



# North Red Deer Regional Wastewater Services Commission

## Regular Meeting Agenda

Date:	June 19, 2023	Time:	11:15 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>Others: Jordan Thompson, NRDRWWSC CAO  Councillor Thalia Hibbs, City of Lacombe  Councillor Marina Appel, Town of Blackfalds  Councillor Ken Weenink, Lacombe County  Acting CAO Justin DeBresser, Town of Blackfalds  CAO Matthew Goudy, City of Lacombe  Director Preston Weran, Town of Blackfalds  Manager Michael Minchin, Lacombe County  Senior Manager Tracey McKinnon, City of Lacombe  Manager Amber Mitchell, City of Lacombe  Manager Chris Huston, City of Lacombe</p> <p>Guests:</p>		
Recorded by:	Iwalani Post - Administrative Assistant NRDRWWSC		
	1. Call to Order by Chair		
	2. Adoption of Agenda		
	3. Adoption of Minutes		
	3.1 Regular Meeting Minutes – April 3, 2023		
	4. Presentations		
	5. Reports		
	5.1 Administration		
	5.2 Chair		

6. New Business / Emergent Items:

7. Next Meeting Date

September 18, 2023 at 10:00 am in Council Chambers, City of Lacombe

8. Adjournment

**MEETING MINUTES**

**April 3, 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 Ken Weenink, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO  
Denise Bellabono, NRDRWWSC Administrative Assistant  
Matthew Goudy, CAO, City of Lacombe  
Justin DeBresser, Acting CAO, Town of Blackfalds  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Tim Timmons, County Manager, Lacombe County  
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe  
Amber Mitchell, Engineering Manager, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe (*Remote*)  
Iwalani Post, Administrative Assistant, City of Lacombe
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd. (*Remote*)  
Michael Levia, CPA, CA, BDO Canada LLP  
Ryan Wachter, CPA, CA, BDO Canada LLP
- Regrets:** Councillor John Ireland, Lacombe County  
Michael Minchin, Director of Corporate Services, Lacombe County

**1. Call to Order:**

*Chair Creasey called the meeting to order at 10:06 am.*

**2. Adoption of the Agenda:**

*MOVED by Mayor Hoover that the Regular Meeting Agenda for April 3, 2023, be adopted as presented.*

CARRIED UNANIMOUSLY

### **3. Adoption of Minutes:**

#### 3.1. Regular Meeting Minutes of November 7, 2022

*MOVED by Councillor Weenink that the minutes for November 7, 2022 meeting be adopted as circulated.*

CARRIED UNANIMOUSLY

### **4. Presentations:**

#### 4.1. 2022 Financial Statement – BDO Canada LLP

Mr. Levia and Mr. Wachter of BDO Canada LLP, reviewed the Auditor's Report and the 2022 Audited Financial Statements, comprising of the financial position as of December 31, 2022. The non-financial assets book value is \$67 million cost less amortization, surplus of \$63.4 million. Long-term debt payments for 2023 will be \$175,669. Debt limit has \$2.6 million remaining debt capacity. Accumulated surplus shows operating reserves at \$550,000 and capital reserves at \$1,353,631.

### **5. Reports:**

#### 5.1. Administration

CAO Thompson presented the Administration Report confirming second Board of Directors Training for June 19, 2023. City of Red Deer wastewater treatment rate is \$1.24 per cubic meter. Due to higher than predicted rates, NRDRWWSC will require a modest rate increase to members starting in 2024. Financials were provided for January/February. Wastewater volumes have increased over the prior year by 2%. Both revenue and expenses are lower than YTD budgeted amounts. Operations is still participating in the University of Calgary wastewater monitoring and a link to the website will be emailed to interested members.

*MOVED by Mayor Hoover that the Commission accept the Administration Report as presented.*

CARRIED UNANIMOUSLY

### **6. New Business / Emergent Items:**

#### 6.1. 2022 Financial Statement

Sr. Manager McKinnon provided a follow up to the 2022 Financial Statement presentation by BDO. The audited financial statements are to be submitted to Alberta Municipal Affairs by May 1, 2023.

*MOVED by Mayor Hoover that the Commission approve the North Red Deer Regional Wastewater Services Commission 2022 Audited Financial Statement as amended.*

CARRIED UNANIMOUSLY

*MOVED by Councillor Weenink that the Commission approve the transfer from the operating reserve in the amount of \$156,202.*

*CARRIED UNANIMOUSLY*

**7. Next Meeting:**

Monday, June 19, 2023, at 10:00 am, City of Lacombe Council Chambers.

**8. Adjournment:**

*MOVED by Mayor Hoover that the North Red Deer Regional Wastewater Services Commission meeting of April 3, 2023, be adjourned at 10:35 am.*

*CARRIED UNANIMOUSLY*

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Chair

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Administrator



# ADMINISTRATION REPORTS

Administrative, Financial & Operational

Date: June 19, 2023

Created by: CAO, Sr. Finance Manager, Operations Supervisor

## ADMINISTRATIVE

- Met with the CAO of the South Red Deer Regional Wastewater Commission to discuss matters of mutual interest.

