

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**May 17, 2021**

**In Attendance:** Mayor Grant Creasey, City of Lacombe  
Councillor Ken Wigmore, Lacombe County Councillor  
Councillor Mark Matejka, Ponoka County  
Mayor Richard Poole, Town of Blackfalds  
Councillor Clayton Nelson, Town of Ponoka (Remote)  
Denise Bellabono, Administrative Assistant

**Others Present:** Jordan Thompson, NRDRWSC Administrator  
Sandra Lund, CAO, Town of Ponoka (Remote)  
Tim Timmons, County Manager, Lacombe County  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Amber Mitchell, Manager, City of Lacombe (Remote)

**Guest:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd.  
Dorian Wandzura, Stantec Consulting Ltd.  
Stephan Weninger, Stantec Consulting Ltd.  
Robert Jenkins, R. Jenkins Consulting Ltd.

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Matthew Goudy, CAO, City of Lacombe  
Michael Minchin, Director of Corporate Services, Lacombe County  
Charlie Cutforth, CAO, Ponoka County

**1. Call to Order:**

*Chair Creasey called the meeting to order at 9:01 am.*

**2. Adoption of the Agenda:**

*MOVED by Councillor Wigmore that the agenda for May 17, 2021, be adopted as amended.*

*CARRIED UNANIMOUSLY*

**3. Adoption of the Minutes:**

*MOVED by Mayor Poole that the minutes for March 29, 2021, be adopted as presented.*

*CARRIED UNANIMOUSLY*

## **4. Presentation**

### **4.1. Asset Management Deliverables**

Mr. Wandzura presented to the Commission the Asset Management Plan highlighting the inventory and condition, level of service and risk, and governance. Long term renewal plan was highlighted and a 100 year replacement forecast. Levels of Service were categorized and risks were assessed. Governance of the plan included recommendations for best practices and regular level of service review.

### **4.2. Proposed Changes to Bylaw 1**

Mr. Jenkins presented to the Commission Bylaw 1 revisions, addressing the four initial issues of changes to the municipal Government Act, contemplation of extension of the system to Maskwacis, the need to address financial considerations that arose during the review, and a review of voting provisions. Section 10 required rewording and additional information, as well as adding new sections to address not addressed, which include the share of accumulated surpluses or obligations for existing liabilities, disposal of assets, and disestablishment.

### **4.3. 2022-2024 Financial Plan Preliminary**

Mr. Jenkins presented an enhanced model of the current Financial and Rate Model. The first year of the model would be implemented for the 2022 Operating Budget and 2022 Capital Budget. The model would integrate the Asset Management Plan projected capital investment forecast for 2020-2121. Modelling of operating revenue, expense and rate projections have been extended to 2040. Future consumption volumes have been reduced based on the final sales volumes for 2020. Target operating surplus is set and projected rates have been calculated beginning in 2022. Capital reserves would fund the capital requirements for the asset management plan expenses, renewal of Lateral 9 and for SCADA renewal. A version of the Financial Plans for the Maskwacis extension was provided with no significant changes in operating expenses or revenue presumptuous to the extension being fully funded by others with Ermineskin Cree Nations' cash contribution of \$3.4million, no impact on capital, obligations for renewal or replacement of any new infrastructure, and a phase-in to cost of service rates remaining unchanged until 2030.

## **5. Reports**

## **6. Old Business**

### **6.1. Final Asset Management Deliverables**

CAO Thompson presented a follow up to the Asset Management Plan presentation expanding on an installation issue on the mainline valves. Administration and operators identify opportunities for continuous improvement regularly to avoid raising any short term concerns regarding the service levels ranked below best practice or risks labelled medium/high. Administration will revisit the service levels and risks at the start of the Board term for 2022.

*MOVED by Councillor Matejka that the Commission accept the Asset Management Plan as information.*

*CARRIED UNANIMOUSLY*

#### 6.2. Notice of Pending Changes to Bylaw 1

Mr. Jenkins presented an enhanced model of the current Financial and Rate Model for consideration.

*MOVED by Councillor Wigmore that the Commission receive the Notice of Proposed Changes to Bylaw 1 as information.*

*CARRIED UNANIMOUSLY*

#### 6.3. 2022 -2024 Budget Options

Mr. Jenkins presented the 2022-2024 Financial Plan and 2022-2031 Capital Budget to the Commission. Financial plans prepared included one with the waterline extension and one without the waterline extension. The utility model included infrastructure requirements and projected life cycle cost for 2021 to 2121.

*MOVED by Councillor Nelson that the Commission accept 2022-2024 Financial Plan and 2022-2031 Capital Budget as information.*

*CARRIED UNANIMOUSLY*

#### 6.4. Waterline Extension Project Plan

CAO Thompson presented the proposed Waterline Extension Project Plan. Following direction from the March 1, 2021 NRDRWSC Special Meeting, Administration outlined key milestones for the waterline extension project and key project requirements. Representatives involved in the review of the plan included Ermineskin Cree Nation (ECN), the Government of Alberta departments of Indigenous Relations (IR) and Transportation (AT). The project consists of eight phases and only advancing to the next phase upon completion of the previous and keeping the Board well informed of each milestone completion and start up. Phase 1 would commence

in May 2021 in order to bring the governance options report to the Board in the fall of 2021.

*Meeting recessed at 11:40am*

*Meeting resumed at 11:48am*

*MOVED by Mayor Poole that the Commission accepts the Waterline extension Project Plan as information.*

*CARRIED UNANIMOUSLY*

*MOVED by Mayor Poole that the Commission directs Administration to proceed with Phase 1: governance options review as presented.*

*CARRIED UNANIMOUSLY*

## **7. New Business / Emergent Items:**

### **7.1. Capital Budget Request: Isolation Valve Replacement**

CAO Thompson presented to the Commission a request to use capital reserve funding for the replacement of a non-functioning isolation valve on the north side of Blindman River.

*MOVED by Councillor Wigmore that the Commission approves the replacement of the 24" isolation valve in 2021 at a cost of \$144,000 funded from the capital reserve.*

*CARRIED UNANIMOUSLY*

## **8. Correspondence**

## **9. Next Meeting:**

Monday, June 21, 2021 at 9:00 am, Lacombe County Council Chambers

*CARRIED UNANIMOUSLY*

## **4. Adjournment:**

*MOVED by Councillor Wigmore to adjourn the meeting at 12:12 pm.*

*CARRIED UNANIMOUSLY*

Original Signed  
Chairperson

Original signed  
Administrator