

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**November 6, 2013**

**In Attendance:** Mayor Steve Christie, City of Lacombe  
Loanna Gulka, Deputy Mayor Town of Ponoka  
Mayor Melodie Stol, Town of Blackfalds  
Councillor Ken Wigmore, Lacombe County  
Councillor Mark Matejka, Ponoka County  
Michael Minchin, Corporate Services Director, Lacombe, NRDRWSC Administrator  
Jennifer Peterson, Administrator Assistant, Lacombe

**Others Present:** Norma MacQuarrie, CAO, City of Lacombe  
Brad Watson, CAO, Town of Ponoka  
Chris Huston, Utilities Manager, City of Lacombe

**Regrets:** Terry Hager, County Commissioner, Lacombe County  
Corinne Newman, CAO, Town of Blackfalds

**Call to Order:**

*Mr. Minchin called the organizational portion of the meeting to order at 9:00 am.*

**1. Governance**

- a. Election of Chair** Mr. Minchin called for nominations from the floor for the office of Chairman. Mayor Stol nominated Steve Christie as Chairman. Mayor Stol moved that nominations cease. Mayor Christie was acclaimed as Chairman.

*Mr. Christie assumed the Chair position.*

- b. Election of Vice Chair** Chairman Christie for nominations from the floor for the office of Vice Chair. *Deputy Mayor Matejka* nominated Mayor Stol as Vice Chair. *Deputy Mayor Matejka* moved that nominations cease. Ms. Stol was acclaimed as Vice Chair.

- c. Appointment of Auditor:** Mr. Minchin advised the Commission that the Commission has one year left with its current auditors BDO LLP and recommended that the Commission appoints them as Auditor for 2013. An RFP will be issued in the spring for 2014 audit.

*MOVED by Deputy Mayor Gulka to appoint BDO as Auditor for the North Red Deer River Water Services Commission for the 2013 year end.*

CARRIED

**2. Orientation**

Each Commission member was presented with a binder containing material on the NRDRWSC. Mr. Minchin provided an overview to the content of each tab.

Copies of the following were included

- Act
- Bylaw
- Water Services Agreement
- 2013 Meeting Agendas
- Approve meeting minutes for 2013

*Mr. Watson asked for the information to be provided to him via electronic.*

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

CARRIED

*The Organizational portion of the meeting was concluded and the Commission re*

### **3. Adoption of the Agenda:**

*MOVED by Mayor Stol that the agenda for November 4, 2013 be adopted as presented.*

CARRIED

### **4. Adoption of the Minutes:**

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

CARRIED

### **5. Reports**

#### Chairman's Report

Nothing to report at this time.

#### Operator's Report

Chris Huston introduced himself and provided a brief outline of his role with the Commission.

Mr. Huston discussed the recent activities.

In summary:

- Responded to 742 Alberta One-Call Locate requests; 184 – August; 212 -September; 346 – October 1- 30. Majority of the call calls have been from TELUS, as they are installing fiber optic lines in Blackfalds. The calls will decrease when TELUS halts the installation till spring.
- Operation was called out by the Red Deer Treatment Plant at different times to the Lacombe Pumphouse "C" and to Ponoka Broadway due to a loss of communication. Had to reset the modem.
- Installed new parts to the Bray Electric actuator. This will be the first value replaced in 2014.
- Repairs to a pin hole on the regional line. Had the value at Lucas removed and repaired then reinstalled.

- Operation is working with Stantec to develop an “on-the-shelf” drawing and specification package to correct the orientation of the mainline isolation valves.
- Mr. Huston is currently working at get the drinking water plan completed for the December 31, 2013 deadline.

### Financial Report

Mr. Minchin presented a financial report.

In summary:

- Water consumption is on budget.
- July set a record on water use due to the warmer weather.
- Concerns regarding the high growth and water consumption of Blackfalds were discussed. Mr. Minchin explained that water demand is driven less by industrial development and more by high intensity residential and food oriented commercial development. Per capita water consumption has been declining within the Commission for the past number of years as water prices increase.

*MOVED by Councillor Wigmore to accept the reports as information.*

*CARRIED*

## **6. Old Business:**

### EVRAZ – request for water service

- Mr. Minchin provided and updated the Commission on the progress with Evraz water request. Currently the City of Red Deer does not foresee servicing that area. The Commission will have better idea what will be expected once they pass their Area Structure Plan. The Commission at this time will step back and wait until then.

## **7. New Business:**

### Signing Officers

Mr. Minchin advised the Commission that the Chair and/or Vice Chair will be added as signers along with himself. He recommended that Matthew Goudy, the Administrator of Wastewater, be added as an alternative to him.

*MOVED by Deputy Mayor Gukja to appoint the Chair, Vice Chair and Matthew Goudy as signing officers.*

*CARRIED*

### 2014 Budget

Mr. Minchin reviewed with the Commission the 2014 Provisional draft budget summary. There is a decrease of 0.8% in water rates from the City of Red Deer. The Commission has lowered its estimate for water sales in response to the lower estimate rate by the City of Red Deer. Water rates for the Commission to member municipalities will remain unchanged at \$2.03 per cubic metre. Mr. Minchin asked that the members review with their Council the provisional budget and have it approved. The Commission will meet in December to approve the 2014 Operational Budget for the NRDRWSC.

*MOVED by Deputy Mayor Gukja to accept the 2014 Provisional Budget and the letter from the City of Red Deer as information.*

CARRIED

**8. Next Meeting:**

Monday, December 16, 2013 at 9 am, City of Lacombe Council Chambers.

**9. Adjournment:**

*MOVED by Councillor Soper to adjourn this Meeting at 9:25 am.*

CARRIED

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Chairperson

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Administrator