



North Red Deer Regional Wastewater Services Commission

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

October 17, 2016
Time 10:00 am-11:00am

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
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
Keith Boras, Manager of Environmental & Protective Services, Lacombe County
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.

AGENDA

1. Call to Order

2. Adoption of Agenda

3. Adoption of Previous Minutes

September 26, 2016

4. In Camera

Grant Funding



North Red Deer Regional Wastewater Services Commission

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5. Pre-qualifications of Contractors for Lift Stations and Odor Management Facilities
6. Pre-qualifications of Contractors for Pipelines
7. 2017 Operating Budget
8. Next Meeting Date
 - Monday November 14, 2016 at 9:00 AM in the City of Lacombe Council Chambers
 - Friday December 9, 2016 at 9:00 AM in the City of Lacombe Council Chambers
9. Adjournment

Attachments:

NRDRWWSC Minutes_Draft – September 26, 2016

In Camera Item will be provided separately

**REGIONAL WASTERWATER MEETING MINUTES
September 26, 2016**

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 - North Red Deer Regional Wastewater Services Commission,
Director of Planning & Operations, City of Lacombe
Norma MacQuarrie, CAO, City of Lacombe
Terry Hager, County Commissioner, Lacombe County
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Denise Bellabono, Recording Secretary, City of Lacombe
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Myron Thompson, CAO, Town of Blackfalds
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

1. Call to Order:

Chairperson Christie called the meeting to order at 9:52am.

2. Adoption of the Agenda:

MOVED by Councillor Wigmore that the agenda for September 26, 2016 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

August 15, 2016

MOVED by Vice Chairperson Stol that the minutes for August 15, 2016 be adopted as presented.

CARRIED

4. Operator

Administration presented alternatives for the operational responsibility of the NRDRWWSC waste water system. These included:

1. The Commission prepares a RFP for Operational Services and advertises it for applications
2. The Commission prepares a RFP and forwards it to the Commission members for proposals
3. The Commission designates one of the member communities as the operator for the interim period.

MOVED by Vice Chairperson Stol that the Commission defer the recommendation of operational responsibility until further investigation is done for options with a more collaborative approach.

CARRIED

5. Expropriation of Chiles Property

Administration provided information regarding the concerns of the Chiles Corporation land by the owner. The Commission brokered a meeting with the City of Red Deer and Mr. Chiles, and in conjunction with the City of Red Deer, an alignment was determined. Determining the value of the property has not been a consensus between parties and as a result Mr. Chiles has agreed to Section 30, which will allow a third party appraisal to be done and allows the Commission on the property for construction.

MOVED by Councillor Wigmore that the Commission proceed with expropriation, through a section 30 agreement.

CARRIED

6. Municipal Assets Transfer

Administration presented the essentials of having the Commission acquire municipal assets in terms of land transfer from the City of Lacombe and Town of Blackfalds. Other options discussed with the Commission were to lease the land from the municipalities, as subdivision that is required may be difficult when it comes to environmental. Also to keep in mind municipal owned properties are not eligible as part of the grant funding. Resolutions will need to be presented to each respective Council.

MOVED by Vice Chairperson Stol that the Commission request that the City of Lacombe and Town of Blackfalds transfer the lands for the equalization ponds and the Commission is responsible for all costs of subdivision if required and transfer costs.

CARRIED

7. Engineers Report

Mr. Sawatzky updated the Commission that the Committee is proceeding with crossing agreements for pipeline, shallow utilities, railways and highways. Field investigation and the design progress are going quickly and the first tender will be released October 4th with an expected award period of mid-to-end November. The report included a fast track Tendering and Construction Schedule, as mandated by Alberta Transportation.

MOVED by Councillor Wigmore that the Commission accept the Engineer's Report of September 23, 2016 as information.

CARRIED

8. Next Meeting

The next meeting is scheduled for October 17, 2016 at 10:00am, November 14, 2016 at 9:00am, and December 9, 2016 at 9:00am 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 September 26, 2016 be adjourned at 11:05am.

CARRIED

Chairperson

Administrator

DRAFT



North Red Deer Regional Wastewater Services Commission

AGENDA REPORT

SUBJECT:	Contractor Pre-Qualification Regional Lift Stations and Odor Management Facilities
PREPARED BY:	John Van Doesburg, Administrator
PRESENTED BY:	Matthew Goudy, CAO
DATE:	October 13, 2016

PURPOSE:

The pre-qualification of contractors for the Lift Stations and Odour Management Facilities (OMF) is a process to ensure that qualified contractors submit tenders for the facilities noted.

