

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
April 13, 2015

In Attendance: Mayor Steve Christie, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Mayor Melodie Stol, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County
Councillor Mark Matejka, Ponoka County
Michael Minchin, NRDRWSC Administrator
Jennifer Peterson, Administrator Assistant

Others Present: Norma MacQuarrie, CAO City of Lacombe
Terry Hager, Lacombe County Commissioner
Preston Weran, Director of Infrastructure, Town of Blackfalds
Jordan Thompson, Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe

Guest: Dan Luymes, BDO Canada LLP

1. Call to Order:

Chair Christie called the meeting to order at 9:05 am.

2. Adoption of the Agenda:

MOVED by Mayor Bonnett that the agenda for April 13, 2015 be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Stol that the minutes for December 8, 2014, be adopted as presented.

CARRIED

4. Presentation

2014 Audit Financial Statement

Mr. Luymes of BDO LLP reviewed the Auditor's Report on the 2014 Audited Financial Statements.

In summary:

- NRDRWSC has a "clean audit".
- Very healthy balance sheet due ongoing operating surplus plus and unexpected "True Up" payment of \$400,000 for 2013.

MOVED by Councillor Matejka to accept the 2014 Audit Financial Statement as presented.

CARRIED

5. Reports

Operator's Report

Mr. Thompson discussed the recent activities.

In summary:

- Responded to 147 Alberta One-Call Locate requests from December 8th to March 30-2015.
- Locates are down from last year
- The roundabout design at 597 and Hwy 2A has been reviewed; there are no further objections from the engineering services. The Commission operators will have access to isolation valves in the area.
- Mr. Huston advised the Commission of a number of repairs that had occurred through December 2014 until the end of March 2015.

Administrator Report

Mr. Minchin presented the Administrator's report.

In summary:

- Deferred the preparation of the 2016-2020 operating projects as the City of Red Deer is currently working on an updated 5 year operating plan.
- Participated in an operational survey conducted by Alberta Municipal Affairs.
- Mr. Minchin shared that the Municipal Affairs is recommending that the Commission adopt an annual rate bylaw. He is waiting to hear from Financial Services on the requirements will be for the annual bylaw. NRDRWSC already has a bylaw that outlines the calculation method and approval.
- Administration is requesting that all municipalities within the Commission add them to their notification list for subdivision applications.

Mr. Minchin presented the financial report.

In summary:

- Water sales in most communities are above targeted sales for the year.
- Value expenses for the year are already over budget, due to the replacement of the mechanical portion of the 8 inch value in Ponoka. If all water revenues stay on track, this expense should not be a concern.

Chairman's Report

The Chair received a call from Slave Lake area Council with regards to the install of a waterline. He will advise them to contact Mr. Minchin for more information.

MOVED by Mayor Bonnett to accept the reports as information.

CARRIED

6. Correspondence/Information

Alberta Government – Improved Regulation of Drinking Water

The consultation report on Improved Regulation of Drinking Water for Alberta was provided to the Commission as information.

7. Old Business:

Nothing at this time

8. New Business:

2014 Allocation of Surplus

Mr. Minchin asked the Commission for approval of the allocation for the 2014 surplus based on the Commission's Reserve Policy. As part of the recommendation, Administration suggested that the one time 2013 true up revenue of \$409,800 be transferred to the Operating Reserve. Once the 2013 true-up has been added to the operation reserve, the reserve will have exceeded the targeted amount of \$1,220,086 as set forth in the policy.

Mr. Minchin requests that the remaining operating surplus of \$288,871 and amortization in the amount of \$465,610 be transferred to the capital reserves.

MOVED by Councillor Wigmore to accept the transfer of the 2014 Surplus as presented.

CARRIED

9. IN Camera

MOVED by Mayor Bonnett to move In Camera at 9:37 am to discuss land matters.

CARRIED

MOVED by Mayor Stol to move out of Camera at 9:54 am.

CARRIED

10. Next Meeting:

Monday, August 10, 2015 at 9 am, City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Mayor Bonnett to adjourn this Meeting at 9:55 am.

CARRIED

Chairperson

Administrator