

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
January 25, 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: Corrine Newman, CAO Blackfalds
Terry Hagor, CAO Lacombe County
Brad Watson, CAO Ponoka

Regrets: Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations

Call to Order:

The meeting was called to order at 9:04 a.m.

Adoption of the Agenda:

MOVED by Mayor Henkelman that the agenda be adopted as presented with the addition of the Rate Stabilization and Capital Reserve Policies.

CARRIED

Adoption of the Minutes:

MOVED by Reeve Engen that the Minutes of November 9, 2009 be adopted.

CARRIED

Reports:

Chairman Report

Mayor Gordon briefly informed Commission Members of no new information to report.

Manager Report

The Manager, John Van Doesburg provided a written report as attached to these minutes.

In summary:

- South of Blackfalds is a major line leak – approximately around the same location as 2 years ago – Municipalities have 2 days of water stock – should have repairs completed within 24 hours. Total cost for repair is estimated at \$50,000 to \$60,000.

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- Regular operations have been smooth until lately – reservoir at Wolf Creek had an issue and is solved; during Christmas had some SCADA issues and those have been solved; Atco had a crossing incident that was nothing serious.
- Brenda Dryer is meeting with Auditors to set up a schedule and will most likely be done in April 2010.
- Insurance costs have increased 35-40%; will be looking into other possibilities; only a couple of companies will insurance for water only.

MOVED by Reeve Svenningsen that the Manager's Report herein be accepted as presented.

CARRIED

Operator's Report

Chris Huston was not in attendance. A written report was shared with the Commission Members by John Van Doesburg and attached herein.

In summary:

- 2009 Annual Report on volumes, chlorine residual and number of locates through Alberta One Call.
- Briefly outlined operational issues that occurred during December 2009 & January 2010.

MOVED by Mayor Stol that the Operator's Report herein be accepted as presented.

CARRIED

Financial

The Manager, John Van Doesburg provided a written report as attached to these minutes. Discussion was held on the Final Budget 2009 Financial Overview.

MOVED by Mayor Henkelman that the Financial Reports herein be accepted as presented.

CARRIED

New Business

2010 Budget

The proposed 2010 Budget was presented with additions and corrections. Discussion was held and the Budget as revised is attached. During discussion, it was discovered that 2011 and 2012 Revenues for the Town of Lacombe were entered as \$3,400,000 instead of \$2,400,000. Corrections will be made to these entries as well as page numbers added to the document.

Policies

Two polices were added to the agenda of this meeting, Rate Stabilization Policy and Capital Reserve Policy. Discussions were held regarding both policies and amendments were suggested.

MOVED by Mayor Stol that the Capital Reserve Policy be accepted as amended.

CARRIED

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MOVED by Mayor Stol that first five year Capital Plan is completed by December 31, 2010.

CARRIED

MOVED by Mayor Stol that the Rate Stabilization Policy be accepted as amended.

CARRIED

Discussions continued with the proposed 2010 Budget.

MOVED by Reeve Svenningsen to accept the 2010 Draft Budget as amended and forward to municipal boards for their acceptance.

CARRIED

Manager Proposals

John Van Doesburg announced to the Commission Members that two Manager RFP bids were received; one from the Town of Lacombe and one from the Town of Ponoka.

At this point, the Commission Members suggested entering into In Camera Session as there were members from each Town present.

MOVED by Mayor Gordon that the meeting enter into In Camera and Mayor Stol step into the Chair position.

CARRIED

- Mayor Gordon, Mayor Henkelman and CAO Brad Watson removed themselves from Council Chambers.

The In Camera Session consisted of discussions on the two bids and different aspects of the Manager position.

- Mayor Gordon, Mayor Henkelman and CAO Brad Watson returned to Council Chambers.

The meeting continued Out of Camera. Discussions were summarized to those absent.

- There are 3 main areas; Management, Administration and Operations. Management and Administration should be together in a package deal. Operations can remain separate.
- There is a need to clarify the current Manager RFP to include Administration.
- John Van Doesburg has agreed to apply for an extension of service, to aid in the transition of the new Manager/Administration Team.

MOVED by Reeve Engen that the Manager RFP be tendered as Management and Administration proposal open to the two websites and the two current municipality bids.

CARRIED

Discussions were held with regards to the position of Mayor Gordon and Mayor Henkelman. While these members are representing NRDRWSC they no longer hold responsibility to their municipality.

Therefore they should be able to stay in the meeting while discussing the RFP bids. It was suggested that a lawyer be contacted to confirm this reasoning prior to the meeting in March 2010.

Further discussions on the RFP continued and began to revisit the previous motion of opening the tender.

MOVED by Reeve Engen to withdraw the motion that the Manager RFP be tendered as a Management and Administration proposal, open to the two websites and the two current municipality bids.

CARRIED

MOVED by Reeve Svenningsen to return to the two municipalities with current bids, Town of Lacombe and Town of Ponoka, to request the inclusion of the Manager position, Administration and Operations in their RFP's by a closing date of March 15, 2010.

CARRIED

John Van Doesburg will set up specific times for each of the municipality's CAO to present their RFP bid. The next meeting date is set as stated below.

Next Meeting: March 22, 2010 at 9:00 a.m.

Adjournment: The meeting adjourned at 10:50 a.m.

Chairman

Manager