

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**May 27, 2013**

**In Attendance:** Mayor Steve Christie, Chairperson, City of Lacombe  
Mayor Larry Henkelman, Vice Chairperson, Town of Ponoka  
Mayor Melodie Stol, Town of Blackfalds  
Councillor Cliff Soper, Lacombe County  
Michael Minchin, Corporate Services Director, Lacombe, NRDRWSC Administrator  
Jennifer Peterson, Administrator Assistant, Lacombe

**Others Present:** Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations  
Jordan Thompson, Engineer Manager, Lacombe, NRDRWSC Engineering  
Corinne Newman, CAO, Town of Blackfalds

**Regrets:** Reeve Gord Svenningsen, Ponoka County

**Call to Order:**

*Chairperson Christie called the meeting to order at 9:05 am.*

**1. Adoption of the Agenda:**

*MOVED by Mayor Stol that the agenda for May 27, 2013 be adopted as presented.*

*CARRIED*

**2. Adoption of the Minutes:**

*MOVED by Councillor Soper that the minutes for April 8, 2013 be adopted as presented.*

*CARRIED*

**3. Correspondence**

Mr. Minchin presented two items of correspondence:

- Letter from the City of Red Deer advising the Commission that the 2012 true-up calculation has been completed.
- Alberta Environment – *A Guide for Members of Municipal Council*

*MOVED by Councillor Soper to accept correspondence as information.*

*CARRIED*

**4. Reports**

Operator's Report

Mr. Thompson discussed the recent activities.

In summary:

- Responded to 210 Alberta One Call Locate requests; 46 – March; 89 - April.
- Operations responded to three repair response calls in April and May .

## Administrator's Report

Mr. Minchin briefly discussed recent activities.

In summary:

- Received the 2012 true-up calculation from the City of Red Deer. The price variance is within the 10% threshold no credit will be given.
- Provided the City of Red Deer with volume forecast for the next five years.
- Correspondence has been sent to Evraz and the City of Red Deer regarding the possible supplying of water to Evraz through the regional line. The Commission has not heard back from the City or Evraz.

## Financial Report

Mr. Minchin presented a financial report.

In summary:

- The budget is off from the estimates by a small margin. March and April water volumes were slow and should pick-up now that the weather has been better.

*MOVED by Mayor Stol to accept the reports as information.*

*CARRIED*

## **5. Old Business:**

Nothing at this time

## **6. New Business:**

### Operation and Administration Contract

Mr. Minchin presented a draft Operation and Administration Contract for consideration by the Commission. He advised them that there is a small rate change for administrative support and accounting service. The increase will be extended over the three (3) year term. (6% in the first year and 3% in the second and third year).

*MOVED by Councillor Soper to enter into an Operation and Administration contract with the City of Lacombe for a three (3) term, effective June 15, 2013.*

*CARRIED*

## **7. Next Meeting:**

Monday, August 26, 2013 at 9 am, City of Lacombe Council Chambers.

## **8. Adjournment:**

*MOVED by Mayor Stol to adjourn this May 27, 2013 NRDRWSC Meeting at 9:25 am.*

*CARRIED*

---

Chairperson

---

Administrator