



North Red Deer Regional Wastewater Services Commission

5432-56 Avenue, Lacombe AB T4L1E9 Tel: (403)782-1254 Fax: (403)782-5655 mgoudy@lacombe.ca

January 25, 2016
Time 9:00 am-10:00am

COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County

Others: Matthew Goudy, CAO - NRDRWWC, Director of Planning & Operations,
City of Lacombe
Norma MacQuarrie, CAO, City of Lacombe
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure & Property Services, Town of
Blackfalds
Terry Hager, County Commissioner, Lacombe County

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Previous Minutes
December 7, 2015
4. In Camera
Labour- Commission Administrator Position
5. Next Meeting Date
6. Adjournment



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Attachments:

Commission Memo – Commission Administrator

NRDRWWSC Commission Administrator Contract Position Posting

John Van Doesburg Resume

**REGIONAL WASTERWATER MEETING MINUTES
December 7, 2015**

COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Barb Shepherd, Lacombe County

Others: Norma MacQuarrie, CAO, City of Lacombe
Matthew Goudy, CAO - North Red Deer Regional Wastewater Services Commission,
Director of Planning & Operations, City of Lacombe
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Terry Hager, County Commissioner, Lacombe County
Denise Bellabono, Recording Secretary, City of Lacombe

Guests: Bob Jenkins, Business Plan & Utility Rate Analyst
Joel Sawatzky, Stantec Consulting Ltd.

Regrets: Tim Timmons, Manager of Corporate Services, Lacombe County
Councillor Ken Wigmore, Lacombe County

1. Call to Order:

Chairperson Christie called the meeting to order at 9:57 AM.

2. Adoption of the Agenda:

MOVED by Vice Chairperson Stol that the agenda for December 7, 2015 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

October 19, 2015

MOVED by Vice Chairperson Stol that the minutes for October 19, 2015 be adopted as presented.

CARRIED

4. Statement of Interest Accrued

Administration presented the First Semi-Annual Statement of Interest Accrued report. Logistically the County has forwarded the funds based on the funding agreement to the Commission and the Commission has been paying the invoices. Interest on monies held for the NRDRWWSC for the year ended December 31, 2015 with a 1.2% interest. It was noted by Administration that the current dry weather peak flow numbers are actually at 42% for City of Lacombe, 41% for Town of Blackfalds, and 17% for Lacombe County. Based on the financial service agreement, as it is specific in the percentages, it would require some direction from the Commission to reflect the percentages.

MOVED by Councillor Shepherd to accept the First Semi-Annual Statement of Interest Accrued report as information and amend the Financial Service Agreement to reflect the new percentages.

CARRIED

Brief update on Alberta Environment and discussion on Ponoka's position with coming on board. There are options to add Ponoka flow, redesign the system to include Ponoka, but at this time there has been no confirmation on Ponoka's position.

MOVED by Councillor Shepherd that Administration approach the Town of Ponoka to request a response by a given date with their formal position on the project.

CARRIED

5. Proposal: Impact Analysis on Members Wastewater Rates of Regional and Standalone Treatment Options

Administration reported the investigation findings of the Commissions ability to use Regional Collaboration Program (RCP) grant funds to do a rate analysis for the remainder of the Standalone System. The findings concluded the scope of work is eligible through Stantec to have R. Jenkins Consulting Ltd undertake the rate analysis. An application was submitted to RCP on December 2, 2015, requesting an extension to December 31, 2016.

MOVED by Vice-Chair Stol that the Commission proceed with the amended scope of services, as described in the October 27, 2015 proposal from R. Jenkins Consulting Ltd., subject to receiving an extension of the Regional Collaboration Grant to December 31, 2016.

CARRIED

6. 2016 Operating Budget

Administration presented the 2016 Operating Budget with a proposed Annual Revenue requisition of equal cost allocations to each municipal member or the alternative requisition based on each municipal member share. The main item in the operating budget is the administration cost of the contracted manager, which will require an RFP with a closing before December 31, 2015. The City of Lacombe will execute the recruiting and bring forward the candidates to the Commission for the final decision on the successful candidate. Currently administration has been taking on the task of managing the project at no cost to the Commission, but can no longer continue based on the commitment time that is needed to for the project.

MOVED by Vice-Chair Stol to adopt the 2016 Operating Budget as proposed with equal cost allocation of 33% to each municipal member.

CARRIED

MOVED by Councillor Shepherd to adopt staff recommendation, which includes an RFP for administration.

