

REGIONAL WASTEWATER MEETING MINUTES

April 9, 2018
COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

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

Others: Matthew Goudy, CAO, NRDRWWSC
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Michael Minchin, Manager of Corporate Services, Lacombe County
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Justin de Bresser, Acting Chief Financial Officer, City of Lacombe
Denise Bellabono, Administrative Assistant, NRDRWWSC

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

Regrets: Keith Boras, Manager of Environmental & Protective Services, Lacombe County
Daniel Luymes, BDO Canada LLP

1. Call to Order:

Chair Wigmore called the meeting to order at 10:15am.

CARRIED

2. Adoption of the Agenda:

MOVED by Vice Chair Creasey that the agenda for April 9, 2018 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

Regular Meeting of March 12, 2018

MOVED by Director Poole that the minutes for March 12, 2018 Regular Meeting be adopted as presented.

CARRIED

4. 2017 Financial Audit – NRDRWWSC

Mr. Wachter presented to the Commission the 2017 Financial Audit as a clean audit, the financials are correct with no issues. The funds borrowed from the County through the Funding Agreement, have been removed on the books as the Commission has repaid the advance in full. The financial statement of operations highlights a surplus from revenue and expenses. As the project is still in the development phase, there is not much to report on the construction aspect of the project.

MOVED by Vice Chair Creasey that the Commission accept and approve the North Red Deer Regional Wastewater Services Commission Consolidated Financial Statements December 31, 2017, as attached to the memo.

CARRIED

Ryan Wachter left the meeting at 10:23am.

5. Financial Report

Mr. de Bresser updated the Commission on the line of credit of \$20 million and the cash balance as of April 6, brings the Commission out of overdraft. Two claims, December and January-February, have been submitted to the province for \$4.3 million. For capital expenditures, there are four contracts remaining with work at an estimated cost of \$5.3 million. Operations is getting everything set up with software and the first bill to each of the communities will be sent out at the beginning of May 2018.

MOVED by Vice Chair Creasey that the Commission accept the Financial Update of March 31, 2018 as information.

CARRIED

6. Appointment of 2018 Auditors

Administration informed the Commission that the Commission's Auditors, BDO Canada LLP, completed the fourth year of a five year contract. The Commission is to appoint an auditor on an annual basis, regardless of the contract.

MOVED by Director Poole that the Commission appoint BDO Canada LLP of Red Deer, Alberta as the Commission's external financial auditors for the 2018 fiscal year.

CARRIED

7. NRDRWWSC Chief Administrative Officer Bylaw

Administration presented a draft of Bylaw 7- Chief Administrative Officer to the members for review and comment. Discussion on a title change of the CAO, from administrations experience the title of Manager was commonly used for older commissions, whereas CAO is commonly used for newer commissions. The Commission decided to keep the title as CAO.

MOVED by Vice Chair Creasey that the Commission give first reading to Bylaw 7 for Chief Administrative Officer as presented.

CARRIED

MOVED by Director Poole that the Commission give second reading to Bylaw 7 for Chief Administrative Officer as presented.

CARRIED

MOVED by Vice Chair Creasey that the Commission proceed with third reading of Bylaw 7.

CARRIED

MOVED by Director Poole that the Commission give third reading to Bylaw 7 for Chief Administrative Officer as presented.

CARRIED

8. Grand Opening Ceremony

Ms. Bellabono presented an update to the commission on the dates and invitees for the Grand Opening. Confirmation of attendance was received from the Ministers offices with a time change to the event, which will now take place at 2pm. A draft of the itinerary for the event was provided, which includes speakers from both the federal government and provincial government, as well as a representative from each of the partnered municipalities. The site tour has been replace with the unveiling of the bronze plaque commemorating those involved in the project at all levels of government including past and present commission members.

MOVED by Vice Chair Creasey that the Commission accept the Grand Opening Ceremony update as information.

CARRIED

9. Engineers Report

Mr. Sawatzky updated the Commission on the Blackfalds Lift Station, it has been functioning with no issues and the looking to have a fully operational system by April 13, 2018. The equalization storage ponds are empty and will need to dry out, aerated, cleaned up around the berms and have pipes installed between the cells for drainage. Still waiting on the quote for the equalization storage system for the Lacombe Lift station should be obtained in April.

MOVED by Director Poole to accept the Engineer's Report of April 9, 2018 as information.

CARRIED

10. Next Meeting

The next meeting scheduled is for Wednesday June 27, 2018 from 9:00am-10:00am in the City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Vice Chair Creasey that the North Red Deer Regional Wastewater Services Commission meeting of April 9, 2018 be adjourned at 10:54am.

CARRIED

Original Signed

Chair

Original Signed

Administrator