

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
March 22, 2010

In Attendance: Mayor Judy Gordon, Chairman
Mayor Larry Henkelman
Reeve Terry Engen
Mayor Melodie Stol
Reeve Gord Svenningsen
John Van Doesburg, Administrator
Kim Sharyk, Administrator Assistant

Others Present: Corrine Newman, CAO Blackfalds
Terry Hagor, CAO Lacombe County

Regrets: Chris Huston, Infrastructure Services, Lacombe, NRDRWSC Operations

Call to Order:

The meeting was called to order at 9:10 a.m.

Adoption of the Agenda:

MOVED by Reeve Engen that the agenda be adopted as presented.

CARRIED

Adoption of the Minutes:

MOVED by Mayor Henkelman that the Minutes of January 25, 2010 be adopted as presented.

CARRIED

Reports:

Chairman Report

Mayor Gordon briefly informed Commission Members of no new information to report.

Manager Report

The Administrator, John Van Doesburg provided a written report as attached to these minutes.

In summary:

- Looking into tuning up property insurance.
- Ongoing RFP for Administration and Operations
- Two spots to repair. Estimated at approximately \$125,000.00 which does not include the water loses. Pidherney's and the Town of Lacombe were the ones overseeing the operation. This is the second major break in the area.

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- Repair of Blackfalds leak was under John Van Doesburg & Chris Huston's supervision with an engineer on site. Delivery of materials caused time delays which in turn increased costs to the repair. A couple of thrust blocks were used to keep line solid. The leak was caused by coupling failure from previous repair. Valves were not holding therefore were replaced which was another large expense.
- It took 3 weeks to complete leak repair and should be good for two years.
- During May/June 2010, operations are to test and look at exercising all the valves as to make sure all are operational. Valves are placed every 2 miles along the entire line. These are specialized valves costing upwards of \$30,000.00 each.
- Review into water losses with this leak will begin to determine total cost of repair.
- Gas pipeline continues installation alongside the Regional Water Line, south of Blackfalds. Regular operational supervision by Town of Lacombe Operators.

Financial

The Administrator, John Van Doesburg provided a written report as attached to these minutes. Discussion was held on the Final Budget 2009 Financial Overview. Currently operating in the black.

MOVED by Reeve Svenningsen that the Manager's Report herein be accepted as presented.

CARRIED

Operator's Report

Chris Huston was not in attendance. Operations were discussed openly at the direction of John Van Doesburg.

New Business

2010 Budget

The proposed 2010 Budget was sent out to surrounding municipalities. No objection was received, therefore the 2010 Budget is deemed complete as final. A request to move for final approval by the Commission was entered.

MOVED by Mayor Stol that the Commission state final approval for the 2010 Budget as presented.

CARRIED

Administration and Operation Proposals - RFP

John Van Doesburg resubmitted the RFPs to the Town of Ponoka and the Town of Lacombe to include administration, operations and managerial components of the NRDRWSC Proposal. Both Municipalities returned completed RFPs for consideration by the Commission.

Mayor Gordon asked the Commission its opinion on herself and Mayor Henkelman remaining in session when the RFPs are opened for review. All members of the Commission agreed that their presence was acceptable due to the fact they are holding a position representing the NRDRWSC rather than their own municipality.

The Town of Ponoka' RFP was opened first and the Town of Lacombe's RFP was opened second. The bids were distributed to the Commission members to review.

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Discussion commenced on the RFPs and a summary chart was developed on the white board to display the comparison between the two bids.

	Town of Lacombe		Town of Ponoka	
General Admin		41,148.00		
		<u>6,000.00</u>		
		\$47,148.00		\$45,000.00
Operational		\$80,000.00		\$45,000.00
Rates	Supervisor	\$49,000.00	Manager	\$80,000.00
	Operators	\$25,000.00	Operators	\$50,000.00
Vehicle		\$11.87/hr		\$0.51/km

Discussion continues on the details of the two bids. It was suggested to bring in representatives for both Municipalities before the Commission to answer clarifying questions to allow the Commission to make the best educated decision to award this contract.

Questions were developed and John Van Doesburg will submit a list to each Municipality via fax, prior to presentation to the Commission.

MOVED by Reeve Svenningsen to have a Commission meeting on April 16, 2010 at 8:30 am to allow the Town of Ponoka and the Town of Lacombe the opportunity to clarify their RFP bids.

CARRIED

MOVED by Mayor Stol to extend the current contract of John Van Doesburg as interim Manager until at such time the Commission deems fit.

CARRIED

Next Meeting: April 16, 2010 at 8:30 a.m.

Adjournment:

MOVED by Reeve Engen to adjourn the meeting at 10:12 am.

CARRIED

Chairman

Manager