

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 17, 2025

In Attendance: John Ireland, NRDRWSC Chair, Lacombe County Reeve
Clayton Nelson, NRDRWSC Vice-Chair, Town of Ponoka Councillor
Jim Sands, NRDRWSC Director, Town of Blackfalds Councillor
Kim Proud, NRDRWSC Director, City of Lacombe Councillor
Mark Matejka, NRDRWSC Director, Ponoka County Councillor

Others Present: Jordan Thompson, NRDRWSC Manager
Teri Underhill, Councillor, Town of Ponoka
Kim Isaak, CAO, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Sandra Lund, CAO, Town of Ponoka
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Doug Halldorson, Director of Operations, City of Lacombe
TJ Brown, Acting Manager of Engineering, City of Lacombe
Chris Huston, Manager of Utilities, City of Lacombe
Iwalani Post, NRDRWSC Executive Assistant

Guests: Alberta Frootman, MPA, RPP, Principal, Localis
Michelle Tetreault, BA, Localis

Regrets: Cheryl Littlechild, Councillor, Ermineskin Cree Nation
Craig Mackinaw, Councillor, Ermineskin Cree Nation
Tim Timmons, County Manager, Lacombe County
Peter Hall, CAO, Ponoka County
Michael Minchin, Director of Corporate Services, Lacombe County
Michael Levia, Acting Manager of Finance, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

1. Call to Order (Organizational Meeting):

Manager Thompson called the Organizational Meeting to order at 9:00 am.

2. Adoption of the Organizational Meeting Agenda:

MOVED by Director Matejka that the Organizational Meeting agenda for November 17, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

3. Annual Elections:

3.1. Election of Board Chair

Director Nelson nominated John Ireland for Board Chair.

Manager Thompson declared John Ireland Board Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 9th, 2026.

Following the Election of Board Chair, Chair John Ireland chaired the remainder of the meeting.

3.2. Election of Board Vice-Chair

Director Matejka nominated Clayton Nelson for Board Vice-Chair.

Chair Ireland declared Clayton Nelson Board Vice-Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 9th, 2026.

4. **New Business:**

4.1. Board Orientation

MOVED by Vice-Chair Nelson to accept the Board Orientation package as information.

CARRIED UNANIMOUSLY

4.2. 2026 Schedule of Meetings

MOVED by Director Matejka that the Commission approve the Regular Meeting dates for 2026 as presented.

CARRIED UNANIMOUSLY

4.3. NRDRWSC Signing Authorities

MOVED by Vice-Chair Nelson that the Commission directs Administration to replace the list of approved officers for the North Red Deer River Water Services Commission authorized to execute cheques, promissory notes, bills of exchange, and other instruments, whether negotiable or not, on behalf of the Commission with the following:

*Chair, John Ireland
Vice-Chair, Clayton Nelson
Manager, Jordan Thompson
Alternate, Matthew Goudy
Alternate, Michael Levia*

CARRIED UNANIMOUSLY

4.4. Committee Appointments

MOVED by Director Matejka that the Commission appoints Chair John Ireland to the Waterline Extension Project Onboarding Committee.

CARRIED UNANIMOUSLY

MOVED by Director Matejka that the Commission appoints Director Clayton Nelson to the Waterline Extension Project Technical Committee.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson that the Commission appoints Chair John Ireland to the Joint Planning Committee with the City of Red Deer.

CARRIED UNANIMOUSLY

5. Organizational Meeting Adjournment:

MOVED by Director Sands that the Organizational Meeting be adjourned at 10:05 am.

CARRIED UNANIMOUSLY

1. Call to Order (Regular Meeting):

Chair Ireland called the Regular Meeting to order at 10:14 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Director Matejka that the Regular Meeting agenda for November 17, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Vice-Chair Nelson that the minutes for September 15, 2025, be adopted as amended.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

Manager Thompson presented the Administration Report noting that the Red Deer River Basin remains at Drought Stage 0 of 5.

It was noted in the report that Lacombe County has approved submitting a Water for Life application to fund a feasibility study regarding the potential for a regional water and wastewater servicing system.

Financials were provided for January to September 2025. Water volumes are 0.72% higher than this time in 2024, revenue is higher than the YTD budget by 4.29%, and expenses are 3.11% higher than budgeted amounts. The Commission is currently showing a net surplus of approximately \$105K. The annual budget is seasonally adjusted to reflect more accurate usage comparisons for a given period.

5.2. Waterline Extension Project Management Team Report

Albert Frootman and Michelle Tetreault of Localis presented the Waterline Extension Project report. The report highlighted that the project continues to advance in accordance with the approved Project Plan. Procurement activities are on schedule, governance remains stable, and construction is anticipated to begin Fall 2026.

MOVED by Director Sands to accept the November 17, 2025, Administrative Report and Waterline Extension Project Management Team Report as information.

CARRIED UNANIMOUSLY

6. **New Business:**

6.1. Waterline Extension Project – Procurement Status and Contract Negotiation Authorization

Manager Thompson presented an update to the Board on the status of contract procurements. The Procurement process was reviewed, including evaluation methodology of the seven Requests for Proposals that were issued to date, as well as a status summary. Administration is now seeking to proceed with contract negotiations for General Engineering Services and Grant Compliance Audit Services.

MOVED by Vice-Chair Nelson that the Commission authorizes Administration to proceed with final contract negotiations with the top-ranked proponents for General Engineering Services and Grant Compliance Audit Services, and that the final agreements be brought back to the Board for approval prior to execution.

CARRIED UNANIMOUSLY

6.2. 2026 Proposed Operating and Capital Budgets

Manager Thompson presented the 2026 Operating and Capital Budget based on the 2026-2040 Financial Plan that ensures the Commission's capital debt is paid off by 2031, maintains capital reserve to support the Commission's asset management plan without requiring new debt before 2040, and assumes a future grant or new debt is required to top off capital reserves to replace the mainline at the end of its life. Projections for 2026 were made for overall sales volumes, annual expenses with increases, debt payments and transfers to reserves noted. Water revenues were budgeted based on a recommended 2026 water sale rate of \$2.52/m³. Capital Budget includes a 38.9M expenditure for the waterline extension, that has already been approved, aligning it with the NRDRWSC/Alberta Grant Agreement.

MOVED by Director Proud that the authorizes Administration to distribute the proposed 2026 Operating Budget, Capital Budget, and Financial Plan to Members for comment and questions.

CARRIED UNANIMOUSLY

6.3. 2026 Utility Rate Bylaw 3.10 – 1st Reading

Manager Thompson presented for first reading of Bylaw 3.10, an amendment to the Commission’s Water Rate Bylaw 3, for the 2026 Water Rate to members be set to \$2.52/m³, consistent with the 2026 Operating Budget.

MOVED by Director Sands that the Commission give first reading to Bylaw 3.10, an amendment to the Commission’s Water Rate Bylaw 3.

CARRIED UNANIMOUSLY

7. In Camera

8. Next Meeting:

Monday, December 15th, 2025, at 9:00 am, City of Lacombe Council Chambers.

Adjournment:

MOVED by Vice-Chair Nelson to adjourn the regular meeting at 10:56 am.

CARRIED UNANIMOUSLY

Chairperson

Manager