



North Red Deer Regional Wastewater Services Commission

Regular Meeting Agenda

Date:	September 16, 2024	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 Director Michael Minchin, Lacombe County Senior Manager Tracey McKinnon, City of Lacombe Acting Manager Phil Bevans, City of Lacombe Manager Chris Huston, City of Lacombe Manager Angela Smith, City of Lacombe Operator Matt Sawitsky, City of Lacombe Legislative Coordinator Denise Bellabono, 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 – June 17, 2024		
	4. Presentations		
	5. Reports:		
	5.1 Administration		
	5.2 Chair		
	6. New Business / Emergent Items		
	7. Correspondence		

8. In Camera

8.1 Lacombe County Road TWP 40-2

9. Next Meeting Date

November 4, 2024 at 10:00 am in Council Chambers, City of Lacombe

10. Adjournment

REGIONAL WASTEWATER MEETING MINUTES

June 17, 2024

COUNCIL CHAMBERS

LACOMBE AB

In Attendance:

Members: Mayor Jamie Hoover, NRDRWWSC Vice-Chair, Town of Blackfalds
Councillor John Ireland, NRDRWWSC Director, Lacombe County

Others: Jordan Thompson, NRDRWWSC CAO
Iwa Post, NRDRWWSC Administrative Assistant
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe (REMOTE)
Amber Mitchell, Engineering Manager, City of Lacombe

Guests:

Regrets: Mayor Grant Creasey, NRDRWWSC Chair, City of Lacombe
Kim Isaak, CAO, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Michael Minchin, Director of Corporate Services, Lacombe County
Chris Huston, Utilities Manager, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

1. Call to Order:

Vice-Chair Hoover called the meeting to order at 10:42 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Councillor Ireland that the Regular Meeting Agenda for June 17, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

3.1. Regular Meeting Minutes of April 8, 2024

MOVED by Councillor Ireland that the minutes from April 8, 2024, be adopted as amended.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

CAO Thompson presented the Administration Report noting that the competitive bid process for a load-following power contract has been awarded to Enmax.

Financials were provided for January to April 2024. Wastewater volumes decreased slightly over the prior year by 0.7%. Actual revenue is lower than budget by 8% due to lower treatment revenue. Expenses were lower than budgeted by 6% due to lower treatment costs from the City of Red Deer. CAO Thompson discussed operations' notable activities and will provide the Board with an update on H₂S sensor placement at the September 16, 2024 meeting.

6. New Business / Emergent Items:

6.1. Request for Funding Rate Modelling Support

CAO Thompson presented information to support the request to partially fund a Utility Rate Model Review with KPMG, the City of Red Deer, NRDRWWSC and NRDRWSC. Administration is requesting that NRDRWWSC funds up to \$20,000 for the review, noting that the NRDRWSC Board has approved their funding contribution up to \$40,000.

MOVED by Councillor Ireland that the Commission authorizes to cover up to 50% of the Utility Rate Model Review cost from the Operating Reserve to partially fund Part 1 of the Utility Rate Model Review as proposed.

CARRIED UNANIMOUSLY

7. Next Meeting:

Monday, September 16, 2024, at 10:00am, City of Lacombe Council Chambers.

8. In Camera

9. Adjournment:

MOVED by Councillor Ireland that the meeting be adjourned at 11:55 am.

CARRIED UNANIMOUSLY

Chair

Chief Administrative Officer



ADMINISTRATION REPORTS

Administrative, Financial & Operational

Date: September 16, 2024

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

ADMINISTRATIVE

Joint Steering Committee (JSC)

- Kickoff meeting with CRD and KPMG was held on August 19.
- Next meeting scheduled for September 23.

FINANCIAL

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

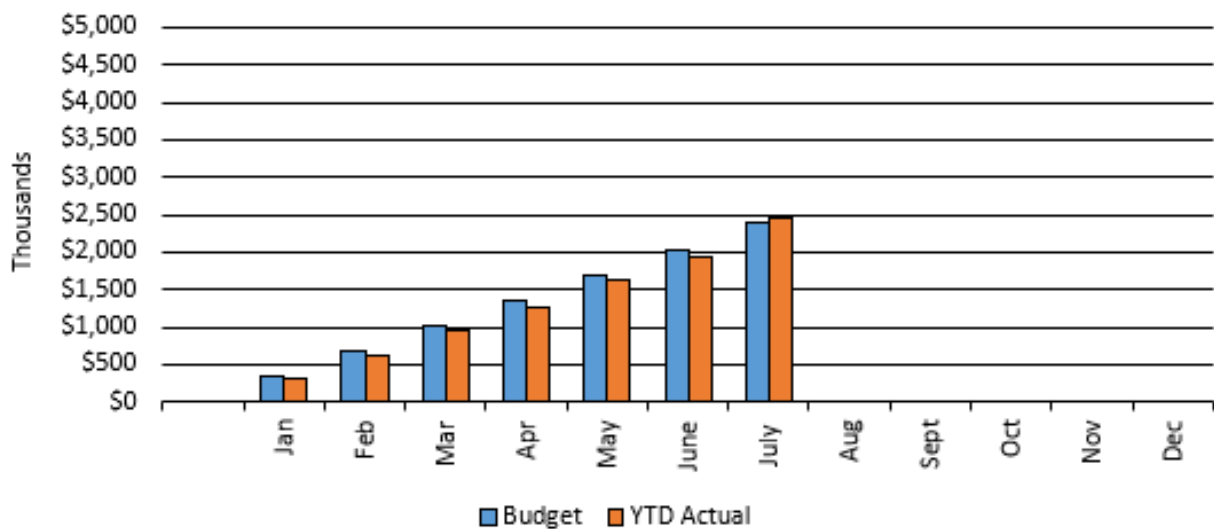
Member	2023	2024
City of Lacombe	763,868	743,950
Town of Blackfalds	388,861	383,033
Lacombe County	30,338	26,493
Septic Receiving Station	500	476
Total	1,183,567	1,153,952

