



## NORTH RED DEER RIVER WATER SERVICES COMMISSION

NOTICE OF MEETING  
REGULAR MEETING  
August 26, 2013  
9:00 AM

LACOMBE CITY HALL

### AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes (*attached*)
  - a. May 27, 2013 Regular Meeting
4. Reports (*attached*)
  - a. Operations
  - b. Administrator
    - i) Financial – July 2013
5. Old Business
  - a. Request for water service – EVRAZ – verbal update
6. New Business
  - a. Water allocation for Lacombe County - *attached*
7. Next Meeting Date
  - a. To be decided
8. Adjournment

**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*

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Chairperson

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Administrator

# M E M O R A N D U M



## North Red Deer Regional Water Services Commission

5432 56<sup>th</sup> Avenue  
Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666  
Direct Line: (403) 782-1268  
Fax: (403) 782-5655

jthompson@lacombe.ca

August 15, 2013

Attn: NRDRWSC Commission

Re: Operational Report since May 27<sup>th</sup> to Current

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Since the last update provided to members of the Commission (May 27<sup>th</sup>, 2013), the City of Lacombe has dealt with the following issues:

### GENERAL ISSUES

#### Alberta One Call requests

May = 268  
June = 165  
July = 160  
August 1st to 14th = 74

#### ➤ Call out charges:

- July 1st, Brian Riggins was called by the Red Deer Treatment Plant (6:00am) – Pumphouse “A” (Lacombe) actuator valve failure to open; Manually fill reservoir; stop fill at 11:30pm

#### ➤ Repair Response charges:

- May 22nd, Brian Riggins was called by Town of Blackfalds; air release valve at Railway is leaking; Brian tore down the valve and cleaned.
- August 7th, Brian Riggins receives a call from Red Deer Treatment Plant; Lucas actuator valve is only opening 65% compared to normal operation of 95%.
- August 14th, Brian and Summit valve visit Lucas to see if they can temporarily repair actuator valve until the purchase of a Retork actuator valve is approved.

#### ➤ General Information:

- June 21st, call received from Mobile Data Solutions regarding the flooding in Downtown Calgary, their office is on ground floor in the Downtown area, they were not confident that the flood water would spare their building and that the NRDRWSC could potentially lose communication with all sites if the building gets flooded. NRDRWSC did not lose communication in the following days.
- July 23rd, water samples were taken at various sites and delivered to the Health unit in Red Deer, unfortunately all municipalities that used the Northside Health Unit did not have their samples sent to the ProvLab in Edmonton.
- July 25th, retake the water samples from the 23rd.
- August 8th, Call Summit, Corix and Emco for pricing on a Retork or comparable valve to replace the Bray actuator at Lucas.
- August 8th, no signal from Pumphouse “C” (Lacombe); change UPS batteries in NRDRWSC cabinet.
- August 13th, receive prices from Summit and Emco, waiting on Corix. Every company is quoting the same Retork valve for \$7,600. Unfortunately no company was found to give pricing on a comparable valve to the Retork.

If you have any questions or comments regarding the operations described above please don't hesitate to call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Thompson', with a stylized flourish at the end.

