

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 4, 2024

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

Others Present: Jordan Thompson, NRDRWSC Manager
Sandra Lund, CAO, Town of Ponoka
Matthew Goudy, CAO, City of Lacombe
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Tracey McKinnon, Manager of Finance, City of Lacombe
Iwalani Post, NRDRWSC Executive Assistant

Guests: Todd Simenson, P.Eng, FEC, FSS (Hon), ENV SP, Project Manager, Stantec Consulting Ltd.

Regrets: Kim Isaak, CAO, Town of Blackfalds
Peter Hall, CAO, Ponoka County
Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Phil Bevans, Acting Engineering Manager, City of Lacombe
Chris Huston, NRDRWSC Operations Manager
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

1. Call to Order (Organizational Meeting):

Manager Thompson called the meeting to order at 9:01 am.

2. Adoption of the Organizational Meeting Agenda:

MOVED by Councillor Ireland that the organizational meeting agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Annual Elections:

3.1. Election of Board Chair

Councillor Nelson nominated Grant Creasey for Board Chair.

Manager Thompson declared Mayor Grant Creasey Board Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 17, 2025.

Following the Election of Board Chair, Chair Grant Creasey chaired the remainder of the meeting.

3.2. Election of Board Vice-Chair

Councillor Ireland nominated Jamie Hoover for Board Vice-Chair.

Chair Creasey declared Mayor Jamie Hoover Board Vice-Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 17, 2025.

4. **New Business:**

4.1. 2024-2025 Schedule of Meetings

MOVED by Vice-Chair Hoover that the Commission approve the Regular Commission Meeting dates for December 2024 and 2025 as amended.

CARRIED UNANIMOUSLY

4.2. Update NRDRWSC Signing Authorities

MOVED by Councillor Ireland 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, Grant Creasey
Vice-Chair, Jamie Hoover
Manager, Jordan Thompson
Alternate, Matthew Goudy
Alternate, Tracey McKinnon*

CARRIED UNANIMOUSLY

4.3. 2024 Auditor Appointment

MOVED by Councillor Matejka that the Commission appoint BDO Canada LLP as the external auditor for the 2024 year-end audit.

CARRIED UNANIMOUSLY

5. **Organizational Meeting Adjournment:**

Chair Creasey adjourned Organizational Meeting at 9:13 am.

1. Call to Order (Regular Meeting):

Chair Creasey called the regular meeting to order at 9:14 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Vice-Chair Hoover that the regular meeting agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

Moved by Councillor Ireland that the minutes for September 16, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

Manager Thompson presented the Administration Report noting that the Red Deer River Basin had been downgraded to Drought Stage 2, from Drought Stage 4.

The Waterline Extension Project Manager RFP closed on September 25th. The top 3 ranked proponents, of seven in total, have been interviewed and Administration is recommending the awarding of the contract to Localis.

The Joint Steering Committee has drafted a Terms of Reference document which Administration will not yet finalize with Red Deer until after Red Deer conducts a joint information meeting on regional utility rates in January 2025. Red Deer has shared the 2025 regional rates, normally this comes late November or early December..

Financials were provided for January to September 2024. Water volumes are 0.49% higher than this time in 2023, revenue is higher than the YTD budget by 1.03%, and expenses are 2.42% higher than budgeted amounts. The Commission is currently showing a new deficit of approximately \$55K due to a higher than budgeted rate from the City of Red Deer.

MOVED by Councillor Nelson to move In Camera with Administrative Staff attending (Assistant Post) at 9:23 am.

CARRIED UNANIMOUSLY

MOVED by Councillor Matejka to return to Open Meeting at 9:37 am.

CARRIED UNANIMOUSLY

MOVED by Councillor Nelson that the Commission approves Administration's selection of Localis for the Waterline Extension Project contract.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Hoover to accept the November 4, 2024, Administration Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2025 Proposed Operating and Capital Budget

Manager Thompson presented the 2025 Operating and Capital Budget based on the 2025-2040 Financial Plan that ensures the Commission's capital debt is paid off by 2031, grows the capital reserve without requiring new debt, 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 2025 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 2025 water sale rate of \$2.45/m³. Capital Budget includes a 38.625M expenditure for the waterline extension, that will be fully offset by the NRDRWSC/Alberta Grant Agreement.

MOVED by Vice-Chair Hoover that the Commission adopt the 2025 Operating Budget as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Nelson that the Commission adopt the 2025 Capital Budget as presented.

CARRIED UNANIMOUSLY

6.2. 2025 Utility Rate Bylaw 1st Reading

Manager Thompson presented for first reading of Bylaw 3.9, an amendment to the Commission's Water Rate Bylaw 3, for the 2025 Water Rate to members be set to \$2.45/m³, consistent with the 2025 Operating Budget.

MOVED by Councillor Ireland that the Commission give first reading to Bylaw 3.9.

CARRIED UNANIMOUSLY

7. Correspondence:

7.1. Thank You Letter – Minister Schulz

MOVED by Councillor Ireland that the Commission accepts the letter from Minister Schulz as information.

CARRIED UNANIMOUSLY

8. In Camera

9. Next Meeting:

Monday, December 16th, 2024, at 9:00 am, City of Lacombe Council Chambers.

Adjournment:

MOVED by Councillor Matejka to adjourn the meeting at 10:12 am.

CARRIED UNANIMOUSLY

ORIGINAL SIGNED

Chairperson

ORIGINAL SIGNED

Manager