

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
September 9, 2019

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

Others Present: Albert Frootman, CAO, Town of Ponoka
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Michael Minchin, Director of Corporate Services, Lacombe County
Bill Cade, Director of Operations, Lacombe County
Jordan Thompson, Operation & Planning Director, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe

Guests: Tim Ainscough, Environmental Services Manager, City of Red Deer
Todd Simenson, VP, Stantec
Joel Sawatzky, Managing Leader, Water, Stantec
Stephan Weninger, Sector Leader, Water, Stantec
Dorian Wandzura, Independent Contractor
Heather Von Hauff, Executive Director, Water Policy Branch (GOA)
Steve Wallace, Director, Groundwater and Water Allocation Policy (GOA)

1. Call to Order:

Chair Wigmore called the meeting to order at 9:02 am.

2. Adoption of the Agenda:

MOVED by Mayor Bonnett that the agenda for September 9, 2019, be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Creasey that the minutes for June 17, 2019, be adopted as presented.

CARRIED

MOVED by Mayor Poole that the minutes for July 15, 2019, be adopted as presented.

CARRIED

4. Presentation

4.1. Asset Management Proposal – Stantec

Mr. Weninger and Mr. Sawatzky presented to the Commission an overview of the importance of Asset Management plan. The plan will allow the Commission to know what their physical assets are, and what conditions they are in now. A Risk analogy will be completed once all of the inventory has been accounted. The Risk of the inventory will be assessed and addressed in the plan. Stantec will work with the Commission to review the overall state and prepare the foundation and expectation going forward. This will allow the Commission to financially plan for their future needs of the line.

4.2. GOA – Ermineskin Cree Nation Water Agreement

Ms. Von Hauff and Mr. Wallace provided a high level overview of the work they have been doing to extend the regional waterline to the First Nations. They shared with the Board that an agreement has been signed between Ermineskin and the Province, to assist with the construction of a waterline to the boundary. The Province has provided funding for the feasibility study, identified further funding for the construction and the capital buy-in, to be confirmed in the Province's fall budget. The funds are contingent on the completion of a feasibility study. The Province has been in conversation with the Federal Government regarding the responsibility of water supply within the First Nations' boundaries.

5. IN Camera

MOVED by Mayor Bonnett to move into Camera at 9:12am.

CARRIED

MOVED by Mayor Poole to return to open meeting at 10:02 am.

CARRIED

Meeting break at 10:02am.

Ms. Von Hauff and Mr. Wallace left the meeting.

Returned to regular meeting at 10:08am.

6. Reports:

6.1. Operation's Report

Mr. Huston discussed the recent operation activities.

In summary:

- The calls for Alberta One are down this quarter.
- Operations were called out for a loss of power at PLC – replaced the UPS onsite and power was restored. As well, received a call by Alberta One due to a train derailment by Evraz.
- The hardware has been purchased for the SCADA upgrade. Will be given an opportunity to review the system to identify what is liked and what is not. Waiting on Telus for the cloud contract. Tentative schedule for completion is September 30th.

MOVED by Councillor Mark Matejka to receive the Operation's Report as information.

CARRIED

6.2. Administrator's Report

6.2.1. Mr. de Bresser presented the Administrator's report.

In summary:

- Finalized the waterline sales agreement with the City of Red Deer. Estimated closing is 15 days after the new vault is completed
- Hosted the First Nations feasibility study 'Kick Off' meeting with Stantec. Follow-up meetings have been scheduled for: September 17th and October 15th.
- Worked with Stantec to develop a cope of work for Asset Management.
- Met with Alberta Environment & Parks on June 19th.
- Currently working on the 2020 Operating Budget. The draft budget is to be presented at the November meeting.

MOVED by Councillor Mark Matejka to receive the Administrator's Report as information.

CARRIED

4.2.2 Financial Variance Report

The financial variance report ending June 30, 2019 was presented by Mr. de Bresser. Water sales are on budget. The usage is consistent with the same as last year with the exception of Ponoka, they are exceeding the yearly estimate. Expenses are in-line for this year.

The Commission bond portfolio is showing a 3.8% return since invested.

MOVED by Mayor Bonnett to receive the Administrator's Report and the Variance Report as information.

CARRIED

6.3. Chairperson's Report

Chair Wigmore had nothing to report at this time.

7. **Old Business:**

7.1. Operational and Administrative Service Contract

Mr. de Bresser presented to the Board with options for the Administrative and Operational Services Agreement. The current agreement will expire on December 31, 2019. The City of Lacombe has provided services for the Commission since 2010. The City is requesting that the Commission extend the agreement for additional 3-years, with a proposed a 5% increase in 2020 and then 2% for the remaining years of the contract.

MOVED by Mayor Poole to accept the City of Lacombe's recommendations as presented, to award the City of Lacombe the Operational and Administrative Service Contract for the next three (3) years effective January 1, 2020 to December 31, 2022.

CARRIED

8. **New Business:**

8.1. Asset Management Proposal

Mr. de Bresser requested the Board consider including the Asset Management proposal that was presented by Stantec, in the 2020 Capital Budget. The Asset Management Plan will include all the lateral lines within the municipally boundaries as well as the main line. The cost of the project would be funded out of Capital Reserves.

MOVED by Mayor Creasey to direct Administration to include the Asset Management proposal for consideration in the 2020 Capital budget. .

CARRIED

8.2. Acting Administrator

Mr. de Bresser advised the Board that he has accepted another position at a different municipality and will be stepping down from the Commission as the Administrator.

The City has put forth Jordan Thompson as the acting administrator until the positions can be filled on a permanent basis.

MOVED by Councillor Matejka to appoint Jordan Thompson as acting Administrator effective September 27, 2019.

CARRIED

8.3. New Signing Authority

Mr. de Bresser advised the Board that under the Section 6.15 of Bylaw #1 it outlines the responsibility for signing document. With his departure the Board will need to appoint a new signer and recommends that the Acting Administrator, Jordan Thompson, be appointed.

MOVED by Mayor Poole that the Board for the North Red Deer River Water Services Commission herby appoint the following signing officer for the purpose of executing cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission: Acting Administrator Jordan Thompson and that Justin de Bresser’s name be removed as a signer.

CARRIED

9. Next Meeting:

Monday, November 4, 2019 at 9:00 am, City of Lacombe Council Chambers.

Monday, December 9, 2019 at 9:00 am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Mayor Bonnet to adjourn this meeting at 10:51 am.

CARRIED

__Original signed _____
Chairperson

_____Original Signed_____
Administrator