



North Red Deer Regional Wastewater Services Commission

Regular Meeting Agenda

Date:	December 4, 2023	Time:	10:00 am
Location:	COUNCIL CHAMBERS, CITY OF LACOMBE, AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Chair Mayor Jamie Hoover, Town of Blackfalds – Vice Chair Councillor John Ireland, Lacombe County – Director</p> <p>NRDRWWSC CAO: Director Jordan Thompson, City of Lacombe</p> <p>Others: CAO Kim Isaak, Town of Blackfalds CAO Matthew Goudy, City of Lacombe Director Preston Weran, Town of Blackfalds Manager Tim Timmons, Lacombe County Senior Manager Tracey McKinnon, City of Lacombe Manager Amber Mitchell, City of Lacombe Manager Chris Huston, City of Lacombe Legislative Coordinator Denise Bellabono, City of Lacombe</p>		
Recorded by:	Iwalani Post - Administrative Assistant NRDRWWSC		
	1. Call to Order by Chair		
	2. Adoption of Agenda		
	3. Adoption of Minutes		
	3.1 Organizational & Regular Meeting Minutes – November 6, 2023		
	4. New Business / Emergent Items:		
	4.1 2024 Wastewater Rate Bylaw 4.2 2 nd /3 rd Reading		
	4.2 Air Release Valve Odour Mitigation Options		
	5. In Camera		
	5.1 Legal (FOIP Section 24)		
	6. Next Meeting Date		
	April 1, 2024 at 10:00 am in Council Chambers, City of Lacombe		
	7. Adjournment		

REGIONAL WASTEWATER MEETING MINUTES

November 06, 2023

COUNCIL CHAMBERS

LACOMBE AB

In Attendance:

- Members:** Mayor Grant Creasey, NRDRWWSC Chair, City of Lacombe
Mayor Jamie Hoover, NRDRWWSC Vice-Chair, Town of Blackfalds
Councillor John Ireland, Director, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO
Iwa Post, Administrative Assistant, NRDRWWSC
Matt Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Property Services, Town of Blackfalds
Amber Mitchell, Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe
- Guests:** Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Kim Isaak, CAO, Town of Blackfalds
Michael Minchin, Director of Corporate Services, Lacombe County
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe

1. Call to Order

CAO Thompson called the meeting to order at 10:15 am.

2. Adoption of the Organizational Agenda

MOVED by Councillor Ireland that the Organizational Agenda for November 6, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Call for Nominations of Chair:

Mayor Hoover nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nomination of Chair cease.

CARRIED UNANIMOUSLY

3.1.b Election of Chair:

CAO Thompson declared Mayor Grant Creasey Chair of the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 4, 2024.

Following the Election of Chair, the newly elected Chair, Mayor Grant Creasey, chaired the remainder of the meeting.

3.1.c Call for Nominations of Vice-Chair:

Councillor Ireland nominated Mayor Jamie Hoover

MOVED by Councillor Ireland that the nomination of Vice-Chair cease.

CARRIED UNANIMOUSLY

3.1.d Election of Vice-Chair:

Chair Creasey declared Mayor Jamie Hoover Vice-Chair of the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 4, 2024.

3.2. 2024 Scheduling of Meetings

MOVED by Vice-Chair Hoover that the Commission approves the Regular Commission Meeting dates for 2023/2024 as presented.

CARRIED UNANIMOUSLY

4. Adoption of Regular Meeting Agenda

MOVED by Councillor Ireland that the Regular Meeting Agenda for November 6, 2023, be adopted as amended.

CARRIED UNANIMOUSLY

5. Adoption of Minutes

5.1. Regular Meeting Minutes of September 18, 2023

MOVED by Mayor Hoover that the minutes from September 18, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

6. Reports

6.1. Administration

CAO Thompson presented the Administration's report to the Commission highlighting the 2024 Capital and Operating Budget. As of September 2023, actual revenue is lower than YTD budget by 5% due to lower treatment volume, expenses are lower than budgeted by 2% due to lower treatment fees. Operations noted current and upcoming maintenance activities.

MOVED by Councillor Ireland that the Commission accept the November 6, 2023, Administration Report as presented.

CARRIED UNANIMOUSLY

7. Old Business

8. New Business / Emergent Items

8.1. City of Lacombe Management Services Contract Renewal (2024-2027)

CAO Thompson confirmed with the Commission the City of Lacombe's proposal to renew the Management and Operations Services Contract includes a 3% rate increase.