Wastewater volumes have decreased slightly over the prior year by 29,615 cubic meters.

Revenue

As of July 2024, actual revenues are higher than YTD (Year to Date) budgeted revenues by \$77,992 or 3%, due to higher than budgeted treatment revenue.

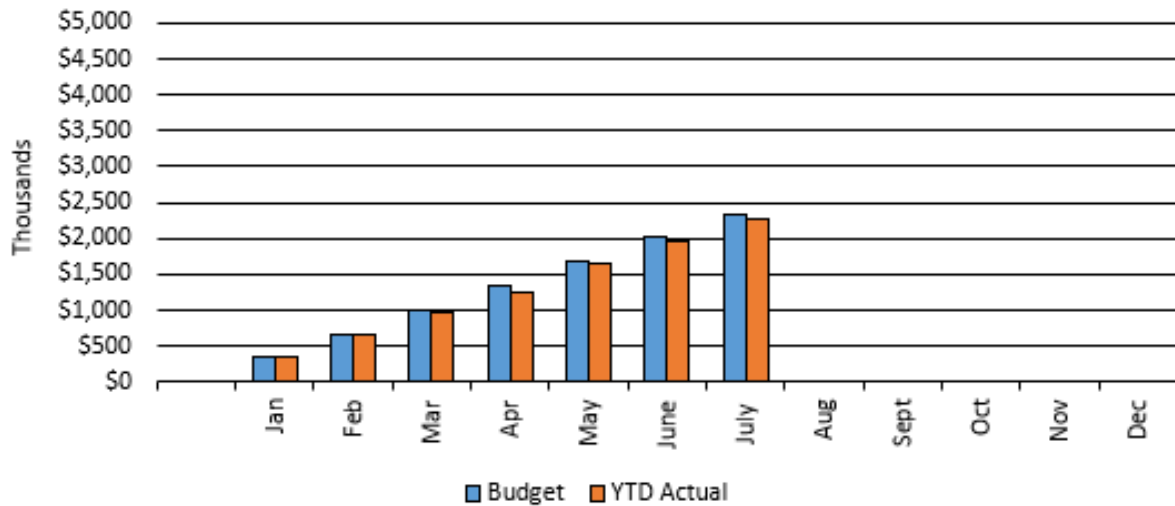
Revenue YTD vs Budget



Expenses

As of July 2024, actual expenses are lower than YTD budget by \$79,922 or 3%. Lower than budgeted treatment costs from the City of Red Deer make up most of this YTD variance.

