

**REGIONAL WASTEWATER MEETING MINUTES**

**June 27, 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

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:** 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 9:00am.

CARRIED

**2. Adoption of the Agenda:**

*MOVED by Vice Chair Creasey that the agenda for June 27, 2018 be adopted as amended.*

CARRIED

**3. Adoption of Previous Minutes**

Regular Meeting of *April 9, 2018*

*MOVED by Director Poole that the minutes for April 9, 2018 Regular Meeting be adopted as presented.*

CARRIED

#### 4. Financial Report

Mr. de Bresser updated the Commission on the first three months of operational revenue and expenditures, with May being the first full month of volumes recorded leaving the lift stations. Revenue has been coming in and invoices have been received by the City of Red Deer. A projected yearend analysis will be done after a few more full months of billing and volumes are recorded. Currently the revenue is looking good with treatment up to \$182,000 for the month of May. The gap between revenue and expenses of \$300,000 is due to revenue records include until the end of May and expenses are only records are only until the end of April. Expenses have slowed down and there is a provincial claim sent in up until the end of March and it has been confirmed to be in the system for processing, with another claim going in at the end of June for the remaining expenses. In respect to the volumes to water and sewer, the correlation between water and sewer at this stage has only had one month to monitor the volumes and will look at the infiltrations after a few months.

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

CARRIED

#### 5. Bylaw 5.1 –ACFA Borrowing

Mr. de Bresser presented to the Commission Bylaw 5.1 to amend existing Bylaw 5.0 that came into force January 29, 2018 for the borrowing of \$5Million through Alberta Capital Finance Authority (ACFA). Bylaw 5.0 did not include the repayment section, as requested by ACFA. The amendment indicates that the repayment of the debenture will be levied and collected from commission members.

*MOVED by Director Poole that the Commission give first reading to Bylaw 5.1 for the repayment section to Alberta Capital Finance Authority.*

CARRIED

*MOVED by Director Poole that the Commission give second reading to Bylaw 5.1 for the repayment section to Alberta Capital Finance Authority.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission give third reading to Bylaw 5.1 for the repayment section to Alberta Capital Finance Authority.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission proceed with third reading to Bylaw 5.1.*

CARRIED

#### 6. Operational Report

Administration presented the first operational monthly report to the Commission. Alberta One-Call locates services are not active at this time, but in the works. The operations staff have done a few

locates from regional water notifications. The Odour Management Facility (OMF) has been functional since the end of March, with Blackfalds pumping to the OMF and Lacombe pumping to Blackfalds. All system components are now fully commissioned and call out response details were provided to the commission. Once the system has been operational for three full months, a power analysis on the sites will be done using a third party.

*MOVED by Vice Chair Creasey that the Commission accept the Operational Monthly Report of June 27, 2018 as information.*

CARRIED

## **7. Purchasing Policy**

Administration presented Purchasing Policy, Policy 01, which is required for the Commission for the number of purchases made for materials. The policy ensures that all purchases made are in compliant with legislation, consistent, fair, and follows the accounting principles. Changes to the policy included the removal of Schedule A that was attached in error, to change *Chief Administration Officer* to *Board* in section 8 a), and remove *Repeal 1. North Red Deer Regional Wastewater Services Commission Policy #12/211 (06) PO and all amendments are repealed.*

*MOVED by Director Poole that the Commission endorse and proceed with the Purchasing Policy 01 as amended.*

CARRIED

## **8. Lease Agreements**

Administration presented the Lease Agreement between the Commission and the Town of Blackfalds and the Lease Agreement between the Commission and the City of Lacombe for the lift station sites that have been built on the municipal owned lands. At the regular commission meeting of November 14, 2016, the motions were made by the previous Vice-Chair Stol and was carried to approve the lease agreement and to present to each respective Council for approval.