8.2. 2024 Operating and Capital Budget

CAO Thompson presented the 2024 Operating Budget based on the 2024-2040 Financial Plan. Projections for 2024 were made for overall wastewater sales with a projected 3.5% increase in volumes; annual expenses projected increases, treatment services, debt payments, and transfers to reserves were highlighted; and the estimated revenues for 2024 including total wastewater sales projected to be approximately \$4M for 2024. The 2024 Budget does not include any capital expenditures for 2024.

MOVED by Vice-Chair Hoover that the Commission adopts the 2024 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.3. 2024 Wastewater Rate Bylaw 1st Reading

CAO Thompson presented for first reading of Bylaw 4.2, an amendment to Bylaw 4, for the 2024 Wastewater rate adjustment to be set to 1.90/m³, consistent with the 2024 Operating Budget. Administration will bring forward an amendment to Bylaw 4.2 to address septage receiving for second reading.

MOVED by Councillor Ireland that the Commission gives first reading to Bylaw 4.2 as presented.

CARRIED UNANIMOUSLY

9. Correspondence

10. In Camera

MOVED by Vice-Chair Hoover that the Commission move In Camera at 10:41 am to discuss the following items:

10.1. Legal – FOIP Section 24

10.2. FOIP Section 24

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission return to Open Meeting at 11:11 am.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that, the Commission accepts the City's proposal and directs Administration to finalize a 2024-2027 Management and Operations Contract with the City of Lacombe.

CARRIED UNANIMOUSLY

11. Next Meeting:

Monday, December 4, 2023, at 10:00 am, City of Lacombe Council Chambers.

12. Adjournment:

MOVED by Vice-Chair Hoover that the North Red Deer Regional Wastewater Services Commission meeting of November 6, 2023, be adjourned at 11:13 am.

CARRIED UNANIMOUSLY

Chair

Administrator



REQUEST FOR DECISION

2024 Wastewater Rate Bylaw Second/Third Reading

Date: December 4, 2023

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO

PURPOSE:

To present the Wastewater Rate Bylaw 4.2 for second and third reading, an amendment to the Commission's Wastewater Rate [Bylaw 4](#).

ACTION/RECOMMENDATION:

1. THAT the Commission gives second reading to Bylaw 4.2 as amended.

AND

2. THAT the Commission gives third reading to Bylaw 4.2 as amended.

ISSUE ANALYSIS:

Bylaw 4.2 proposes to amend the Commission's water rate to \$1.90/m³, consistent with the 2024 Operating budget.

The proposed 2024 septage receiving station rate of \$14.66/m³ (\$14.23/m³ in 2023) is now included.

FINANCIAL IMPLICATIONS:

The rate amendment is required to balance the proposed 2024 Operating Budget as proposed.

ALTERNATIVES:

1. **[Recommended]** THAT the Commission gives second reading to Bylaw 4.2 as amended.

AND

2. **[Recommended]** THAT the Commission gives third reading to Bylaw 4.2 as amended.

OR

1. **[Alternative]** THAT the Commission directs Administration to return the bylaw to a future meeting with the following amendments:
 - **[mover to specify amendments].**

ATTACHMENTS:

- 2024 Wastewater Rate Bylaw 4.2

NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION

BYLAW 4.2

BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION TO AMEND COMMISSION BYLAW 4, THE RATES AND FEES BYLAW

WHEREAS the North Red Deer Regional Wastewater Services Commission has been established by its members pursuant to Part 15.1 of the Municipal Government Act, RSA 2000, c. M-26; and

WHEREAS the Board of Directors of the North Red Deer Regional Wastewater Services Commission now wishes to make a Bylaw establishing the per unit rate to be charged for the sale of wastewater disposal from its member municipalities and septage haulers; and

WHEREAS the Board of Directors of the North Red Deer Regional Wastewater Services Commission approved Commission Bylaw 4 in 2017, as amended from time to time, to establish the rates and fees and the Board wishes to amend this Bylaw.

NOW THEREFORE the Board enacts the following:

1. Commission Bylaw 4 is hereby amended in the following manner:

a. Section 3 is deleted in its entirety and replaced with the following:

***“3. The rate charged to Members for wastewater services as of January 1, 2024 shall be \$1.90 per cubic meter on measured wastewater volume disposed into the NRDRWWSC System.*”**

b. Section 4 is deleted in its entirety and replaced with the following:

“4. The rate charged to Septage Receiving Station Customers as of January 1, 2024 shall be \$14.66 per cubic meter on measured wastewater volume disposed into the NRDRWWSC System.”

2. This bylaw comes into force upon final adoption.

Read a first time **6** day of **November, 2023**.

