

REGIONAL WASTEWATER MEETING MINUTES

January 29, 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:** Bob Cardwell, Director of Corporate Services, City of Lacombe
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:** Matthew Goudy, CAO, NRDRWWSC
Myron Thompson, CAO, Town of Blackfalds
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

1. Call to Order:

Chair Wigmore called the meeting to order at 9:06am.

CARRIED

2. Adoption of the Agenda:

MOVED by Vice Chair Creasey that the agenda for January 29, 2018 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

Regular Meeting of December 11, 2017

MOVED by Director Poole that the minutes for December 11, 2017 Regular Meeting be adopted as presented.

CARRIED

4. Financial Report

Mr. de Bresser updated the Commission on the provincial claims that have been paid, leaving only Decemblers claim unpaid. The work remaining on the contracts as of December 31, 2017, is estimated to be \$9.1 million, excluding engineering costs. The year-end audit is about to commence and upon completion of the audit, financials will be finalized and reported to the commission.

MOVED by Vice Chair Creasey that the Commission accept the Financial Update of January 29, 2018 as information.

CARRIED

5. Bylaw 5 & Bylaw 6 Long term Borrowing

Administration presented for first, second and third reading of Bylaw 5 a long –term borrowing of \$5 million from Alberta Capital Finance Authority with fixed payments for the period of the loan and a fixed rate not to exceed 5%. Also presented for first, second and third reading of Bylaw 6 a long-term borrowing of \$5 million from Servus Credit Union with flexible repayments allowing the Commission to make lump sum payments over the term of the loan with a variable rate, not to exceed 7%. With the wastewater line in its final stages of construction, it is imperative that the borrowing for the commission’s portion of the project is approved and funded before April 2018. This will provide at least 50% of the estimated borrowing with Alberta Capital Finance Authority and the remainder from Servus Credit Union. Upon completion of the project, Administration will repeal the temporary borrowing of Bylaw 3.

MOVED by Director Poole that the Commission give first reading to Bylaw 5 for Long Term Borrowing authorizing the \$5 million indebtedness from Alberta Capital Finance Authority with interest not to exceed 5%.

CARRIED

MOVED by Vice Chair Creasey that the Commission give second reading to Bylaw 5 for Long Term Borrowing authorizing the \$5 million indebtedness from Alberta Capital Finance Authority with interest not to exceed 5%.

CARRIED

MOVED by Director Poole that the Commission proceed with third reading of Bylaw 5.

CARRIED

MOVED by Vice Chair Creasey that the Commission give third reading to Bylaw 5 for Long Term Borrowing authorizing the \$5 million indebtedness from Alberta Capital Finance Authority with interest not to exceed 5%.

CARRIED

MOVED by Director Poole that the Commission give first reading to Bylaw 6 for Long Term Borrowing authorizing the \$5 million indebtedness Servus Credit Union with interest not to exceed 7%.

CARRIED

MOVED by Vice Chair Creasey that the Commission give second reading to Bylaw 6 for Long Term Borrowing authorizing the \$5 million indebtedness Servus Credit Union with interest not to exceed 7%.

CARRIED

MOVED by Director Poole that the Commission proceed with third reading of Bylaw 6.

CARRIED

MOVED by Vice Chair Creasey that the Commission give third reading to Bylaw 6 for Long Term Borrowing authorizing the \$5 million indebtedness Servus Credit Union with interest not to exceed 7%.

CARRIED

6. Management Services RFP

Michael Minchin, Manager of Corporate Service for Lacombe County, presented to the commission the results of the request for proposals for management services. At the December 11, 2017 regular meeting, the Board directed Lacombe County to revise the request for proposal for management services. The request for proposal for management services was issued on January 3, 2018 and closed January 19, 2018. Four submissions were received and evaluated by three board members and two administration members of Lacombe County. In addition to the review of submissions, interviews were conducted with several proponents.

MOVED by Director Poole that the Commission award the contract for management services to the City of Lacombe for a three-year period and subject to the entering of a services agreement.

CARRIED

7. Engineers Report

Mr. Sawatzky updated the Commission on the design progress, with the details as to why the design of the equalization storage system at Blackfalds and Lacombe are being revised. The construction is still all on schedule and on budget and a summary of the project balance for engineering, construction and land as of December 31, 2017, totalled \$70,848,942. Construction progress of each contract was reported and the overall commission start-up meeting date has been set for February 21, 2018. A tentative Start-up date for the system has also been set for the week of March 5, 2018 and an attached schedule was included in the report.

MOVED by Director Poole to accept the Engineer's Report of January 29, 2018 as information.

CARRIED

8. Next Meeting

The next meeting scheduled is for Monday March 12, 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 January 29, 2018 be adjourned at 9:38am.

CARRIED

___Original has been signed_____
Chair

___Original has been signed_____
Administrator