*MOVED by Vice Chair Creasey that the Commission approve the Lease Agreement between the Commission and the Town of Blackfalds and presented to the respective council for approval and execution.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission approve the Lease Agreement between the Commission and the City of Lacombe and presented to the respective council for approval and execution.*

CARRIED

## **9. Membership Agreements**

Administration presented the Membership Agreement between the Commission and the Town of Blackfalds, the Commission and the City of Lacombe, and the Commission and Lacombe County. At the regular commission meeting of March 12, 2018, the motions were made by the Vice-Chair Creasey and was carried to approve the template of the Membership Agreement for submission to each individual member. The agreements were conformed to each individual member and reviewed by the Technical Committee.



*MOVED by Director Poole that the Commission approve the Membership Agreement between the Commission and the Town of Blackfalds and presented to the respective council for approval and execution.*

CARRIED

*MOVED by Director Poole that the Commission approve the Membership Agreement between the Commission and the City of Lacombe and presented to the respective council for approval and execution.*

CARRIED

*MOVED by Director Poole that the Commission approve the Membership Agreement between the Commission and Lacombe County and presented to the respective council for approval and execution.*

CARRIED

## **10. Supply of Service Agreements**

Administration presented the Supply of Service Agreement between the Commission and the Town of Blackfalds, the Commission and the City of Lacombe, and the Commission and Lacombe County. At the regular commission meeting of March 12, 2018, the motion was made by Director Poole to send a draft of each individual members agreement to the Technical Committee to review and bring back to the Commission for approval and present to each respective council. The agreements outline the operational requirements of the system and the overall revenue and cost of operating the system.

*MOVED by Vice Chair Creasey that the Commission approve the Supply of Service Agreement between the Commission and the Town of Blackfalds and presented to the respective council for approval and execution.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission approve the Supply of Service Agreement between the Commission and the City of Lacombe and presented to the respective council for approval and execution.*

CARRIED

*MOVED by Vice Chair Creasey that the Commission approve the Supply of Service Agreement between the Commission and Lacombe County and presented to the respective council for approval and execution.*

CARRIED

## **11. Engineers Report**

Mr. Sawatzky updated the Commission that the majority of the construction for each contract are in the final stages, with the equalization storage work commencing in August and will be completed by October 2018. Key dates highlighted included upcoming completions of seasonal deficiencies. The alignment looks very clean and good, photos were provided showing the reclamation of landowners land and the areas around the sites. Final damage release and landowner signoffs will be completed by the end of July.

MOVED by Director Poole to accept the Engineer's Report of June 27, 2018 as information.

CARRIED

## 12. Transfer of Contingency Funds

Administration presented opportunities to the Commission to take advantage of the grant funding available for the benefit of the long-term operations of the system. As the equalization ponds were both carried as 'cash allowances', only \$500,000 is accessible for this portion of the project. Competitive bids were received with Blackfalds coming in at \$1 Million on the bids, as there are many unknowns with the sludge and liquids in the ponds. Transferring of contingency funds from individual contracts into a general project contingency, will allow for the grant funding to cover the higher costs on the equalization ponds, while staying under budget. The contingency funds to be transferred is totalled at \$2,320,000 and will be transferred as followed:

- Transfer \$200,000 from contract 1 to general project contingency
- Transfer \$90,000 from contract 2 to general project contingency
- Transfer \$260,000 from contract 3 to general project contingency
- Transfer \$750,000 from contract 5 to general project contingency
- Transfer \$1,020,000 from contract 6 to general project contingency

MOVED by Vice Chair Creasey that the Commission authorize the transfer of the contingency funds from specific contracts to general project contingency for the total of \$2,320,000.


CARRIED

## 13. Next Meeting

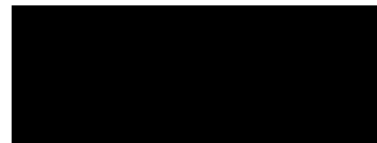
The next meeting scheduled is for Monday September 17, 2018 from 10:00am-11:00am in the City of Lacombe Council Chambers, followed with a System Site Tour from 11:00am –1:00pm.

## 14. Adjournment:

MOVED by Vice Chair Creasey that the North Red Deer Regional Wastewater Services Commission meeting of June 27, 2018 be adjourned at 9:46am.



Chair



Administrator

CARRIED