Read a second time this ___ day of _____, ____.

Read a third time and adopted this ___ day of _____, ____.

CHAIR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Combination Air Vacuum Valve Options

Date: December 4, 2023

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO

PURPOSE:

To provide the Board with options regarding their combination air/vacuum valves.

ACTION/RECOMMENDATION:

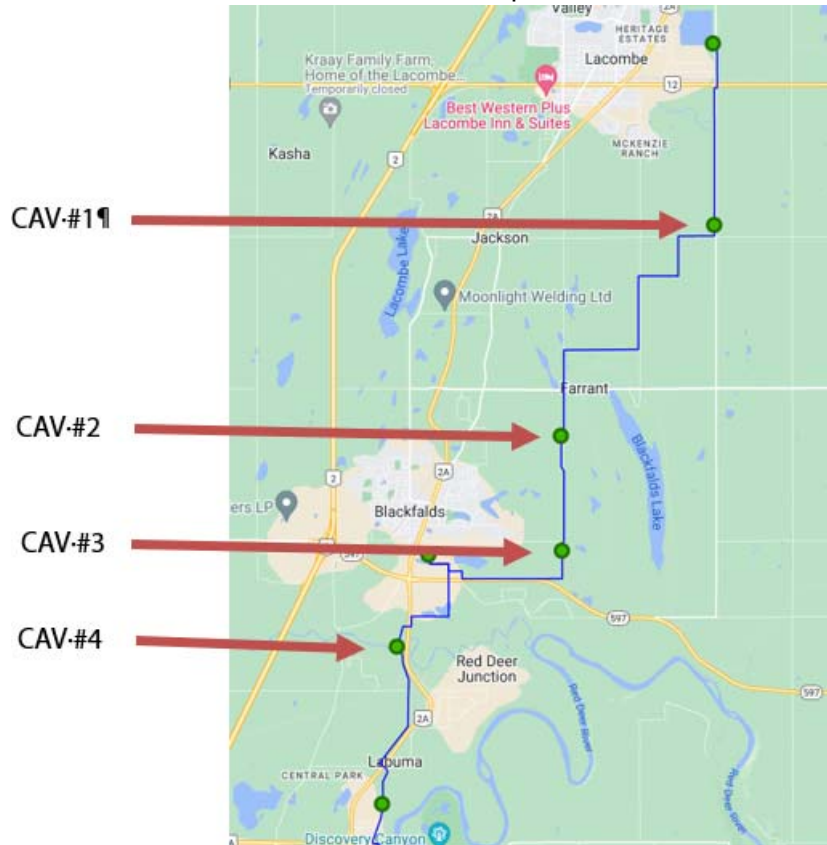
- A. **[Recommended, option 1]** THAT the Commission Directs Administration to request proposals for an H₂S monitoring and SCADA solution for the Commission’s four combination air vacuum vaults.

Alternative motions are included at the end of this report for the Board’s consideration.

ISSUE ANALYSIS:

