



**NORTH RED DEER RIVER WATER SERVICES COMMISSION**

**Regular Meeting**

**September 17, 2018 @ 2 PM**

LACOMBE CITY HALL

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
  - a. June 25, 2018 - Regular Meeting (*attached*)
4. Presentation
  - a. First Nations Regional Drinking Water – Darlene Bouvier, Director, Urban and Special Projects
5. Reports
  - a. Operations (*attached*)
  - b. Administrator (*attached*)
    - i) Monthly Report
    - ii) Financial - As of July 31, 2018
  - c. Chair
6. Correspondence
7. Old Business
8. New Business
9. In Camera
10. Next Meeting Date: November 5, 2018 (proposed)  
December 10, 2018 (proposed)
11. Adjournment

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**June 25, 2018**

**In Attendance:** Chair Ken Wigmore, Lacombe County Councillor  
Mayor Grant Creasey, City of Lacombe  
Mayor Rick Bonnett, Town of Ponoka  
Councillor Mark Matejka, Ponoka County  
Mayor Richard Poole, Town of Blackfalds  
Justin de Bresser, NRDRWSC Administrator  
Jennifer Peterson, Administrator Assistant

**Others Present:** Albert Frootman, CAO, Town of Ponoka  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Chris Huston, Utilities Manager, City of Lacombe  
Jordan Thompson, Acting Operation & Planning Director, City of Lacombe

**1. Call to Order:**

*Chair Wigmore called the meeting to order at 9:00 am.*

**2. Adoption of the Agenda:**

*MOVED by Mayor Bonnett that the agenda for June 25, 2018, be adopted as presented.*

CARRIED

**3. Adoption of the Minutes:**

*MOVED by Mayor Creasey that the minutes for April 9, 2018, be adopted as presented.*

CARRIED

**4. Presentation**

**5. Reports**

Operations Report

Mr. Huston discussed the recent operation activities.

In summary:

- The Alberta One-Call locate have been steady.
- Operations replaced an inoperable dehumidifier at the main vault.
- The Operator received call outs for the following:

- o Emergency locates in Ponoka
- o Communication lost for the entire line
- o Pumphouse "B" outflow was high and the regional line was unable to keep up. Had to shut down one of the pumps to restore the station to normal operation.

### SCADA RFP Recommendations

Mr. Huston presented to the Commission the recommendation to the RFP for the SCADA upgrades.

In summary:

- Received 4 submissions with costs ranging from \$131,000 to \$247,000.
- Scoring was done on Cost, Customer Service & Technical Support, Experience and Reference
- Eramosa scored the highest and was also the lowest in cost in the amount of \$131,212 although they were unable to provide a cost on the Supervisory Control and Data Acquisition Recodes and Reporting (SCADARR) web based platform. Operations estimated that cost to be \$47,000 which will make the bid \$178,212.
- Upgrades would start on August 1<sup>st</sup> and run for 12 weeks.
- Operations recommends that the Commission award the SCADA upgrade contact to Eramosa.

Concerns were expressed by the Commission that the final cost could be higher than estimated and that they will not support any change orders. Operations advised the Commission that their goal is to manage the project to ensure costs stay within the agreed amount. Operations will establish the final price with Eramosa before the contract is signed.

*MOVED by Mayor Poole that Operations awards the SCADA upgrade to Eramosa if the SCADARR web-based platform is within the estimated \$47,000 cost. If the cost is above the \$47,000 amount, Operations is to return to the Commission for direction.*

*CARRIED*

### Administrator Report

Mr. de Bresser presented the Administrator's report.

In summary:

- Administration invested \$5 million in long term investments, 80% bonds in Schedule 1 banks and 20% principal protected notes.
- The City of Red Deer provided the water rate model for 2018. Also indicated that in accordance to section 5(4) of the water supply agreement they do not need to provide a 5 year projection.
- Continue to work with Red Deer on the sale of part of the waterline.

*MOVED by Mayor Bonnett to accept the Administrator's report as information.*

CARRIED

Mr. de Bresser presented the financial report.

In summary:

- Water sales volumes for May were up due to the drier weather.
- SCADA maintenance is over budget due to the ongoing maintenance to keeping it operational.
- Legal fees are higher due to legal consulting regarding requests to change the Crossing Agreement.

*MOVED by Mayor Creasey to accept the Financial Report as information.*

• CARRIED

#### Chairperson's Report

Nothing to report at this time.

#### **6. Correspondence/Information**

The letter from the City of Red Deer regarding the 2018 Water Rate Model and Projection Rate was provided to the Board as information.

*MOVED by Councillor Matejka to accept the letter as information.*

CARRIED

#### **7. Old Business:**

#### **8. New Business:**

No new business to bring forward at this time

#### **9. IN Camera**

Nothing to report at this time.

#### **10. Next Meeting:**

Monday, September 17 at 9:00 am, City of Lacombe Council Chambers.

