

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 29, 2021

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

Others Present: Jordan Thompson, NRDRWSC CAO
Denise Bellabono, NRDRWSC Administrative Assistant
Sandra Lund, CAO, Town of Ponoka
Matthew Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Property Services,
Town of Blackfalds
Tracey McKinnon, Senior Manager of Finance, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe (remote)
Amber Mitchell, Engineering Manager, City of Lacombe (remote)
Danielle Nealon, Administration Assistant, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

Guest: Mayor Kevin Ferguson, Town of Ponoka
Richard Poole, Former Mayor, Town of Blackfalds
Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd. (remote)

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

1. Call to Order:

CAO Thompson called the meeting to order at 9:02 am.

2. Adoption of the Organizational Agenda:

*MOVED by Councillor Matejka that the organizational agenda for November 29, 2021,
be adopted as presented.*

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Election of Chair

Councillor Nelson nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nomination of Chair cease.

CARRIED UNANIMOUSLY

Mayor Grant Creasey is declared Chair by acclamation.

Following the Election of Chair, the newly elected Chair, Grant Creasey, chaired the remainder of the meeting

3.1.b Election of Vice-Chair

Councillor Matejka nominated Councillor Clayton Nelson

MOVED by Councillor Ireland that the nomination of Vice Chair cease.

CARRIED UNANIMOUSLY

Councillor Clayton Nelson is declared Vice Chair by acclamation.

3.2. 2022 Scheduling of Meetings

Administrator Thompson presented to the Commission the proposed 2022 Schedule of Meetings, which include quarterly meetings per Bylaw 1.

MOVED by Mayor Hoover that the 2022 Schedule of Meetings be adopted as amended.

CARRIED UNANIMOUSLY

4. Adoption of the Regular Meeting Agenda

MOVED by Councillor Ireland that the regular meeting agenda for November 29, 2021, be adopted as presented.

CARRIED UNANIMOUSLY

5. Adoption of the Minutes:

MOVED by Councillor Matejka that the minutes for September 13, 2021, be adopted as amended.

6. Reports

6.1. Administrator

CAO Thompson presented Administration's report to the Commission. Highlights of the report were the proposed financial plan, 2022 budget, 2022 Water Rate Bylaw, and a training opportunity for the Board of Directors. Revenue and expenses are lower than budget, but due to a leak at the Blindman River at the end of October, Administration will meet with the City of Red Deer to discuss the recovery of costs charged to the Commission for the City's leak. Operational updates included water meter verification testing completed and relocating communication dataloggers.

7. Old Business

8. New Business / Emergent Items:

8.1. 2022-2025 Financial and 2022-2031 Capital Plan

CAO Thompson presented two options for the Commission the 2022-2025 Financial Plan for consideration. Both options include the capital debt paid off by 2031, growth of the capital reserve, future grant or new debt needed to top off capital reserves for replacement of the mainline at its end of life, and assuming capital costs for the waterline extension is funded by the Province.

MOVED by Vice-Chair Nelson that the Commission endorses option 2 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.

IN FAVOR

Vice-Chair Nelson
Councillor Matejka

OPPOSED

Chair Creasy
Councillor Ireland
Mayor Hoover

DEFEATED

MOVED by Councillor Ireland that the Commission endorses option 1 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.

IN FAVOR

Chair Creasy
Councillor Ireland
Mayor Hoover

OPPOSED

Vice-Chair Nelson
Councillor Matejka

CARRIED

8.2. 2022 Operating Budget

CAO Thompson presented the 2022 Operating Budget to the Commission based on option 1 of the 2022-2025 Financial Plan. Projections for 2022 were made for overall water sales, annual expenses with increases and decreases highlighted and estimated revenues for 2022.

MOVED by Councillor Ireland that the Commission adopts the Option 1 2022 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.3. 2022 Water Rate Bylaw 3.7 (Bylaw 3 Amendment)

CAO Thompson presented for first and second readings of Bylaw 3.7, an amendment to Bylaw 3, for the 2022 Water Rate adjustment to members be set to \$2.14 per cubic meter and remove the customer rate.

MOVED by Vice-Chair Nelson that the Commission gives first reading to Bylaw 3.7 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Matejka that the Commission gives second reading to Bylaw 3.7 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission consents to proceed to third reading.

IN FAVOR

Councillor Ireland
Mayor Hoover
Councillor Matejka

OPPOSED

Chair Creasy
Vice-Chair Nelson

DEFEATED

8.4. 2022-20225 NRDRWSC Work Plan

CAO Thompson presented a 2022-2025 work plan and future work activities outside the current term. Highlighted were the municipal agreements per the asset management plan, current service levels and risks, the waterline extension plan, management services contract, auditor request for proposal, water allocations, and the renewal of the commission supply agreement with the City of Red Deer.

8.5. Board of Directors Training

CAO Thompson presented to the Commission a training opportunity for the members, including cost-sharing of the training with the North Red Deer Regional Wastewater Services Commission members.

MOVED by Vice-Chair Nelson that the Commission directs Administration to solicit quotes from vendors for Board of Directors training and to extend an invitation to other Commissions to reduce costs.

CARRIED UNANIMOUSLY

9. In Camera

10. Next Meeting:

Monday, December 6, 2021 at 9:00 am, City of Lacombe Council Chambers

4. Adjournment:

MOVED by Councillor Matejka to adjourn the meeting at 10:06 am.

CARRIED UNANIMOUSLY

Original Signed
Chairperson

Original Signed
Administrator