BACKGROUND:

There have been numerous projects in the past few years where non-qualified contractors have been awarded tenders based solely on low price, with no pre-qualification required. This has resulted in poor performance, poor quality of projects, and legal disputes. The Province of Alberta is allowing the Commission to pre-qualify in order to assist in the construction and management of projects.

The Commission provided notice in Alberta Purchasing Connection for qualified contractors. A total of 10 contractors applied and were reviewed through a series of qualification reviews, including experience, and direct contact with owners of projects that have been completed by the individual contractors.

Five contractors have been selected and recommended to submit tenders on the Lift Stations and OMF:



ISSUE ANALYSIS:

N/A

FINANCIAL IMPLICATIONS:

N/A

ALTERNATIVES:

1. Select the Recommended contractors for tender submission
2. Reject the Contractor selected and open to the general public

3. Redo the pre-qualification process, using different criteria for evaluation, as specified by the Board

ATTACHMENTS:

None

ACTION/RECOMMENDATION:

THAT Commission authorize the tender documents to be presented to the five pre-qualified contractors.



AGENDA REPORT

SUBJECT:	Contractor Pre-Qualification - Pipeline Contracts
PREPARED BY:	John Van Doesburg, Administrator
PRESENTED BY:	Matthew Goudy, CAO
DATE:	October 13, 2016

PURPOSE:

To pre-qualify pipeline contractors for the three pipeline contracts in the regional wastewater transmission line.

BACKGROUND:

In the past few years there have a number of situations with open bid of contracts where non-qualified contractors won contracts. This resulted in a number of legal issues, poor quality and timelines not being met in the project delivery.

Because of the numerous issues, the Province of Alberta has allowed pre-qualification of contractors after advertisement for pre-qualifications and qualification terms have been set.

ISSUE ANALYSIS:

The pre-qualified contractors have been determined by a set of qualifications which includes experience with similar size of projects, similar materials and positive references from previous project owners.

The advertisement, posted through the Alberta Purchasing Connection, attracted 10 submissions for qualification. The following contractors have met the qualifications:



FINANCIAL IMPLICATIONS:

N/A

LEGISLATIVE AUTHORITY:

MGA

ALTERNATIVES:

1. Accept the recommendation as presented for qualified contractors
2. Reject the list and open the tender for the general public
3. Reject the list of Contractors and modify the qualification procedure

ATTACHMENTS:

None

ACTION/RECOMMENDATION:

THAT the Commission accept the recommended list of qualified contractors and invite the contractors for tenders for the three segments of the pipeline construction.



North Red Deer Regional Wastewater Services Commission - 2017 Operating Budget

October 9, 2016

By: Matthew Goudy, P.Eng

PURPOSE:

To request the Commission's adoption of the proposed 2017 Operating Budget.

BACKGROUND:

At the November 29th, 2015 meeting of the North Red Deer Regional Wastewater Services Commission, a motion was made to support the proposed 2016 Operating Budget. As the year draws to a close, an approval for the 2017 Operating Budget is needed.

ISSUE ANALYSIS:

The operating budget identified for 2017 is based on the 2016 budget, tempered with a year of experience with Commission's operation, and a forecast of activity for the upcoming year.

The budget identifies total anticipated operating expenses of \$70,890 for 2017, as follows:

Annual Expense

Administration

Contracted Management	\$ 43,050
Memberships	\$ 212
Postage & Courier	\$ 153
Telephone/Communications	\$ 1,510
Legal Fees	\$ 510
Auditor	\$ 18,825
Licenses, Permits, Insurance	\$ 5,610
Equipment	\$ 510
Bank Charges, Interest	\$ -
Goods & Supplies	\$ 510

Total Expenses

\$ 70,890

The NRDRWWSC Business Plan, adopted by the Commission, specifies a cost allocation of 33% to each municipal member, resulting in a proposed 2017 requisition of \$23,630 from each of Lacombe County, the City of Lacombe, and the Town of Blackfalds.

Annual Revenue (Proposed)

Requisition

Lacombe County (33%)	\$ 23,630
City of Lacombe (33%)	\$ 23,630
Town of Blackfalds (33%)	\$ 23,630
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	\$ 70,890

ALTERNATIVES:

The Commission may choose to:

- A. Adopt the proposed 2017 Operating Budget (expenses and funding), as proposed in the NRDRWWSC Business Plan, and this memo, OR
- B. Adopt an amended 2017 Operating Budget (expenses and funding), as specified by the Commission

ACTION/RECOMMENDATION:

Administration recommends THAT:

The Commission adopt the 2017 Operating Budget as proposed.