

North Red Deer River Water Services Commission



Regular Meeting Agenda

Date:	June 19, 2023	Time:	10:30am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Chair Councillor Clayton Nelson, Town of Ponoka– Vice Chair Mayor Jamie Hoover, Town of Blackfalds – Director Councillor John Ireland, Lacombe County – Director Councillor Mark Matejka, Ponoka County – Director</p> <p>Others: Jordan Thompson, NRDRWSC Manager Councillor Thalia Hibbs, City of Lacombe Kevin Ferguson, Mayor, Town of Ponoka Councillor Marina Appel, Town of Blackfalds Councillor Ken Weenink, Lacombe County Councillor Doug Weir, Ponoka County Matthew Goudy, CAO, City of Lacombe Sandra Lund, CAO, Town of Ponoka Justin DeBresser, Acting CAO, Town of Blackfalds Charlie Cutforth, CAO, Ponoka County Preston Weran, Director, Town of Blackfalds Tim Timmons, County Manager Lacombe County Michael Minchin, Director, Lacombe County Tracey McKinnon, Senior Manager, City of Lacombe Amber Mitchell, Manager, City of Lacombe Chris Huston, Manager, City of Lacombe Angela Smith, Regional Utilities Foreman, City of Lacombe</p> <p>Guests:</p>		
Recorded by:	Iwalani Post - Administrative Assistant NRDRWSC		
1. Call to Order by Chair			
2. Adoption of Agenda			
3. Adoption of Minutes			
3.1 Regular Meeting Minutes – April 3, 2023			
4. Presentations			

5. Reports 5.1 Administrator 5.2 Chair
6. Old Business
7. New Business / Emergent items
8. In Camera 8.1 Waterline Extension Update – Manager Thompson
9. Next Meeting Date: September 18, 2023 in Council Chambers, City of Lacombe, at 9:00am
10. Adjournment

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
April 3, 2023

In Attendance: Mayor Grant Creasey, NRDRWSC Chair, City of Lacombe,
Councillor Clayton Nelson, NRDRWSC Vice-Chair, Town of Ponoka,
Councillor Ken Weenink, Lacombe County
Councillor Mark Matejka, Ponoka County
Mayor Jamie Hoover, Town of Blackfalds

Others Present: Jordan Thompson, NRDRWSC CAO
Denise Bellabono, NRDRWSC Administrative Assistant
Matthew Goudy, CAO, City of Lacombe
Justin DeBresser, Acting CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure and Property Services,
Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Tracey McKinnon, Senior Manager of Finance, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe (*Remote*)
Iwalani Post, Administrative Assistant, City of Lacombe

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd (*Remote*)
Michael Levia, CPA, CA, BDO Canada LLP
Ryan Wachter, CPA, CA, BDO Canada LLP

Regrets: Councillor John Ireland, Lacombe County
Charlie Cutforth, CAO, Ponoka County
Sandra Lund, CAO, Town of Ponoka
Michael Minchin, Director of Corporate Services, Lacombe County

1. Call to Order:

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

2. Adoption of the Regular Meeting Agenda

MOVED by Mayor Hoover that the regular meeting agenda for April 3, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of the Minutes:

3.1. Regular Meeting Minutes of November 7, 2022

MOVED by Councillor Matejka that the minutes for November 7, 2022, be adopted as amended.

CARRIED UNANIMOUSLY

4. Presentations

4.1. 2022 Financial Audit – BDO Canada LLP

Mr. Levia and Mr. Wachter of BDO Canada LLP, reviewed the Auditor's Report and the 2022 Audited Financial Statements, comprising of the financial position as of December 31, 2022. The non-financial assets book value is \$26.6 million cost less amortization, surplus of 26.5 million. Long-term debt payments for 2023 will be \$880,000. Debt limit has \$3.8 million remaining debt capacity. Statement of Operations was close to budgeted amounts. Water sales revenue was under budget, Purchase of water expense was under budget. Interest income was well above budgeted amount due to rising interest rates on investments. The amortization of capital assets process was discussed.