#### **11. Adjournment:**

*MOVED by Mayor Creasey to adjourn this Meeting at 9:45 am.*

CARRIED

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Chairperson

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Administrator

DRAFT

# M E M O R A N D U M



## North Red Deer River Water Services Commission

5432 56<sup>th</sup> Avenue  
Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666  
Direct Line: (403) 782-1256  
Fax: (403) 782-2234

chuston@lacombe.ca

September 17<sup>th</sup>, 2018

Attn: NRDRWSC

**Re: Operational Report since June 25<sup>th</sup>, 2018.**

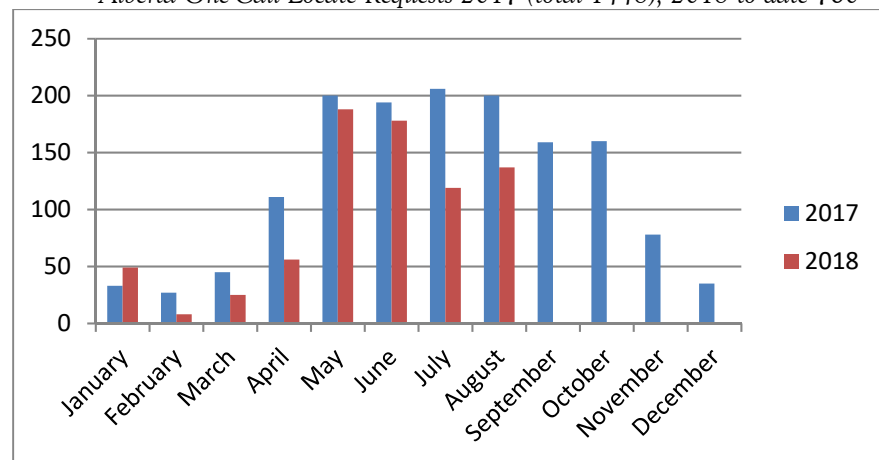
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Since the last update provided to members of the Commission, the City of Lacombe has:

### GENERAL INFORMATION

- Alberta One-Call Locate Requests:
  - June - 178 locates
  - July - 119 locates
  - August - 137 locates

*Alberta One-Call Locate Requests 2017 (total 1448); 2018 to date 760*



### Repair response charges:

- Operator began inspecting the air release chambers from Red Deer to Ponoka, and started to replace the old fibre insulation with new rigid foam insulation.

### Call-Out:

- June 23 - Operator called by RDWTP - No communication with the main vault - Operator reset modem and restored communication.
- July 21 - Operator called by RDWTP - Plant was unable to close the fill valve at Riverside (Ponoka) - Operator went to site and found valve in the 'over-torque' position - reset valve and restored control from the treatment plant.

**General Information:**

SCADA Upgrades - Operators have engaged Eramosa and began the process of upgrading the SCADA system.

If you have any questions or comments regarding the operations described above please don't hesitate to call or email me.

Regards,



Chris Huston  
Operations Supervisor



**North Red Deer  
Regional Water  
Services  
Commission**

5432 56<sup>th</sup> Avenue  
Lacombe, Alberta  
T4L 1E9

**Memorandum**

**TO:** Commission Board Members  
**FROM:** Justin de Bresser, Acting Administrator  
**DATE:** September 17, 2018

**RE:** Administrator's Report – 3rd Qtr 2018

REF: 47/117  
(2018)

The following is a summary of items Administration has been working on since the Board's last meeting:

1. Sale of Water line is moving forward. Administration is waiting for Red Deer to provide a purchase/sale agreement for the commissions review. Alberta Transportation have approved the transaction from a grants perspective. Once all information has been collected, administration will present the package to the commission.
2. Administration is currently working on the 2019 budget and will be aligning budget meetings with the Wastewater Commission meetings in November and December.
3. Administration is awaiting a date of the annual meeting with the City of Red Deer to discuss City and regional operations, sale of water line and meter vault location.





**North Red Deer  
Regional Water  
Services  
Commission**

5432 56<sup>th</sup> Avenue  
Lacombe, Alberta T4L 1E9

## Memorandum

**TO:** Commission Board Members

**FROM:** Justin de Bresser, Administrator

**DATE:** September 17, 2018

**RE:** July 2018 Variance Report

REF: 13/860  
2018

Attached is the 2018 variance report as of July 31<sup>th</sup> for the regional water commission.

Water sales in June and July were above historical averages however the commission may find lower consumption in the upcoming months due to the early start of colder weather. Projections to the end of the year anticipate water sales being slightly ahead of budget due to higher usage in Lacombe and Blackfalds whereas Ponoka, Ponoka County and City of Red Deer may be slightly under anticipated budgets.

Majority of expenses remain in line with expectations with the exception of SCADA maintenance. Tracking over budget due to unforeseen expenses to keep system active and running until new system is completed.

The projected surplus to the end of the year is currently at \$45,441 compared to a budgeted surplus of \$69,402.

