

REGIONAL WASTEWATER MEETING MINUTES

April 6, 2020
COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Councillor Ken Wigmore, Chair, Councillor, Lacombe County
Mayor Richard Poole, Vice Chair, Mayor, Town of Blackfalds
Mayor Grant Creasey, Director, Mayor, City of Lacombe

Others: Jordan Thompson, Acting CAO, NRDRWWSC

Mauricio Reyes, Senior Manager of Financial Services, City of Lacombe
Michael Minchin, Manager of Corporate Services, Lacombe County
Amber Mitchell, Engineering Services Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Jennifer Peterson, Administrative Assistant, NRDRWWSC

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.
Ryan Wachter, BDO Canada LLP
Alan Lister, BDO Canada LLP

Regrets: Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Tim Timmons, County Commissioner, Lacombe County

1. Call to Order:

Chair Wigmore called the meeting to order at 9:05 am.

CARRIED

2. Adoption of the Agenda:

MOVED by Director Creasey that the agenda for April 6, 2020 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

Regular Meeting of December 9, 2019

MOVED by Vice Chair Poole that the minutes for December 9, 2019 meeting be adopted as presented.

CARRIED

4. 2019 Audit Financial Statements

Ryan Wachter, a representative of BDO Canada LLP, presented to the Commission the North Red Deer Regional Wastewater Services Commission 2019 Financial Statements. The financial statement presents fairly in all material respects, is a clean audit and demonstrate that the Commission is in a good financial position. At the end of the year the Commission owed \$552,000 in accounts payable, which a large portion of that was payable to the City of Red Deer for wastewater treatment services. The current portion of debt is that will be paid on long-term debt principal in 2020 the principal will \$137, 891. As of the end of 2019, the Commission had about \$627,000 of financial assets compared to \$690,325 of current financial liabilities, a shortfall due to the current portion of the long-term debt is not due right at December 31, 2019 and will be paid later in the year after additional fees have been charged. The long-term debt owing at the end of 2020 will be \$4.6million, which is related to funding the capital assets. The Commission has liabilities in excess of its financial assets, which is not unusual as it will provide future revenue. Two largest revenue sources were wastewater sales to the members, services were a little higher than anticipated at \$3.9million from the budgeted amount of \$3.6million. Capital and operating reserves have increased, cash flows at the end of 2019 was \$216,736, a decrease from the beginning of the year.

MOVED by Director Creasey that the Commission accept and approve the North Red Deer Regional Wastewater Services Commission Consolidated Financial Statements December 2019, as attached to the memo.

CARRIED

Ryan Wachter and Alan Lister exited the meeting at 9:23 am

5. Finance Quarter 1 Report

Senior Manager Reyes presented to the Commission a variance report on operational revenue and expenditures end February 28, 2020. The breakdown for each member, Blackfalds and Lacombe, were provided for the months of January and February 2020 and are in line with revenue expectations. Budgeted Requisitions are due to be billed 50% in June and the remaining 50% in December.

MOVED by Director Creasey to accept the February Variance Report of February 2020 as information.

CARRIED

6. Operational Report

Director Thompson presented the operational report for April 6, 2020 with updates on the City of Lacombe Management Services for the Commission. A number of deficiencies were listed that are currently being tracked by the operators and working with Stantec on a regular basis to have the deficiencies addressed within the contract warranty period. Grease build up has been found primarily in the Blackfalds wet well, minimal grease at Lacombe, this will be monitoring as it is becoming more common for regional Commissions (South Red Deer Regional Wastewater) where enzymes to reduce

grease build have had to be added. In response to the COVID 19, regional operators are following protocol set by the province on social distance and all precautionary measures recommended by Alberta Health. Reassurance has been made with manufacturers for chemical needed from the supplier and if required a similar product is available from other manufacturers.

MOVED by Vice Chair Poole to accept the Operational Monthly Report of April 6, 2020 as information.

CARRIED

7. Lacombe County Letter – Budget Approval

MOVED by Director Creasey to accept the Lacombe County Letter for Budget Approval as information.

CARRIED

8. Adjournment:

MOVED by Director Creasey that the North Red Deer Regional Wastewater Services Commission meeting of April 6, 2020 be adjourned at 10:44 am.

CARRIED

Original Signed
Chair

Original Signed
Administrator