

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
April 8, 2013

In Attendance: Mayor Steve Christie, Chairperson, City of Lacombe
Mayor Larry Henkelman, Vice Chairperson, Town of Ponoka
Mayor Melodie Stol, Town of Blackfalds
Councillor Cliff Soper, Lacombe County
Michael Minchin, Corporate Services Director, Lacombe, NRDRWSC Administrator
Jennifer Peterson, Administrator Assistant, Lacombe

Others Present: Daniel Luymes, BDO Canada LLP
Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations
Matthew Goudy, Infrastructure Services Director, Lacombe
Jordan Thompson, Engineer Manager, Lacombe, NRDRWSC Engineering
Norma MacQuarrie, CAO, Lacombe
Preston Weran, Director of Infrastructure, Town of Blackfalds
Terry Hagar, County Commissioner, Lacombe County

Regrets: Reeve Gord Svenningsen, Ponoka County

1. Call to Order:

Chairperson Christie called the meeting to order at 9:01 am.

2. Adoption of the Agenda:

MOVED by Mayor Henkelman that the agenda for April 8, 2013 be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayer Stol that the minutes for December 5, 2012 be adopted as presented.

CARRIED

4. Presentation:

Mr. Luymes presented the 2012 Audited Financial Statements.

Mr. Minchin noted the following:

- No. 9 *Accumulated Surplus* has been changed to reflect the Board's new policies on budgeting and reserves,
- *Management Letter*, the comments and concerns expressed have been taken into consideration by management and addressed.

MOVED by Mayor Stol that the 2012 Audited Financial Statements be approved as presented.

CARRIED

Mr. Luymes left the meeting.

5. Correspondence

Mr. Minchin presented a letter from the City of Red Deer confirming the finalized 2013 water rate.

6. Reports

Operator's Report

Mr. Huston discussed the recent activities.

In summary:

- Responded to 937 Alberta One Call locate requests in 2012; 123 so far in 2013.
- Operations has responded to a number of issues at a number of the water reservoirs, regarding the actuator valve not responding properly. Operations is acquiring quotes from vendors on the replacement of the existing valve with a proper actuator valve.

Mr. Goudy advised the Commission that he will no-longer be attending; going forward Jordan Thompson, Engineering Manager, will be attending.

Administrator's Report

Mr. Minchin briefly discussed recent activities.

In summary:

- Has been in discussions with Mike Reid of Evraz regarding possible water service. Further discussed under New Business.
- Notified area fire chiefs regarding changes to water outlets that were being used as hydrants.
- 2012 audited financial statements are complete. Lower operating expenses as well as a lower budgeted water rate resulted in a higher than budgeted surplus.

Financial Report

Mr. Minchin presented a financial report.

In summary:

- As the end of February the financials are right on target
- Accounting changes have occurred. Billing went from twice a year to every month.

7. Old Business:

North Red Deer Wastewater Commission – Right of Way Acquisition

Mr. Minchin presented an update on the statue.

In summary:

- There is no specific planning for including a regional waste water line.
- Feasibility study will be completed by the Regional Wastewater Commission as part of its business case study.
- The Commission will require approval from the Minister before any disposal or sale of the Commission's assets which would include the value of Commission's right of way.

MOVED by Councillor Soper to accept as information.

CARRIED

8. New Business:

Credit Card Policy

Mr. Minchin presented a draft Credit Card Policy for consideration. He advised the Commission that Administration's plan is to only issue one card, to the Operations Manager.

MOVED by Mayor Stol to approve the Credit Card policy as presented.

CARRIED

Banking Service Agreement – Servus Credit Union

Mr. Minchin presented for consideration a Banking Services Agreement from Servus Credit Union.

Key points discussed are as follows:

- In the summer of 2012, the City of Lacombe awarded a five year banking agreement to Servus after undertaking a request for proposal.
- The NRDRWSC named Servus Credit Union as its banking institution in 2004. The agreement expired prior to 2009.
- Administration recommends that the Commission enter into a new agreement with Servus Credit Union rather than issuing a separate RFP.

MOVED by Councillor Soper that the NRDRWSC enter into a five (5) year banking service contract with Servus Credit Union.

CARRIED

Request for Water Service – EVRAZ

March 3rd the Commission received a request from EVRAZ Inc. for water service, located north of the Chiles Industrial Park. Mr. Minchin requested that Evraz discuss this request with the City of Red Deer. Have not heard back from Evraz as of yet.

Key points discussed are as follows:

- No capacity impact in the short term but could be long term.
- Evraz is a city customer.
- Agreements should be with the municipality and not an individual customer.
- Economic benefit for the Commission.
- Red Deer's area structure plan for the north area should be completed by end of this year. A plan for water may be available then.

MOVED by Mayor Stol that the Commission is not opposed to continuing negotiations with Evraz of the sale of water via the City of Red Deer, based on the six (6) principals outlined by Administration.

CARRIED

9. In Camera

MOVED by Councillor Soper that Commission move in camera at 9:55am to discuss the following item:

- *Operation and Administration Contract*

CARRIED

Mr. Minchin, Mr. Huston and Mr. Goudy left the Chambers at 9:55 am.

MOVED by Councillor Soper to return to open meeting at 10am.

CARRIED

MOVED by Mayor Stol to request the City of Lacombe bring an Administration proposal to the Commission for consideration for the management of NRDRWSC at the next Commission meeting.

CARRIED

10. Next Meeting:

May 27, 2013 at 9am, City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Mayor Henkelman to adjourn this April 8, 2013 NRDRWSC Meeting at 10:09am.

CARRIED

Chairperson

Administrator