

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
December 13, 2010

In Attendance: Mayor Steve Christie, City of Lacombe
Mayor Larry Henkelman, Vice Chairperson, Town of Ponoka
Mayor Melodie Stol, Town of Blackfalds
Michael Minchin, Administrator
Nadine St. Denis, Administrator Assistant, City of Lacombe

Others Present: Brad Watson, CAO, Town of Ponoka
Matthew Goudy, Engineering Services, Lacombe, NRDRWSC Engineering
Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations

Regrets: Reeve Gord Svenningsen, Ponoka County
Deputy Reeve, Doug Sproule, Lacombe County

1. Call to Order:

Vice Chairperson Henkelman called the meeting to order at 9:25 a.m.

2. Governance:

Election of Chairperson:

Vice Chairperson Henkelman opened the floor for nominations for the position of Commission Chair.

Mayor Stol nominated Mayor Christie for the position of Commission Chair.

MOVED by Mayor Stol that nominations cease for the position of Commission Chair.

CARRIED

Mayor Christie was acclaimed as Commission Chair for the 2010-11 year.

Mayor Christie assumed the Chair for the meeting.

Election of Vice Chairperson:

Chairperson Christie opened the floor for nominations for the position of Commission Vice Chair.

Mayor Christie nominated Mayor Henkelman for the position of Commission Vice Chair.

MOVED by Mayor Stol that nominations cease for the position of Commission Vice Chair.

CARRIED

Mayor Henkelman was acclaimed as the Commission Vice Chair for the 2010-11 year.

Appointment of Auditor:

MOVED by Mayor Christie to appoint BDO Dunwoody of Red Deer as Commission auditor for the 2010 financial year.

CARRIED

3. Adoption of the Agenda:

MOVED by Mayor Henkelman that the agenda for December 13, 2010 be adopted as presented.
CARRIED

4. Adoption of the Minutes:

MOVED by Mayor Stol that the minutes for September 13, 2010 be adopted as presented.
CARRIED

5. Reports:

Chairman Report

Newly elected Mayor Christie had nothing to report at this time.

Administrator's Report

Administrator Mr. Minchin reported that he has not heard back from the City of Red Deer regarding water rates for 2011. He did note that the City's water plant upgrades were now complete and their water intake project was nearing completion; Red Deer is waiting to see final bills on the two upgrades before they set the rates. He noted that capital drives a large portion of the City's rate increases.

Operator's Report

Mr. Goudy discussed recent activities as per the attached report herein.

In summary:

- Responded to 256 locates in past three months, including 3 emergency locates.
- Reset modems at various sites.
- On November 20th city forces began pumping water away from an air release chamber located near the Ponoka Golf and Country Club.
- Easement registration is required for at least 4 parcels of land. They have not been properly registered with Alberta Land Titles. The City is recommending an allocation of \$5,000 for the 2011 Budget to register missing easements.
- 4 large valves were installed in a nonstandard way that results in them being operated horizontally. This causes debris in the groove, preventing the valve from operating properly. They are located in pairs near Blackfalds. The City of Lacombe recommends the work being done over 4 years, with the 2 non-operational valves to be replaced first.

Financial Report

Mr. Minchin presented the Provisional Budget Report.

In summary:

- Water volumes are the biggest surprise this year; the Commission water sales are 5 to 6% lower than 2009 volumes.
- The 2010 budget water sales estimates were aggressive and we were only at 74% by October.
- The reduced volumes can be attributed to a wet summer and people becoming more water conscious and are price sensitive.

MOVED by Mayor Stol that all the Reports herein be accepted as presented.

CARRIED

6. New Business:

Signing Officers Signing Authority

Administrator, Michael Minchin, explained to the Commission that a resolution would need to be adopted approving the change in signing authority to reflect the new Chair and Vice Chair.

MOVED by Mayor Stol that the following individuals be removed as signing officers for the Commission: Mayor Judy Gordon and FURTHER BE IT RESOLVED that the following signing officers be approved for the North Red Deer River Water Services Commission: Mayor Steve Christie, Chair, Mayor Larry Henkelman, Vice Chairperson, Administrator Michael Minchin and Engineering Services Manager, Matt Goudy

CARRIED

2011 Budget

Mr. Minchin gave the Commission an overview of the 2011 Provisional Budget as attached herein. Rates from the City of Red Deer have not yet been provided to the Commission. The Commission budget would be updated once these 2011 rates were provided. Mr. Minchin indicated that the Commission would provide the administrations of the respective commission members with an estimated rate for 2011 as soon as possible so that the member municipalities could prepare their 2011 utility rates.

The major item addressed is the Valve Replacement Program. Another important issue to take into account with the 2011 Budget will be the Surplus Policy.

MOVED by Mayor Henkelman to accept the 2011 Provisional Budget as information.

CARRIED

7. Next Meeting: January 31, 2011 at 9:00 am.

8. Adjournment:

MOVED by Mayor Stol to adjourn this December 13, 2010 NRDRWSC Meeting at 10:15am

CARRIED

Chairperson

Administrator