

**REGIONAL WASTEWATER MEETING MINUTES**

**December 11, 2017**

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.

**Regrets:** Keith Boras, Manager of Environmental & Protective Services, Lacombe County

**1. Call to Order:**

Chair Wigmore called the meeting to order at 9:51am.

CARRIED

**2. Adoption of the Agenda:**

*MOVED by Mayor Poole that the agenda for December 11, 2017 be adopted as amended.*

CARRIED

**3. Adoption of Previous Minutes**

Regular Meeting of November 6, 2017  
Organizational Meeting of November 6, 2017

*MOVED by Vice Chair Creasey that the minutes for November 6, 2017 Regular Meeting be adopted as amended.*

CARRIED

*MOVED by Vice Chair Creasey that the minutes for November 6, 2017 Organization Meeting be adopted as presented.*

CARRIED

#### **4. Financial Report**

Mr. de Bresser updated the Commission on capital expenditure and cash flow, and the increased line of credit to \$20million, with \$10.8million available balance. There are enough funds for all the contract payments for November's work. An estimated \$14-\$15million of funds are still to come in from the province, CAO Goudy made notice that he was confident of receiving the funds.

*MOVED by Vice Chair Creasey that the Commission accept the Financial Update of December 5, 2017 as information.*

CARRIED

#### **5. Bylaw 4 Rates & Fees**

1. Administration presented Bylaw 4, Rates & Fees, which will set the wastewater rates and fees for 2018. Annual rate bylaws will be presented as the Commission moves into active service provision to members. The rate charged to Members for wastewater services beginning April 1, 2018 shall be \$1.85 per cubic meter on measured wastewater volume disposed into the NRDR System. The rate charged to Customers for wastewater services beginning April 1, 2018 shall be \$1.95 per cubic meter on measured wastewater volume disposed into the NRDR System. All future bylaws for rate and fees will have an enactment date of March 1<sup>st</sup> of each year, timed to change along with any increase or decrease by the City of Red Deer.

*MOVED by Mayor Poole that the Commission give first reading to Bylaw 4 for the 2018 Rates and Fees.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission give second reading to Bylaw 4 for the 2018 Rates and Fees.*

CARRIED

*MOVED by Director Poole that the Commission give third reading Bylaw 4 for the 2018 Rates and Fees.*

CARRIED

*MOVED by Director Poole that the Commission proceed with third reading of Bylaw 4.*

CARRIED

#### **6. Management Services RFP**

Administration presented to the Commission the draft of the Management Services Request for Proposal. Due to the length of the line, approximately 28km, daily maintenance and 24 hour monitoring

will be required. Management will have full responsibility for all administrative and operational activities of the North Red Deer Regional Wastewater Services Commission.

*MOVED by Mayor Poole to move IN CAMERA at 10:12am to discuss the RFP wording.*

CARRIED

*MOVED by Vice Chair Creasey to move OUT OF CAMERA at 10:27am.*

CARRIED

*Michael Minchin, Manager of Corporate Services, Lacombe County, was asked to wait outside at 10:27am.*

*MOVED by Vice Chair Creasey that the RFP be given to Lacombe County for revision for impartiality and come back to the Commission thereafter as soon as possible.*

CARRIED

*Michael Minchin, Manager of Corporate Services, Lacombe County, rejoined the meeting at 10:31am.*

## **7. Engineers Report**

Mr. Sawatzky updated the Commission on the design progress, with the last two technical memos being completed and distributed. Majority of the construction is on schedule or ahead, with contract four delayed due to a long-term order that will be coming in January. Progress report on each contract was given to the Commission along with photos of each site.

*MOVED by Mayor Poole to accept the Engineer's Report of December 11, 2017 as information.*

CARRIED

*Meeting recessed at 10:52am*

*Meeting returned from recess at 10:58am*

## **8. Next Meeting**

The next meeting is scheduled for Monday January 22, 2018 from 9:00am-10:00am in the City of Lacombe Council Chambers.

## **9. Adjournment:**

*MOVED by Vice Chair Creasey that the North Red Deer Regional Wastewater Services Commission meeting of December 11, 2017 be adjourned at 11:02am.*

CARRIED

\_\_\_\_ Original Signed \_\_\_\_\_  
Chair

\_\_\_\_ Original Signed \_\_\_\_\_  
Administrator