## FINANCIAL

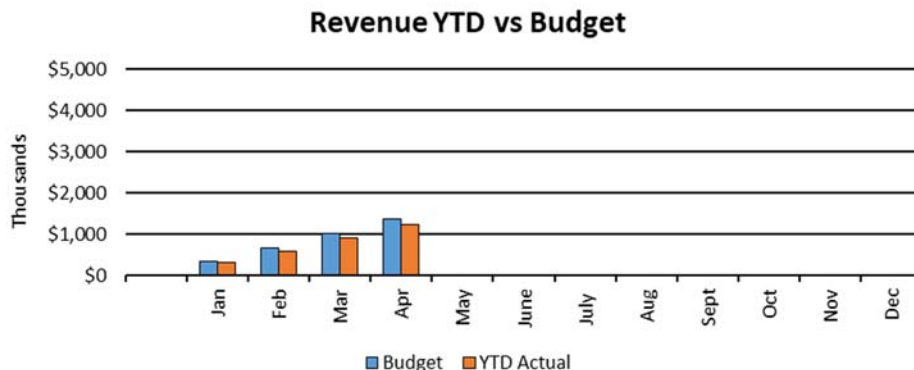
Table 1 - Wastewater volumes (in cubic meters) - January to April

Member	2022	2023
City of Lacombe	405,871	406,677
Town of Blackfalds	223,741	226,821
Lacombe County	7,486	15,561
Septic Receiving Station	0	188
<b>Total</b>	<b>637,098</b>	<b>649,247</b>

Wastewater volumes have increased over the prior year by 12,149 cubic meters or 1.9%.

### Revenue

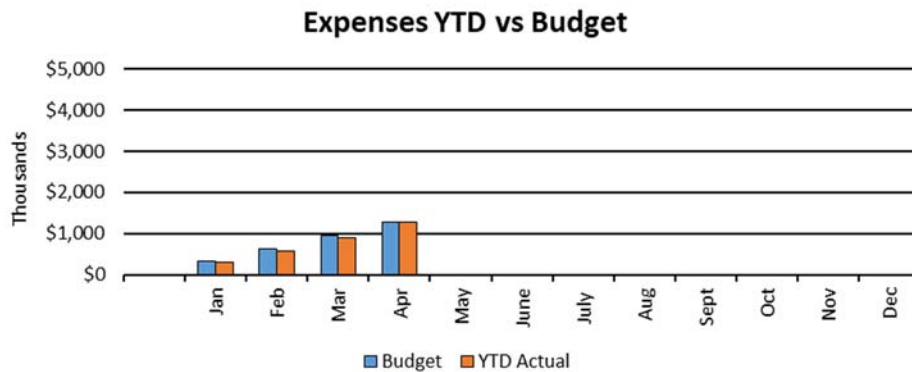
As of April, YTD (year to date) actual revenues are lower than YTD budgeted revenues by \$113,037 or 8%. The YTD revenue variances can be attributed to our budgeting allocation which involves evenly distributing the Wastewater treatment revenue budget evenly across all months of the year. Actual YTD Wastewater treatment revenues are lower than YTD budget due to lower volume in winter months.



### Expenses

As of April, the YTD actual expenses are lower than YTD budget by \$16,430 or 1%. The YTD water treatment fees are under budget by \$100k which correlates to the YTD revenue variance. Bulk chemicals purchase and annual Insurance payments resulted in a \$83k YTD

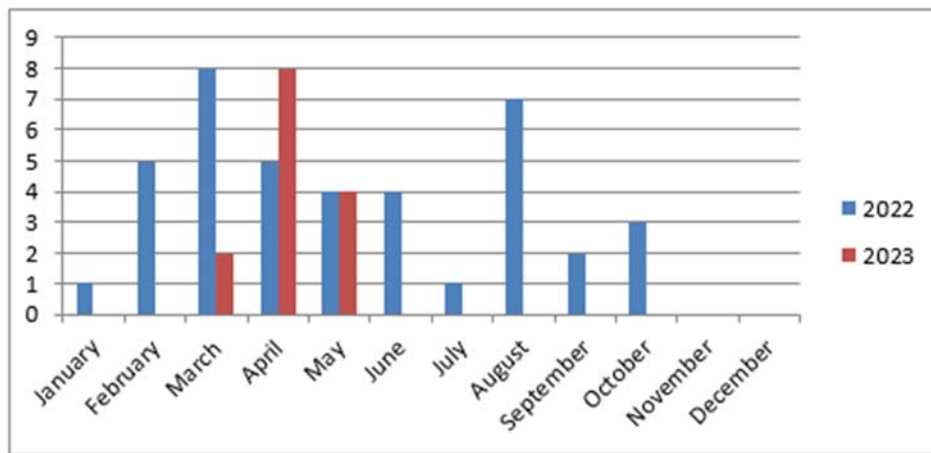
deficit variance but are expected to even out over the year. YTD Natural Gas expenses are \$5k over budget due to higher costs in the winter months.



YTD Surplus/Deficit

As of April 2023, the YTD net deficit is approximately \$96K, largely due to budget timing of expenditures (i.e., Insurance, natural gas, and bulk chemical purchases).

**OPERATIONAL**



**2022 = 40 locates completed (2021 = 59)  
2023 to date = 14 requests**

**Notable activities since last report**

Lacombe:

- On June 30, we officially stop collecting a COVID sample for the Province. Only Calgary, Edmonton, Medicine Hat, Lethbridge, Red deer, Fort McMurray, Grande Prairie, Banff, and Jasper will continue sending samples to the Province for analysis.
- SRS water meter is getting replaced, the inner liner failed and is detaching from the meter, and there is no warranty. Operations is looking at options for replacement. The meter is still working but needs to be replaced.

Blackfalds:

- The goats will be arriving in June to provide weed control at the site.

OMF:

- The site is working well with plans to chlorinate the water well, drain the wet well for inspection, and begin the weed maintenance plan.

**Planned Spring maintenance activities:**

- Weed control at all sites and sample the biofilter media at Blackfalds and OMF.

**ATTACHMENTS:** N/A