**CITY OF LACOMBE**  
**GL Department Report**



GL5330

Page : 1

Date : Sep 12, 2018

Time : 11:12 am

Year : 2018

Period : 7

Budget : FINAL BUDGET

Group by: Default

Account No.	Description	CC1	CC2	CC3	Current	Year to Date	Budget	Variance	% Used
<b>REGIONAL WATER REPORTING</b>									
<b>REVENUES</b>									
06-1-47-35110	Water Sales - City of La				-254,155	-1,621,317	-2,660,343	-1,039,026	61
06-1-47-35120	Water Sales - Town of P				-145,478	-872,193	-1,469,568	-597,375	59
06-1-47-35130	Water Sales - Town of B				-180,109	-1,018,205	-1,600,139	-581,934	64
06-1-47-35140	Water Sales - Ponoka C				-2,633	-11,772	-24,923	-13,151	47
06-1-47-35150	Water Sales - City of Re				-186	-1,127	-7,550	-6,423	15
06-1-47-42200	Line Crossing Agreeemer				-250	-250	-1,500	-1,250	17
06-1-47-55100	Interest Revenue				-2,810	-44,610	-50,000	-5,390	89
06-1-47-55500	Rebates & Dividends				0	0	-30	-30	
06-1-47-85140	Lacombe County Contri				0	0	-70,195	-70,195	
06-1-47-85150	Ponoka County Contribu				0	0	-70,195	-70,195	
06-1-47-92100	Transfer from Reserves				0	0	-215,000	-215,000	
	<b>REVENUES</b>				<b>-585,620</b>	<b>-3,569,473</b>	<b>-6,169,442</b>	<b>-2,599,969</b>	<b>58</b>
<b>EXPENSES</b>									
06-2-47-11110	Board Wages-City of Lac				0	150	1,400	1,250	11
06-2-47-11120	Board Wages-Town of P				0	300	600	300	50
06-2-47-11130	Board Wages-Town of B				0	300	600	300	50
06-2-47-11140	Board Wages-Lacombe				0	700	600	-100	117
06-2-47-11150	Board Wages-Ponoka C				0	300	600	300	50
06-2-47-21110	Board Travel-City of Lac				0	0	250	250	
06-2-47-21120	Board Travel -Town of P				0	59	250	191	24
06-2-47-21130	Board Travel-Town of Bl				0	30	250	220	12
06-2-47-21140	Board Travel-Lacombe (				0	16	250	234	6
06-2-47-21150	Board Travel-Ponoka Cc				0	59	250	191	24
06-2-47-21170	Travel-Administration				0	0	100	100	
06-2-47-21400	Membership Fees				0	114	300	186	38
06-2-47-21500	Postage & Freight				0	0	50	50	
06-2-47-21600	Staff & Volunteer Appre				0	185	300	115	62
06-2-47-21700	Telephone - Office				24	102	1,080	978	9
06-2-47-21701	Telephone - Operations				670	4,756	8,072	3,316	59
06-2-47-23000	Management Fees				4,737	33,159	56,844	23,685	58
06-2-47-23100	Accounting and Auditor				0	1,531	8,000	6,469	19
06-2-47-23200	Legal Fees				0	2,695	500	-2,195	539
06-2-47-23900	Other Professional Serv				1,039	7,055	16,800	9,745	42
06-2-47-25300	Equipment Repair & Ma				0	3,815	9,500	5,685	40
06-2-47-25301	SCADA Maintenance				722	25,944	9,025	-16,919	287
06-2-47-27400	Insurance & Bond Prem				0	3,396	3,889	493	87
06-2-47-34200	Administration				883	6,181	10,596	4,415	58
06-2-47-35100	Purchase of Water				407,134	2,473,350	4,096,061	1,622,711	60
06-2-47-35200	Operations				8,473	60,516	123,637	63,121	49
06-2-47-51000	Miscellaneous Expense:				0	738	250	-488	295
06-2-47-51100	Meeting Supplies				0	0	50	50	
06-2-47-51400	Office Supplies				0	0	150	150	
06-2-47-52400	General Materials & Sup				24	248	750	502	33
06-2-47-54400	Utilities-Electricity				242	2,018	3,500	1,482	58
06-2-47-56400	Valves				0	2,975	5,000	2,025	60
06-2-47-81400	Bank Charges & Interes				0	20	25	5	80
06-2-47-83100	Debenture Interest				0	289,106	570,359	281,253	51
06-2-47-83200	Debenture Principal				0	348,344	704,542	356,198	49
06-2-47-99000	Amortization				0	0	465,610	465,610	

**CITY OF LACOMBE**  
**GL Department Report**



**GL5330**

**Page :** 2

**Date :** Sep 12, 2018

**Time :** 11:12 am

**Year :** 2018  
**Period :** 7

**Budget :** FINAL BUDGET

Account No.	Description	CC1	CC2	CC3	Current	Year To Date	Budget	Variance	% Used
<b>REGIONAL WATER REPORTING</b>									
				<b>EXPENSES</b>	<b>423,949</b>	<b>3,268,164</b>	<b>6,100,040</b>	<b>2,831,876</b>	<b>54</b>
	<b>REGIONAL WATER REPORTING Total</b>				<b>-161,671</b>	<b>-301,309</b>	<b>-69,402</b>	<b>231,907</b>	<b>434</b>