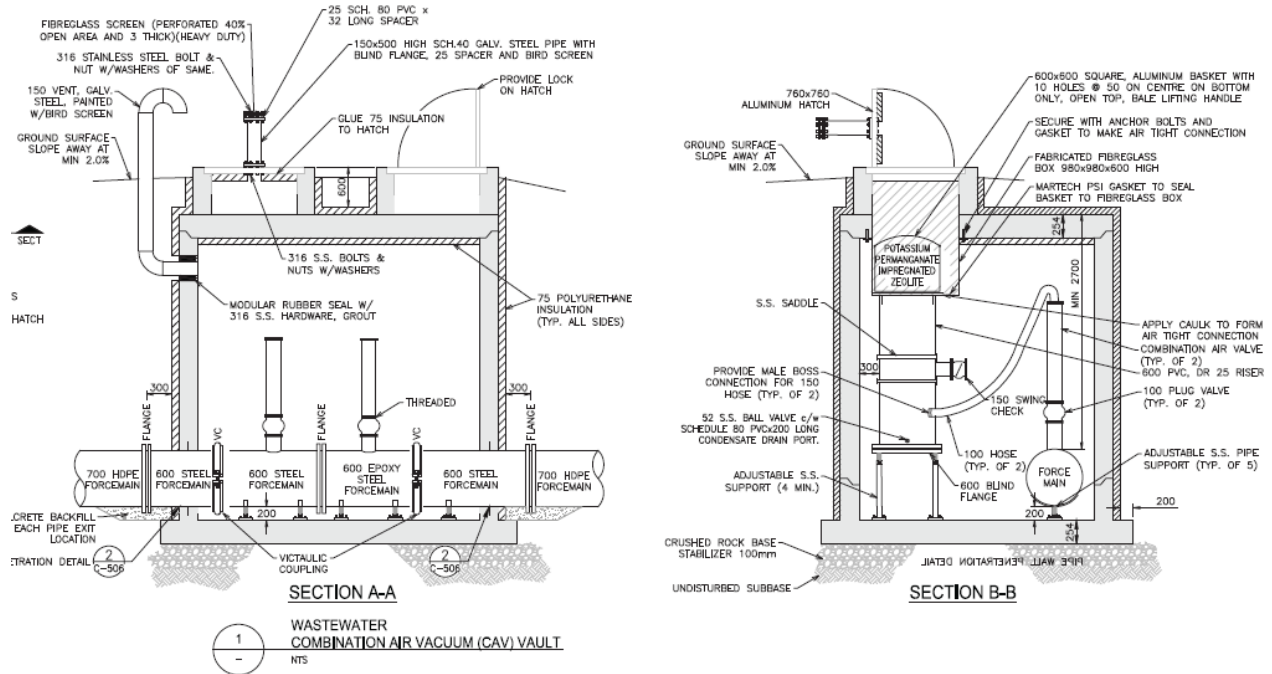
Background

The function of an air/vacuum valve is to protect a pipeline from damage. Air/vacuum valves expel large quantities of air accumulating at high points in the pipeline and admit large quantities of air to relieve a vacuum when liquids drain downhill within the



pipeline. The Commission owns and operates four combination air/vacuum vaults (CAVs).

Each CAV vault has a venting system that forces vented air through a basket of potassium permanganate – a dry chemical commonly used to filter air pollutants from wastewater. The dry chemical must be replaced regularly as the natural chemical reaction depletes it. Our standard protocol includes a weekly vault inspection and topping off the chemical as required.



Issue

The Commission has received complaints about occasional offensive odours emanating from CAV#3, which triggered inspections by Commission operators. Following the most recent complaint, operators detected no odours emanating from the valve. Additionally, our operators topped off the dry chemical the week before the complaint and confirmed that it was not depleted during their recent inspection. Also, Administration received a call from an Environment and Parks representative advising that they also received a related complaint regarding odours. The representative concluded the call, satisfied with documenting the Commission’s actions to date and did not provide any direction or make any requests of the Commission after the call.

To assess the root cause of the odours and develop a long-lasting solution, Administration requires additional information and a more detailed understanding of the specific circumstances surrounding these incidents.

Administration seeks the Board's direction to pursue one of the following CAV upgrade options, with option 1 being the Administration's recommendation. Prior to securing a contractor to implement any solution, Administration will return to the Board for approval to proceed.

1. *Install H₂S trending and SCADA capability to the CAVs.*

High Level Cost Estimate: \$25K-\$80K

Administration will issue an RFP seeking monitoring and SCADA solutions to allow Commission operators to continuously log H₂S levels at the Commission's four CAVs. The cost of this solution may vary significantly depending on power source availability and the selected communication system. This solution aims to collect data and confirm the odour issue, which is important in establishing its root cause and developing mitigating solutions, if any.

2. *Modify the vent system at CAV#3*

High Level Cost Estimate: \$10K-\$80K

Administration will seek quotes from qualified contractors to recommend a vent stack modification solution to mitigate odours drifting to the nearby residential home. For example, this may involve raising the CAV vent stack to allow gasses to dissipate and pass over the residential home, modifying the potassium permanganate basket, or other solutions the contractor recommends. This solution targets CAV#3 only.

3. *Relocate CAV#3 Vault*

High Level Cost Estimate: \$400K-\$600K

Administration will engage its engineering consultant to design the relocation, develop a shutdown plan in consultation with Commission operators, tender the construction package and provide construction monitoring and administration. This solution targets CAV#3 only.

ALTERNATIVES:

- B. **[Recommended, option 1]** THAT the Commission Directs Administration to request proposals for an H₂S monitoring and SCADA solution for the Commission's four combination air vacuum vaults.

OR

C. **[Alternative, option 2]** THAT the Commission Directs Administration to request quotes to modify the CAV#3 vent stack to mitigate odours drifting to the nearby residential home.

OR

D. **[Alternative, option 3]** THAT the Commission Directs Administration to engage its engineering consultant to develop a construction package and cost estimate to relocate CAV#3 to mitigate odours drifting to the nearby residential home.

ATTACHMENTS:

- In-Camera