Jordan Thompson, CET, PMP  
Engineering Services Manager

**CITY OF LACOMBE**  
**GL Department Report**



**GL5330**

**Page :** 1

**Date :** Aug 15, 2013

**Time :** 3:24 pm

**Year :** 2013

**Period :** 7

**Budget :** FINAL BUDGET

Account No.	Description	Current	Year To Date	Budget	Variance	% Used
<b>REGIONAL WATER REPORTING</b>						
<b>6 REGIONAL WATER COMMISSION</b>						
<b>1 REVENUES</b>						
<b>47 Regional Water Revenues</b>						
06-1-47-35110	Water Sales - City of Lacombe	-202,332	-1,438,268	-2,423,743	-985,475	59
06-1-47-35120	Water Sales - Town of Ponoka	-119,666	-829,377	-1,519,131	-689,755	55
06-1-47-35130	Water Sales - Town of Blackfalds	-97,921	-690,905	-1,164,466	-473,561	59
06-1-47-35140	Water Sales - Ponoka County	-940	-6,216	-13,365	-7,149	47
06-1-47-42200	Line Crossing Fee	0	-500	0	500	
06-1-47-55100	Interest Revenue	0	-16,255	-14,910	1,345	109
06-1-47-55500	Rebates & Dividends	0	0	-50	-50	
06-1-47-85140	Lacombe County Contribution	0	0	-67,000	-67,000	
06-1-47-85150	Ponoka County Contribution	0	0	-67,000	-67,000	
<b>47 Regional Water Revenues</b>		<b>-420,860</b>	<b>-2,981,521</b>	<b>-5,269,665</b>	<b>-2,288,144</b>	<b>57</b>
<b>1 REVENUES</b>		<b>-420,860</b>	<b>-2,981,521</b>	<b>-5,269,665</b>	<b>-2,288,144</b>	<b>57</b>
<b>2 EXPENSES</b>						
<b>47 Regional Water Operating Expenditures</b>						
06-2-47-11110	Board Wages-City of Lacombe	0	700	1,750	1,050	40
06-2-47-11120	Board Wages-Town of Ponoka	0	300	750	450	40
06-2-47-11130	Board Wages-Town of Blackfalds	0	300	750	450	40
06-2-47-11140	Board Wages-Lacombe County	0	0	750	750	
06-2-47-11150	Board Wages-Ponoka County	0	0	750	750	
06-2-47-21110	Board Travel-City of Lacombe	0	0	500	500	
06-2-47-21120	Board Travel -Town of Ponoka	0	64	500	436	13
06-2-47-21130	Board Travel-Town of Blackfalds	0	30	500	470	6
06-2-47-21140	Board Travel-Lacombe County	0	0	500	500	
06-2-47-21150	Board Travel-Ponoka County	0	0	500	500	
06-2-47-21400	Membership Fees	195	195	200	5	98
06-2-47-21500	Postage & Freight	0	0	350	350	
06-2-47-21700	Telephone - Office	25	176	305	129	58
06-2-47-21701	Telephone - Operations	915	4,930	9,240	4,310	53
06-2-47-23000	Management Fees	4,100	26,940	48,825	21,885	55
06-2-47-23100	Accounting and Auditor Fees	-8,750	1,786	8,875	7,089	20
06-2-47-23200	Legal Fees	0	0	1,000	1,000	
06-2-47-23900	Other Professional Services	465	2,490	44,100	41,610	6
06-2-47-25300	Equipment Repair & Maintenance	0	2,557	15,000	12,444	17
06-2-47-25301	SCADA Maintenance	897	5,382	11,500	6,118	47
06-2-47-27400	Insurance & Bond Premiums	549	3,782	5,500	1,718	69
06-2-47-34200	Administration	765	4,178	6,782	2,604	62
06-2-47-35100	Purchase of Water	543,767	1,804,889	3,164,828	1,359,940	57
06-2-47-35200	Operations	11,847	51,165	100,000	48,835	51
06-2-47-51000	Miscellaneous Expenses	0	0	500	500	
06-2-47-51100	Meeting Supplies	0	0	250	250	
06-2-47-51400	Office Supplies	0	0	250	250	
06-2-47-52400	General Materials & Supplies	0	137	500	363	27
06-2-47-54400	Utilities-Electricity	273	2,514	5,000	2,486	50
06-2-47-56400	Valves	0	0	5,000	5,000	
06-2-47-83100	Debenture Interest	0	358,724	711,164	352,440	50
06-2-47-83200	Debenture Principal	0	278,726	563,737	285,011	49
06-2-47-99000	Amortization	0	0	465,610	465,610	
<b>47 Regional Water Operating Ex</b>		<b>555,049</b>	<b>2,549,964</b>	<b>5,175,766</b>	<b>2,625,802</b>	<b>49</b>

**CITY OF LACOMBE**  
**GL Department Report**



**GL5330**

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<b>REGIONAL WATER REPORTING</b>						
	<b>2 EXPENSES</b>	<b>555,049</b>	<b>2,549,964</b>	<b>5,175,766</b>	<b>2,625,802</b>	<b>49</b>
	<b>Surplus/(Deficit)</b>	<b>134,189</b>	<b>-431,557</b>	<b>-93,899</b>	<b>337,658</b>	<b>460</b>
	<b>6 REGIONAL WATER COMMISSION</b>	<b>134,189</b>	<b>-431,557</b>	<b>-93,899</b>	<b>337,658</b>	<b>460</b>
	<b>REGIONAL WATER REPORTING Total</b>	<b>134,189</b>	<b>-431,557</b>	<b>-93,899</b>	<b>337,658</b>	<b>460</b>



August 20, 2013

Michael Minchin  
North Red Deer River Water Services Commission  
5432 56 Ave  
Lacombe AB T4L 1E9

Dear Mr. Minchin:

**Re: Allocation of Water for Lacombe County**

Lacombe County is in the process of installing utility servicing to the area west of the Town of Blackfalds as per our Joint Economic Area Agreement. This servicing includes both water and sewer that will be provided through the Town of Blackfalds.

Lacombe County is requesting that the NRDRWSC consider that the volumes of water delivered to this area be drawn from the allocation that Lacombe County has within the Commission. The current connection point is with the Town of Blackfalds; however, there are future plans to tie directly into the regional line at one of the connection points when this development area reaches the point that it requires a reservoir. It is our understanding that the Commission does provide funding to members when these connections are made.

We thank you for your consideration of this request and look forward to a response.

Respectfully,

A handwritten signature in blue ink, appearing to read "KBoras".

Keith Boras  
Manager of Environmental and Protective Services  
Lacombe County

cc Terry Hager  
Preston Weran