

REGIONAL WASTEWATER MEETING MINUTES

November 5, 2018
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: 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
Justin de Bresser, Acting Chief Financial Officer, City of Lacombe
Ross Pettibone, Administrative Assistant, NRDRWWSC

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.

Regrets: John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

1. Call to Order:

Chair Wigmore called the meeting to order at 10:44am.

CARRIED

2. Adoption of the Agenda:

MOVED by Vice Chair Creasey that the agenda for November 5, 2018 be adopted as presented.

CARRIED

3. Nomination of Officers

- 1) Chairman
Mayor Poole nominated Lacombe County, Councillor Ken Wigmore

MOVED by Director Poole that the nomination of Chair cease

CARRIED

- 2) Vice Chairman
Mayor Creasey nominated Town of Blackfalds, Mayor Richard Poole

MOVED by Councillor Wigmore that the nomination of Vice-Chair cease

CARRIED

MOVED by Mayor Creasey that Councillor Ken Wigmore be elected Chair and Mayor Richard Poole be elected Vice Chair of the North Red Deer Regional Wastewater Services Commission for the term of three years as stated in the NRDRWWSC Bylaw1, effective November 5, 2018 and expiring November 6, 2020.

CARRIED

4. Adoption of Previous Minutes

Regular Meeting of September 17, 2018

MOVED by Director Creasey that the minutes for September 17, 2018 Meeting be adopted as presented.

CARRIED

5. Financial Report

Mr. de Bresser presented to the Commission the 3rd quarter operating report, which included volumes for all 3 months. Treatment of wastewater billing to members has commenced, with Blackfalds starting in March and Lacombe in April when they came online. The 2018 requisition will go out once the December debt payments have been finalized. Variance reports were provided showing current month and year to date expenditures, which a number of expenses are expected to come under budget, setting off the lower revenue.

MOVED by Director Creasey that the Commission accept the Financial Update of September 30, 2018 as information.

CARRIED

6. 2019 Budget

CAO Goudy informed the Commission that the business rates presented the business plan will be used in the first year of operations. Administration will finalize the 2019 Budget numbers for the next meeting.

MOVED by Director Creasey that the Commission accept the 2019 Draft Budget as information.

CARRIED

7. Bylaw No.1 – Proposed Amendment Notification

CAO Goudy notified the Commission of the conflicting statements in the current Bylaw 1, which states a 3-year term and one that states annual elections for the Commission positions of Chair and Vice-Chair. Under Bylaw 1, a 30-day notification is required for any consideration of an amendment.

Administration is recommending changing to a four-year term for the Board of Directors to align with municipal term of office and remove the term of office section 3.2, leaving the election of positions to be annually.

MOVED by Vice Chair Poole that the Commission accept the thirty day written notice of the proposed amendment to Bylaw No. 1 as a notice of motion.

CARRIED

8. County of Lacombe – Request for allocation

The County of Lacombe request for allocation was deferred at the September 17, 2018 meeting, which was a consideration for a guaranteed allocation that expressed concern that the fast growing urban members would take all capacity and whether there is an obligation in the business plan. The request is that Lacombe County be guaranteed the dry peak flow ratio included in the business plan representing 16.5% of transmission capacity, which is approximately 40,000/month. In the first phase of the Business Plan, the Town of Blackfalds and City of Lacombe are substantially drawing services. The debt repayment requisitions are made to each member, based on ratio of peak dry weather flow. The second phase, all members will be substantially drawing services and debt repayment will occur through the cubic meter rate structure. Lacombe County is request would have no changes in the first phase, but would continue to receive a direct requisition with a minimum of 16.5% throughout the debenture for the second phase, which will eliminate a double charge for the debenture.

MOVED by Director Creasey that the Commission endorse the proposed debenture model, and allocate capacity to Lacombe County accordingly.

CARRIED

9. Joint Funding Application - ICP

CAO Goudy proposed the Commission support a joint funding application for Investment in Canada Infrastructure (ICIP) with the City of Red Deer and the Sylvan Lake Regional Wastewater Commission for treatment upgrades, primarily driven by regionalization for treatment in central Alberta. Technical memorandums have been provided describing flow allocations and involves an upgrade to meet the increasing volumes of both Commissions with a projected cost of \$110 million, with \$90 million being attributed to regional volume.

The Commission discussed supporting the joint application based on the flow rates in the technical memorandum.

MOVED by Director Creasey that the Commission support the City of Red Deer with the joint funding application to Investment Canada Infrastructure Program for Phase 5 of the wastewater treatment upgrades as discussed. (Regarding prior flow allocation technical memorandum)

CARRIED

10. Operational Report

The operational monthly report for September 17, 2018 was presented by Jordan Thompson with updates on the equalization storage system being underway. Regional Operators, Contractors and

Stantec are working on odour levels at the facilities to ensure H2S levels reported are accurate and at the downstream.

Preston Weran Left the meeting at 11:26am

MOVED by Vice-Chair Poole to accept the Operational Monthly Report of November 5, 2018 as information.

CARRIED

11. Engineers Report

Mr. Sawatzky updated the Commission of the land acquisitions final release payments and signoffs completed, but reminded the members of the contractors two-year warranty period. The construction progress has a few items that should be completed before the end of December. Construction Completion Certificates are still needed for the Odour Management Facility and Blackfalds Equalization Storage work, which should be by December.

MOVED by Director Creasey to accept the Engineer's Report of October 30, 2018 as information.

CARRIED

12. Next Meeting

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

13. Adjournment:

MOVED by Vice Chair Poole that the North Red Deer Regional Wastewater Services Commission meeting of November 5, 2018 be adjourned at 11:30am.

CARRIED

___Original Signed_____
Chair

___Original Signed_____
Administrator