5. Reports

5.1. Administrator

CAO Thompson presented the Administration Report highlighting the Board of Directors second orientation session June 19th. Effective March 1, City of Red Deer water consumption rate will be \$1.64 per cubic meter. Due to higher than predicted rates, NRDRWSC will require a modest rate increase to members starting in 2024. A draft Memorandum of Understanding with Ermineskin Cree Nation (ECN) and NRDRWSC has been delivered to the province. The Commission has requested the province approve access to grant funds to cover management and legal costs to date.

Financials were provided for January/February. Water volumes are slightly higher than 2022 and expenses slightly lower than budgeted.

Operations and the City of Red Deer will perform Regional Reservoir Refresh for all nine facilities over the course of the year.

5.2 Chair

Chair Creasey provided a verbal report of his communication with a representative from another First Nations community regarding the waterline expansion to the north and the interest from other First Nations in the area to potentially become a member in the future.

MOVED by Vice-Chair Nelson to accept the April 3, 2023 Reports as presented.

CARRIED UNANIMOUSLY

6. Old Business

7. New Business / Emergent Items:

7.1. 2022 Financial Audit

Sr. Manager McKinnon presented the 2022 Financial Audit to be submitted to Alberta Municipal Affairs by May 1, 2023.

MOVED by Mayor Hoover that the Commission approve the North Red Deer River Water Services Commission 2022 Audited Financial Statement as presented.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson that the Commission approve the \$76,806 transfer to the Capital Reserve.

CARRIED UNANIMOUSLY

8. Correspondence:

8.1 Signalta Power – Power Generating Station

Signalta Power will be constructing a natural gas fired peaking power generation facility northeast of the Town of Blackfalds and will not conflict with NRDRWSC lines. Blackfalds Council has seen this correspondence and has no concerns at this time.

9. Next Meeting:

Monday, June 19, 2023, at 9:00 am, City of Lacombe Council Chambers

Adjournment:

MOVED by Councillor Weenink to adjourn the meeting at 9:50 am.

CARRIED UNANIMOUSLY

Chairperson

Administrator

Administration Reports

Administrative, Financial & Operational

Date: June 19, 2023

Presented by: CAO, Sr. Finance Manager, Operations Supervisor



ADMINISTRATIVE

- Met with the CAO of the South Red Deer Regional Wastewater Commission to discuss items of mutual interest.

Waterline Extension

- ECN Extension update report is available In-Camera.
- Met with representatives from, and working for, the Louis Bull Tribe. They continue to explore a future water connection to the NRDRWSC system.
- The CAO invited representatives from Louis Bull to a future Board meeting to introduce themselves and to discuss the potential regional connection.

FINANCIAL

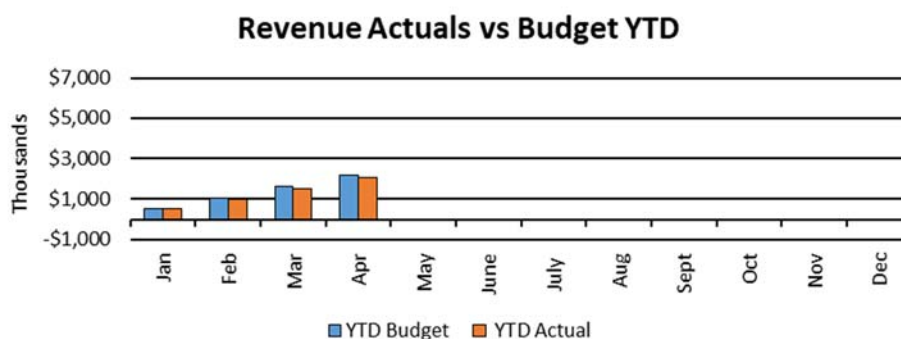
As seen in Table 1, overall, 2023 water volumes for January to April are higher by 5.57% than the actual 2022 levels for the same period.