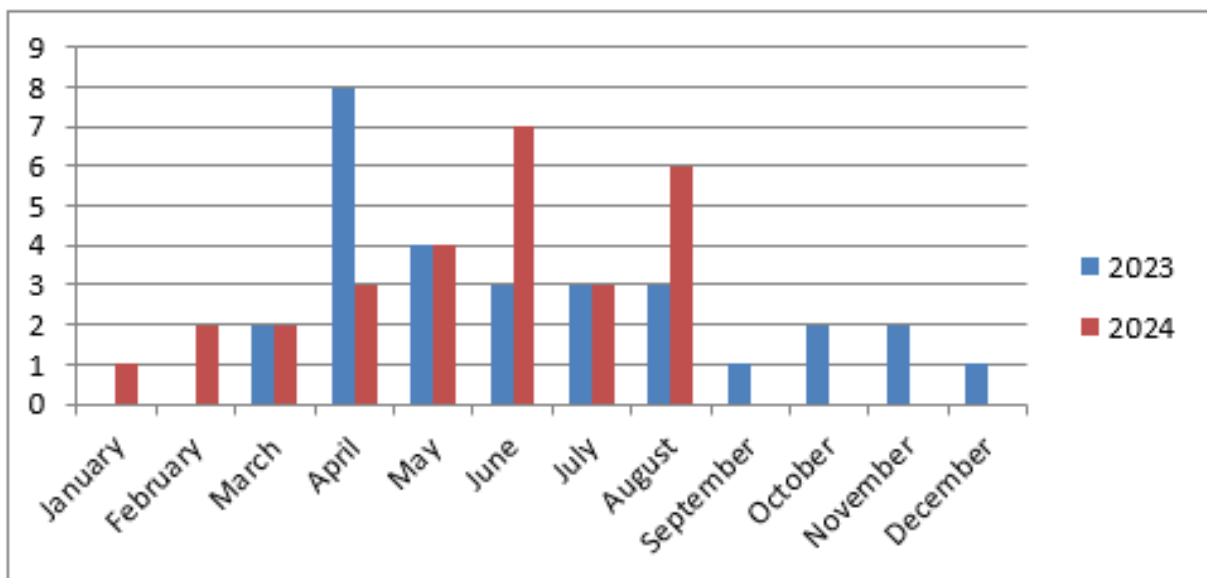
Expenses YTD vs Budget



YTD Surplus/Deficit

As of July 2024, the YTD net surplus is approximately \$158k. We expect this surplus to diminish by year-end due to payment timing differences and a higher than budgeted City of Red Deer rate.

OPERATIONAL



2023 = 29 locates completed

2024 to date = 28 requests

Notable activities since the last report

Lacombe:

- Harmonic filters are ordered. Waiting for delivery, installation and commissioning.

Blackfalds:

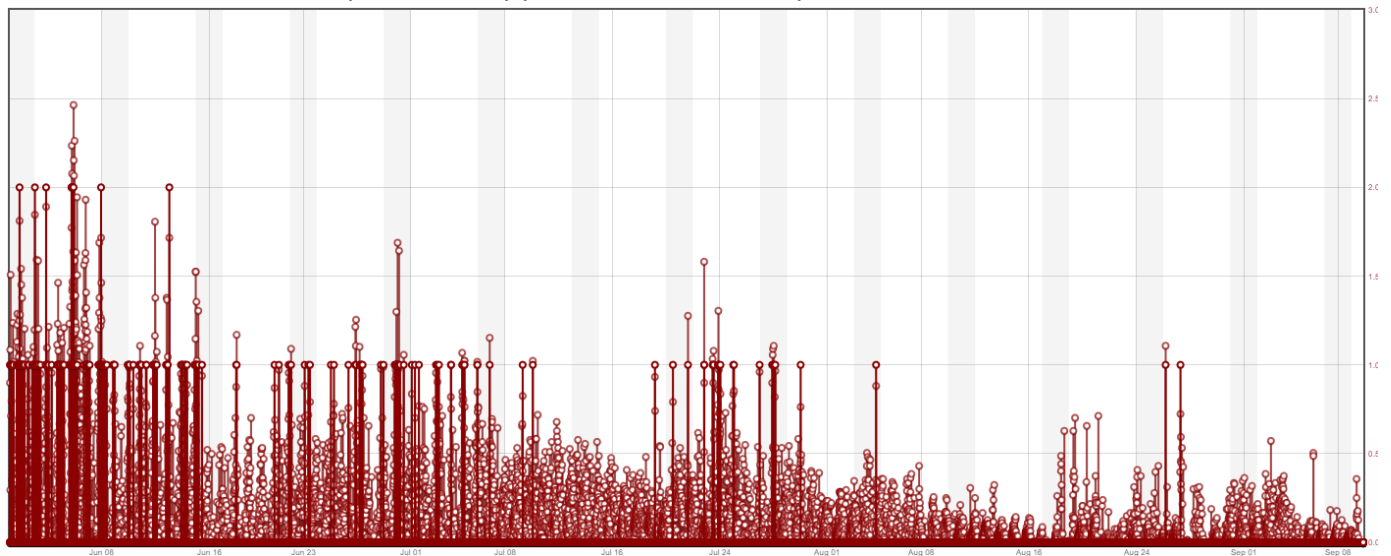
- New SCADA HMI installed at the emergency lift station, allowing operators to remotely monitor the station and provide limited functionality control. Control is limited until the station requires upgrades to the current equipment and PLC.

OMF:

- Operating well, no notable issues to report.

H2S Monitoring:

- CAV #3 H2S monitor installed on May 22. Graph below shows June 1, 2024 to September 9, 2024.
- H2S levels show a spike in June to 2 parts per million (ppm), and levels are averaging a range between 0.5-1.0 ppm.
- Detected by smell at concentrations ranging from 0.01-0.3 ppm
- OH&S limit for exposure; 10 ppm over an 8-hour period.



Planned Fall maintenance activities:

- Biofilter media sampling at Blackfalds and the OMF site.
- Install of the Harmonic filters in Lacombe TBD

ATTACHMENTS: N/A