

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
June 19, 2017

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: Dion, Pollard, CAO City of Lacombe
Albert Frootman, CAO Town of Ponoka
Tim Timmons, Manager of Corporate Services, Lacombe County
Chris Huston, Utilities Manager, City of Lacombe
Jordan Thompson, Engineering Manager, City of Lacombe

1. Call to Order:

Chair Christie called the meeting to order at 8:34 am.

2. Adoption of the Agenda:

MOVED by Councillor Matejka that the agenda for June 19, 2017, be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Stol that the minutes for April 10, 2017, be adopted as presented.

CARRIED

4. Presentation

5. Reports

Chair Christie introduced the City of Lacombe's new CAO, Dion Pollard. Mr. Pollard comes to the City from the Town of Vermilion. He has been with the City of Lacombe now for 6 week and comes with regional waterline knowledge and experience. The Town of Vermillion became active on a regional system in 2012.

Operations Report

Mr. Huston discussed the recent operation activities.

In summary:

- The Alberta One-Call locate requests have slowed from previous quarter, although they are in line with 2016's numbers
- Operations responded to call outs regarding communication lost at 39th Avenue due to dead batteries. Communication was lost at the main vault; Operation just had to reset the modem.
- Working with Red Deer to get the connection to Central Park. The City of Red Deer has had to flush the line due to sediment and leaks. The water meter is installed at the meter chamber and is operational.
- SCADA Assessment RFP is completed. Recommendation will be present to the Commission for consideration.

Administrator Report

Mr. Minchin presented the Administrator's report.

In summary:

- Water Meter has been installed and water is being delivered to the City of Red Deer. So far 8,000 cubic meters has been delivered, budgeted for 20,000.
- The Commission has received approval from the Province to sell water to the Commission
- Trying to meet with Red Deer to determine the impact of a sale of a portion of the line will have on rates.
- The necessary crossing agreements are in place with the Regional Wastewater Commission. They will be working very close to the water line during construction.

Mr. Minchin presented the financial report.

In summary:

- Both revenue and expenses are in line with budget expectations.
- The SCADA Assessment costs are under Other Professional Services in the 2017 Operating Budget

Chairman's Report

The Chair shared that he has received a call from a consultant regarding the announcement from the Government to provide funding to First Nations to access safe water. The same information is included in Correspondence to the Board.

MOVED by Councillor Wigmore to accept reports as information.

CARRIED

6. Correspondence/Information

Alberta Indigenous Relation – First Nation Participation in Regional Water System

A copy of the letter was provided to the Commission as information.

MOVED by Councillor Wigmore to accept as information.

CARRIED

7. Old Business:

8. New Business:

Bylaw 3.1 – Amend Water Rate Bylaw #3

Mr. Minchin presented Bylaw #3.1, a bylaw to amend the current Water Rate Bylaw #3 to include the rate of \$1.899 per cubic meter for the sale of water to Red Deer based on the sales of 20,000 cubic meters. The rate calculation has been based on the utility rate method in the Commission's Water Rate Model. The water rate to the Commission will remain the same at \$2.03 per cubic meter.

MOVED by Mayor Stol for first reading of Bylaw #3.1 – Water Rate as presented.

CARRIED

MOVED by Mayor Stol for second reading of Bylaw #3.1 – Water Rate as presented.

CARRIED

MOVED by Mayor Bonnett for third and final reading of Bylaw #3.1 – Water Rate as presented.

CARRIED

SCADA Review RFP – Tender Award

Mr. Huston shared that the current communication system is obsolete, can still get parts but not sure for how long. A communication monitoring system lifecycle is usually 5 to 6 year. The Commission's system is 13 years old.

A request for proposal was issued to study the requirements of the System and provide recommendations to the Commission. Five companies showed interest and were present for a tour of the City of Red Deer site to see how the new system on the regional line will need to be incorporated with Red Deer's system.

Upon review and scoring of the RFP's received, there were two submissions that had the highest scoring proposals, Eramosa and Stantec. Administration recommends

that the Commission go with Stantec based on their existing knowledge of the Commission's current system, and their proposal will look at a variety of systems.

MOVED by Councillor Matejka to go with the recommendation of Stantec for the SCADA review.

CARRIED

9. IN Camera

10. Next Meeting:

Monday, September 25, 2017 at 9:00 am, City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Mayor Bonnett to adjourn this Meeting at 9:15 am.

CARRIED

Steve Christie

Chairperson

Michael Minchin

Administrator