Table 1 - Water volumes (in cubic meters) - January to April

Member	2022	2023
City of Lacombe	398,918	416,602
Blackfalds	239,469	252,323
Lacombe County	18,238	20,962
Ponoka	207,510	222,459
Ponoka County	1,996	2,062
Total	866,131	914,408

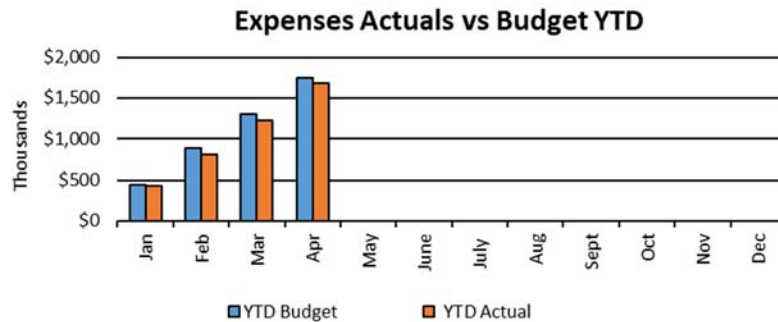
Revenue

As of April, YTD (year to date) actual revenues are lower than YTD budgeted revenues by \$139,246 or 6.88%. This variation is typical for the colder months of the year and the variation will change during summer months as increased water usage occurs.



Expenses

As of April, the YTD actual expenses are lower than YTD budgeted expenses by \$62,887 or 3.74%. Water purchases from the City of Red Deer are under budget for the first 4 months of 2023 by \$102k. The variance for water purchased is expected to diminish as more water is used in the summer months. Unbudgeted legal fees of \$33k have occurred relating to the water system expansion expected to be offset by grant revenue.

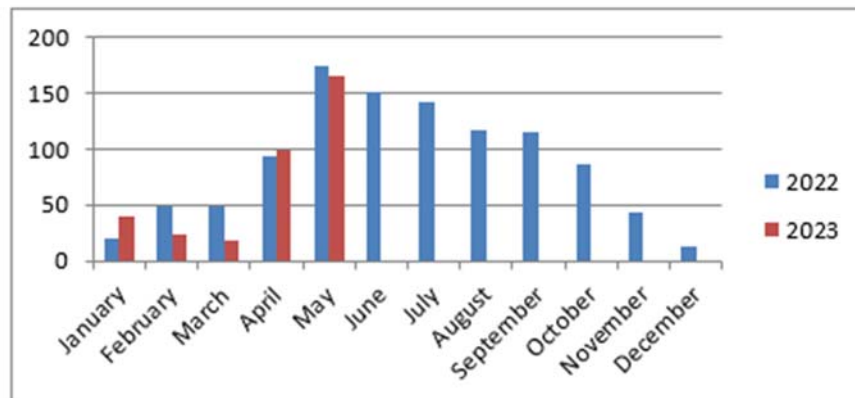


Surplus/Deficit

As of April 2023, the Water Commission has a YTD net deficit of approximately \$76K, of which \$33k relates to unbudgeted Legal Fees for the water system expansion.

OPERATIONAL

Alberta One-Call Locate Requests:



April - 99 locates May - 165 locates
2022 = 1052 (2021 = 1048)
2023 to date = 345

Notable activities since last report:

- Regional Reservoir refresh for all the facilities. Planning is underway in Lacombe to use specified volumes to move a large amount of water and calibrate the water meters using a “draw down test.”
- Developing and using a Weed Maintenance Control Plan at the regional facilities, including the vaults. The plan is being made in consultation with the City of Lacombe’s Parks Supervisor.

Upcoming Activities:

- Meet with member operators to discuss the regional system and their respective operations. Outline future meetings, and brainstorm shared training opportunities amongst the group.