

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

In Attendance: Mayor Judy Gordon, Chairman
Mayor Larry Henkelman
Reeve Terry Engen
Mayor Melodie Stol
Reeve Gord Svenningsen
Michael Minchin, Administrator
Kim Sharyk, Administrator Assistant

Others Present: Brad Watson, CAO Ponoka
Corrine Newman, CAO Blackfalds
Matthew Goudy, Engineering Services, Lacombe, NRDRWSC Engineering

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 Reeve Engen that the agenda for September 13, 2010 be adopted as presented.

CARRIED

Adoption of the Minutes:

It was noted that Assistant Reeve Hinkley's first name was misspelled. It should have been Gawney instead of Don.

MOVED by Mayor Stol that the minutes for June 4, 2010 be adopted as amended.

CARRIED

Reports:

Chairman Report

Mayor Gordon briefly inquired if water pressure had lowered within the municipality. Mr. Goudy was not aware and would look into the concern.

Administrator's Report

Administrator Mr. Minchin provided a written report as attached to these minutes.

In summary:

- Completed housekeeping of files both electronically and physically.
- In contact with Lacombe County Emergency Regional Planning group to coordinate emergency response plans.
- Crossing Agreements. A new template is being developed.
- Beginning work on 2011 Budget and Annual Water Forecast.

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Operator's Report

In Mr. Huston's absence, Mr. Goudy discussed recent activities as per the attached report herein.

In summary:

- Leak in air release chamber near the Ponoka Golf & Country Club. Parts are ordered and should be fixed mid November 2010. There is no longer loss of water and at this point there are no confirmed numbers on what water losses there was.
- Looking into 2011 Budget to have certain materials in stock on a proactive basis.
- Crossing Agreements.
- All other leaks have been fixed.

Financial Report

Mr. Minchin presented the Operational Financial Statement as of July 31, 2010.

In summary:

- The largest expense to date has been the valve replacement and water losses from a previous leak.
- Water sales are down during the summer months about 2-3% from previous years. This decrease will be taken into account when doing the 2011 Budget.
- A question was raised by Reeve Engen about any water from the leaks reaching the Blindman River. Mr. Goudy responded that at this point in time, there is no indication of any leaks into the Blindman. There was a concern of chlorinated water entering into natural water sources.

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

CARRIED

New Business:

2009 Financial Statements

Mr. Allen Lister, BDO Dunwoody, presented the 2009 Financial Statements as attached herein.

To summarize, cash flow is positive and debt is decreasing. The Commission's biggest concern is what rates Red Deer will be setting for water in 2011.

The statements reflect the new Canadian Institute of Chartered Accountants (CICA) requirements for Tangible Capital Assets.

MOVED by Mayor Stol to accept BDO Dunwoody's 2009 Financial Statements as presented.

CARRIED

2011 Budget Timeline

Mr. Minchin gave the Commission an overview of the 2011 Budget Timeline as attached herein.

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

MOVED by Reeve Svenningsen to accept the 2011 Budget Timeline as information.

CARRIED

Next Meeting: December 6, 2010 at a time to which will be decided at a later date.

Adjournment:

MOVED by Reeve Engen to adjourn this September 13, 2010 NRDRWSC Meeting at 9.52am

CARRIED

Chairman

Administrator