interests are represented.*

*CARRIED*

**9. IN Camera**

**10. Next Meeting:**

Monday, November 6, 2017 at 9:00 am, City of Lacombe Council Chambers.

**11. Adjournment:**

*MOVED by Mayor Bonnett to adjourn this Meeting at 9:39 am.*

*CARRIED*

Ken Wigmore

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Chairperson

Michael Minchin

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Administrator