CARRIED

7. 2016 Capital Budget

Administration presented the 2016 Capital Budget, which does not include the approved Impact Analysis on Members Wastewater Rates of the Regional and Standalone Treatment Options that was previously approved at the December 7, 2015 meeting. It will be inserted into the budget with 100% funding coming from the Regional Collaboration Program.

MOVED by Vice-Chair Stol to adopt the 2016 Capital Budget as proposed.

CARRIED

8. Next Meeting:

The next meeting is scheduled for January 25, 2015 at 9:00 AM in the City of Lacombe Council Chambers.

9. Adjournment:

MOVED by Chair Christie that the North Red Deer Regional Wastewater Commission Regional Sewer meeting of December 7, 2015 be adjourned at 10:40AM.

CARRIED

Chairperson

Administrator

Commission Administrator

January 20th, 2016

By: Matthew Goudy, P.Eng

PURPOSE:

To request the Commission's endorsement of the recommended candidate for the position of Commission Administrator.

BACKGROUND:

At the July 3rd meeting of the North Red Deer Regional Wastewater Services Commission, a motion was made:

"...that the CAO conduct recruitment activities for a Commission administrator, and bring a recommendation to the Commission's next meeting."

ISSUE ANALYSIS:

Following this direction, a scope of services was developed and the contract position was advertised through local newspapers, the City of Lacombe's website, the Alberta Urban Municipalities Association, and the Alberta Purchasing Connection.

In total, twenty-three applications were received. Approximately ten were removed from further consideration upon a cursory review of their application, due to a lack of related experience. In the remaining dozen, there are legitimate candidates that have peripherally related experience. However, the recommended candidate has a wealth of directly related experience in the management of regional wastewater commission's in central Alberta.

ALTERNATIVES:

The Commission may choose to:

- A. Endorse the recommended candidate, as attached to this memo, OR
- B. Direct Administration to retain a different candidate, as directed by the Commission, OR
- C. Direct Administration to conduct further investigations into the possible candidates.

ATTACHMENTS:

Resume for Recommended Candidate - John Van Doesburg
Commission Administrator - Scope of Services Description

ACTION/RECOMMENDATION:

Administration recommends THAT:

The Commission endorse the recommended candidate, John Van Doesburg, for the contract position of 'Commission Administrator'.

North Red Deer Regional Wastewater Services Commission – Commission Administrator

December 14, 2015

Job Type: Executive Opportunities - Contract Position

Organization: North Red Deer Regional Wastewater Services Commission

Competition Number: 001

Job Description:

Reporting to the CAO, the responsibilities include:

- Development of Board Policies for Commission Activities
- Oversight of the Financial Operation of the Commission, and reporting to the Board of Directors. (Accounts payable and billing will be handled by the City of Lacombe)
- Attendance and oversight of Commission meetings (approximately 1 hour every 3 to 4 weeks), as well as meetings of the Technical Committee (approximately 2 hours every 2 weeks)
- Preparation of Commission memorandums to update, and seek direction from, the Board of Directors on pertinent issues
- Consult and direct Commission Engineers on behalf of the Commission to ensure the ultimate design considers the economics and operations of the Commission's systems and facilities
- The position is considered part time. While hours will vary from week to week, the typical duties are estimated at approximately 10 hours per week.

Applications to be forwarded to the undersigned, and should include:

- Resume of primary service provider
- Description of similar work completed by primary service provider
- Reference contact for similar work completed
- Any other information the proponent feels would be of benefit in the Commission's selection process

Closing Date: January 15th, 2016

Only those applicants selected for further consideration will be contacted.

The Commission has budgeted \$51,000 for this position in 2016.

January 7, 2016

North Red Deer Regional Wastewater Services Commission
5432-56 Ave,
Lacombe, Alberta
T4L 1E9

Attention: Matthew Goudy, Commission Manager

Dear Mr. Goudy:

RE: Commission Administrator Application

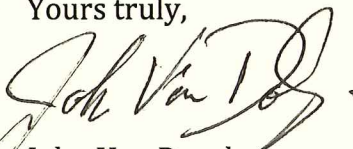
Attached is my resume for the position of Commission Administrator for the North Red Deer Regional Wastewater Services Commission. The resume outlines over 30 years of experience in municipal government, and administration of water/wastewater administration. I take pride in the strong working relationships that have been developed between the communities that I have worked with in the development, construction and operations of commissions through out my career.

Recent experience with the South Red Deer Regional Wastewater Services Commission included the following duties:

- Oversight of the Financial Operation of the Commission
- Reporting to the Board of Directors
- Attendance at meetings (Commission and Technical)
- Preparation of Commission materials
- Working with Consulting Engineers in the development, construction and operations of the system
- Reporting to the CAO of the Commission

I look forward to meeting the Board of Directors and yourself regarding the Commission Administrator position. I can be contacted at 403-391-0270 for an interview.

