

**REGIONAL WASTEWATER MEETING MINUTES**

**October 10, 2017**  
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  
Dion Pollard, CAO, City of Lacombe  
Keith Boras, Manager of Environmental & Protective Services, 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  
Justin de Bresser, Financial Services Manager, City of Lacombe

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

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Terry Hager, County Commissioner, Lacombe County  
Tim Timmons, Manager of Corporate Services, Lacombe County

**1. Call to Order:**

Chairperson Christie called the meeting to order at 9:08am.

**2. Adoption of the Agenda:**

*MOVED by Councillor Wigmore that the agenda for October 10, 2017 be adopted as presented.*

CARRIED

**3. Adoption of Previous Minutes**

**Meeting of July 24, 2017**

*MOVED by Vice Chairperson Stol that the minutes for October 10, 2017 be adopted as presented.*

CARRIED

#### 4. Financial Information

The Commission was updated with the financials and the contracts actual costs to date, the estimated contract costs for the next 2 months, engineering actual costs, and insurance cost to date. The Commission was informed that although the last few months of the project will have some high costs, the projects budget looks like it will be under budget.

*MOVED by Councillor Wigmore that the Commission accept the Financial Update of October 10, 2017 as information.*

CARRIED

#### 5. 2018 Operating Budget

Administration presented to the Commission estimates for the 2018 Operating Budget. The budget outlined the proposed budget for 2018 and the projected budget for 2019 and 2020. The members were informed of the importance of placing funds into reserves for future capital upgrades, operating, and unrestricted to be used in case of unbudgeted events. Updates to the current Business Plan reflect the timing of construction payments, debentures and actual invoices.

The Business Plan will need to reflect a correction on Table 6.1, 2016 Actual Annual Expense for Board Honorariums from \$2,652.00 to \$0.00.

*MOVED by Vice Chairperson Stol that the Commission accept the budget as presented.*

CARRIED

*MOVED by Vice Chairperson Stol that the Commission direct administration to prepare the necessary documentation for the setting of rates.*

CARRIED

#### 6. Scope Change – Contract#2 (Odour Management Facility)

Administration proposed to the Commission a scope of change and associated costs for Contract #2 Odour Management Facility. The addition of a Carbon Filter System to run parallel with the two stage bio-filter system and to run in series providing a polishing system in case of a breakthrough of odours through the bio-filter system. As the scope change will bring Contract#2 over budget, there is a financial plan for the costs to be absorbed by the projects overall contingency.

*MOVED by Vice Chairperson Stol that the Commission endorse the scope change for additional filter and additional power requirements when the system is operating.*

CARRIED

*MOVED by Vice Chairperson Stol that the Commission fund the scope change by transferring contingency between contracts, \$300,000 from Contract 1 and \$200,000 from Contract 4 to be transferred to Contract 2, \$200,000 from Contract 5 to be transferred to Contract 3.*

CARRIED

## 7. Management Services RFP

CAO Goudy presented an update on the status of the Operations and Administrations services. Administration, in consultation with members of the Technical Committee, developed a comprehensive Operations & Administration RFP. The RFP includes the full scope of Management Services required by the North Red Deer Regional Wastewater Services Commission.

*MOVED by Councillor Wigmore that the Commission endorse the Operations and Administration Request for Proposal.*

CARRIED

## 8. Engineers Report

Mr. Sawatzky informed the members that the Commission has acquired all previously outstanding land parcels and have obtained 80% of EQUS line crossing applications. The cost for equalization storage systems are expected to come in by late October for Blackfalds and late November for Lacombe. All contracts are on budget and on schedule. A progress report was provided for each contract with site photos and maps showing the extent and locations of pipe that has been installed.

*MOVED by Vice Chairperson Stol to accept the Engineer's Report of October 10, 2017 as information.*

CARRIED

## 9. In Camera

*MOVED by Vice Chairperson Stol to move IN CAMERA at 10:05am to discuss a financial matter.*

CARRIED

*MOVED by Councillor Wigmore to move OUT OF CAMERA at 10:59am.*

CARRIED

*MOVED by Councillor Wigmore that the Commission offer the Town of Blackfalds a lump sum of \$350,000 for Blackfalds existing Lift Station #1.*

CARRIED

## 10. Next Meeting

The next meeting is scheduled for Monday October 30, 2017 at 9:00am in the City of Lacombe Council Chambers.

## 11. Adjournment:

*MOVED by Chair Christie that the North Red Deer Regional Wastewater Services Commission meeting of October 10, 2017 be adjourned at 11:25am.*

CARRIED

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Chairperson

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Administrator