

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**April 16, 2010**

**In Attendance:** Mayor Judy Gordon, Chairman  
Mayor Larry Henkelman  
Reeve Terry Engen  
Mayor Melodie Stol  
Reeve Gord Svenningsen  
John Van Doesburg, Administrator  
Kim Sharyk, Administrator Assistant

**Others Present:** Terry Hager, CAO Lacombe County  
Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations

**Regrets:**

**Call to Order:**

The meeting was called to order at 8:35 a.m.

**Adoption of the Agenda and Minutes:**

*MOVED by Reeve Svenningsen that the agenda for April 16, 2010 and the Minutes of March 22, 2010 be adopted as presented.*

*CARRIED*

**Reports:**

Operator's Report

Chris Huston was in attendance to discuss recent activities. Operations were discussed and below is a summary of what information was brought forth.

- Leak at the river is repaired.
- Discovered a 30" valve not operating properly. Went in and found the valve almost fully closed. Suspect it has been like that for 3 years only providing water fed through a 6" bypass line from the south of Blackfalds to the remaining municipalities on the line. Did not have to replace the entire \$30,000 valve but just the internal shaft that had broken off.
- Not all the invoices have been received for the most recent repairs however it is looking like a \$150,000 fix. We will only be able to do a rough estimate of water losses.
- Mr. Van Doesburg mentioned at this point in time is when faults/problems will arise in the operations of this water line.
- Wolf Creek is running well. A singer valve at PHC is acting up from time to time and some minor modem issues.
- First Calls amount to 300-400 since January 1, 2010. Most of these can be done at the desk however some calls an operator must go out to site.

*MOVED by Reeve Engen that Chris Huston's Report be accepted as information provided to the Commission.*

**CARRIED**

Mayor Judy announced the main purpose of this meeting to complete final review of the RFPs from the Town of Ponoka and the Town of Lacombe.

### **Review of RFPs request with Communities:**

#### 8:45 am – Town of Lacombe

The Town of Lacombe was asked to provide an equipment list with prices. This list looks reasonable in consideration of price.

The floor was opened to the Town of Lacombe to present their proposal. They stated, simply, that this is a full proposal with no gaps and with their experience; they would be able to take over this afternoon without any transition period.

The Commission members questioned the Town of Lacombe on their proposal.

The Town of Lacombe closed off with a statement to not underestimate the operational side. It takes a lot of effort and dedicated staff to operate this Regional Water Line.

The Town of Lacombe representatives left the meeting at 9:00 am.

- 10 minute recess -

#### 9:10 am – Town of Ponoka

The Town of Ponoka began with introducing their main staff for the interest of the Commission. An expression of gratitude was stated to the Commission and the Town of Lacombe for all the work they have contributed to the Regional Water Line of the years. They stated that they would like to do their part as a team member even at a loss. They also stated that there would be some growing pains but are here to help.

The Commission continued the discussion with the prepared questions for the Town of Ponoka.

The Town of Ponoka was asked to provide a breakdown of the on call rates. Their response was that any on call items with regards to the Regional Water Line would be absorbed in the regular staff duties. In the first year of operations, the Town of Ponoka is prepared to absorb expenses with regards to on call.

The Town of Ponoka was asked to clarify the breakdown of their proposed \$45,000.00 for Manager, Operations and Administration. Their response was that they had little guidelines as to how to evaluate. They had stated an hourly rate and thought with that, the Commission could calculate in accordance with the history of hours they had. The \$45,000.00 is based on the administration component. Manager based on hourly rate as well as Operations.

The Town of Ponoka was questioned about the 10% over contractor rate. Their response was the 10% would only be charged over and above any contractual work for the Regional Water Line that was not completed by in house staff.

Clarification on their vehicle rate was questioned by the Commission. The Town of Ponoka would not charge an hourly rate but would charge a kilometer rate when working out of the Ponoka area.

The Town of Ponoka asked some questions of the Commission with regards to the storage and what it entailed and additional budget costs of overhead and auditor.

The Commission members continued to question the Town of Ponoka on their proposal.

The Town of Ponoka representatives left the meeting at 9:35 am.

### **New Business:**

#### Award of RFP for Services

The Commission discussed the proposals.

*MOVED by Reeve Engen to accept the Town of Lacombe's tender for Management, Administration and Operation proposal to be contracted to the Commission, commencing June 15, 2010.*

*UNANIMOUSLY CARRIED*

*MOVED by Reeve Svenningsen suggested a Letter of Thanks to be addressed to the Town of Ponoka from the Commission for the time spent to offer their proposal and to be part of the process.*

*CARRIED*

Mr. Minchin was asked back into the meeting room to announce the award to the Town of Lacombe. It was discussed that Mr. Minchin and Mr. Van Doesburg will work together on the contract. Contract to be looked at in the next NRDRWSC Meeting.

Moved by Reeve Svenningsen requested to enter into in camera session at 10:05am.

*CARRIED*

Mr. Van Doesburg left the meeting room.

At 10:10am the Commission returned to regular meeting status.

Moved by Mayor Stol to authorize Chair to buy appropriate gift of thanks from the Commission to Mr. John Van Doesburg.

*CARRIED*

**Next Meeting:** June 4, 2010 at 10:00 a.m.  
Followed by Lunch for Mr. Van Doesburg

**Adjournment:**

*MOVED by Reeve Engen to adjourn the meeting at 10:12 am.*

*CARRIED*

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Chairman

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Manager