Yours truly,



John Van Doesburg
(403-391-0270)
johnvand@telusplanet.net

RESUME
C & J VANCO SERVICE
John Van Doesburg

Management Profile

Management Executive with a record of success in managing projects, budgets, people and resources. Extensive experience with both private and public organizations. Particular expertise with projects involving business development and organizational restructure.

Experienced in all aspects of day-to-day administrative operation of an organization. Successes with budget, management, meeting budgeting targets and knowledge of when to readjust them. Developed and implemented both manual and computerized Management Information Systems.

Negotiation/Liaison expertise in creating harmony between internal and external groups with a strong ability to find alternative solutions. Accomplishments include development of a number Regional Utility Systems on limited funds and cash flow.

Experience in hiring, training, supervising, coordinating and motivating staff. Very effective in being part of and building a team into an effective, cohesive working force.

Professional Experience

Chairman and CEO – Safety Codes Council 1992-95

- Project Manager for the Legislation/ Documentation / Overall Operation of The Safety Codes Council
- Chairman/ CEO of Safety Codes Council
- Development of Risk management System for all the Safety Disciplines under the Government of Alberta

➤ Operation of Major Water Plants & Transmission System
Mountain View Regional Water System 1992-Present

➤ Project Management and development of governance for Water/ Wastewater and Solid Waste Organizations

- Capital Region Water Services
 - Twinning Water Line Edmonton to Stony Plain
- TransAlta Water System Turnover to City of Wetaskiwin
 - Negotiation of private water system to City of Wetaskiwin
 - Granting of \$7.5 million for system upgrade
- Mountain View Regional Water Services Commission- Project Manager/ Manager
 - Negotiation of Provincial to Municipal Commission Ownership
 - Plant Upgrade \$2 million
 - Reservoir – Midline \$2 million
 - Major Plant Technology Upgrade \$9 million
 - Twinning of line

- Westlock Regional Water Services
 - Project Manager - Regional Waterline/ Water Treatment Plant
 - Administration/Consultant/ Project Manager
- North Red Deer River Water Services Commission
 - Interbasin Transfer
 - Development of a Regional Water System Red Deer – Hobbema
 - Administration/Consultant
- Highway 12/21 Regional Water Service Commission- Project Manager
 - Development of Regional Commission
 - Construction of Water Transmission Line in 6 months
- MD of Rocky View – Aqueduct Utilities Corporation
 - Project Manager for Development of Municipal Corporation for Rocky View County
- West Inter-Lake District Regional Water Commission – 49 km water line
 - Project Manager/ Manager
- Shirley McClellan Regional Water- Project Manager
 - 46 Million Dollar Water Treatment Plant Upgrade and Regional Water Transmission Line
- Buffalo Lake Wastewater Committee- Project Manager
- Highway 36/63 Water Services Commission - Project Manager/ Manager
- Elizabeth Métis Settlement- Water System Upgrade- Project Manager
- Saskatchewan Landing Regional Water Project – Rosetown – Saskatchewan-
- Barrhead Regional Water Commission – \$18 million -Water Treatment Plant/ Water Line
- Highway 28/63 Regional Water Commission
- South Red Deer Regional Wastewater Commission – \$225 Million Project Involving 69 kms. pipeline, 4 lift stations , Odor Management Facility and upgrade of City of Red Deer Wastewater Plant
- Twin Valley Regional Water Services Commission- \$14 Million Water Treatment Plant
- Sylvan Lake Regional Water Services Commission
- Sylvan Lake Regional Wastewater Services Commission
- Elk Point/ St Paul Regional Water Commission- \$13 Million Regional Water Line and Water Treatment Plant Upgrade
- Northern Sunrise Peace River Regional Solid Waste Corporation
- New Water Corporation – Peace River

Senior Administrative Experience

- City Manager, City of Wetaskiwin 1983-1991
- Safety Codes CEO/Chairman 1991-95
- Consultant/Project Manager 95-Present
- South Saskatchewan River basin Advisory Member 2002-2005

Education

- Bachelor of Administration, University of Alberta
 - Diploma in Economic Development, University of Waterloo
 - Diploma in Small Business Management, Dalhousie University
 - Diploma in Local Government, University of Alberta
 - Certificate in Building Construction, Government of Alberta
 - Distinguished Toastmaster
 - Senior Fellowship in Local Government
 - Masters Project Management, York University
 - Mediation Certification - University of Alberta
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Contact information

Telephone- 403-391-0270

Email- johnvand@telusplanet.net