

**REGIONAL WASTEWATER MEETING MINUTES**

**November 29, 2021**

**COUNCIL CHAMBERS**

**LACOMBE AB**

**In Attendance:**

**Members:** Mayor Grant Creasey, Mayor, City of Lacombe  
Mayor Jamie Hoover, Mayor, Town of Blackfalds  
Councillor John Ireland, Councillor, Lacombe County

**Others:** Jordan Thompson, NRDRWWSC CAO  
Denise Bellabono, Administrative Assistant, NRDRWWSC  
Matthew Goudy, CAO, City of Lacombe  
Tim Timmons, County Manager, Lacombe County  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe  
Amber Mitchell, Engineering Manager, City of Lacombe (remote)  
Chris Huston, Utilities Manager, City of Lacombe (remote)  
Danielle Nealon, Administration Assistant, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe

**Guests:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd. (remote)

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Michael Minchin, Manager of Corporate Services, Lacombe County

**1. Call to Order:**

Chair Creasey called the meeting to order at 10:34 am.

Following the Call to Order, the CAO, Jordan Thompson, chaired the organizational section of the meeting.

**2. Adoption of the Organizational Agenda:**

*MOVED by Councillor Ireland that the Organizational agenda for November 29, 2021, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Organizational Agenda**

**3.1. Annual Elections**

**3.1.a Election of Chair:**

Councillor John Ireland nominated Mayor Grant Creasey

*MOVED by Councillor Ireland that the nomination of Chair cease.*

*CARRIED UNANIMOUSLY*

Mayor Grant Creasey is declared Chair by acclamation

Following the Elections of Chair, the newly elected Chair, Grant Creasey, chaired the remainder of the meeting

3.1.b Election of Vice-Chair:

Councillor Ireland nominated Mayor Jamie Hoover

*MOVED by Councillor Ireland that the nomination of Vice-Chair cease*

*CARRIED UNANIMOUSLY*

Mayor Jamie Hoover is declared Vice-Chair by acclamation

3.2. 2021 Scheduling of Meetings

*MOVED by Councillor Ireland that the Commission approves the Regular Commission Meeting dates for 2022 as presented.*

*CARRIED UNANIMOUSLY*

**4. Adoption of the Regular Meeting Agenda**

*MOVED by Vice-Chair Hoover that the Regular Meeting agenda for November 29, 2021, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**5. Adoption of Previous Minutes**

5.1. Regular Meeting of September 13, 2021

*MOVED by Vice-Chair Hoover that the minutes for September 13, 2021 meeting be adopted as presented.*

*CARRIED UNANIMOUSLY*

**6. Reports**

**6.1. Administration**

CAO Thompson presented Administration's report to the Commission. Highlights of the report were the proposed financial plan and the 2022 budget. Revenue and expenses are lower than budget, and operational updates included meter verification testing completed, pump repairs and causes, and annual generator maintenance. CAO Thompson highlighted two major pump failures in November at the Lacombe lift station that are under repair and investigation. Pump 101 will be

back in service on November 30, 2021, but Pump 103 suffered catastrophic damage and will be out of service for an estimated 16 weeks. Preliminary estimates indicate the repairs will cost \$150,000.

## 6.2. Chair

Nothing to report currently.

## 7. Old Business

### 7.1. Bylaw 8 (Formerly Bylaw 1.1)

CAO Thompson presented for second and third reading, Bylaw 8, formerly Bylaw 1.1, that addresses the Regional Services Commissions legislation amendments and incorporates modernization and housekeeping updates, and the requested changes from the Commission at the September 13, 2021, regular meeting.

*MOVED by Councillor Ireland the Commission gives second reading to Bylaw 8 as presented.*

CARRIED UNANIMOUSLY

*MOVED by Councillor Ireland the Commission gives third reading to Bylaw 8 as presented.*

CARRIED UNANIMOUSLY

## 8. New Business / Emergent Items

### 8.1. 2022-2025 Financial and 2022-2031 Capital Plan

CAO Thompson presented two options for the Commission the 2022-2025 Financial Plan for consideration. Both options include the capital debt paid off by 2048, future grant or new debt needed to top off capital reserves for replacement of the mainline at its end of life, and assuming capital costs to replace the mainline at the end of its life.

*MOVED by Vice-Chair Hoover that the Commission endorses option 1 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.*

CARRIED UNANIMOUSLY

### 8.2. 2022 Operating and Capital Budget

CAO Thompson presented the 2022 Operating Budget to the Commission based on option 1 of the 2022-2025 Financial Plan. Projections for 2022 were made for overall wastewater sales, annual expenses with increases highlighted and estimated revenues for 2022

*MOVED by Vice-Chair Hoover that the Commission adopts the Option 1 2022 Operating Budget as presented.*

CARRIED UNANIMOUSLY

### 8.3. 2022-2025 NRDRWWSC Work Plan

CAO Thompson presented a 2022-2025 work plan and future work activities outside the current term. Highlighted were the management services contract, auditor request for proposal, update of the utility model, and development of an asset management plan.

*MOVED by Vice-Chair Hoover that the Commission approves the 2022-2025 Work Plan.*

*CARRIED UNANIMOUSLY*

*MOVED by Vice-Chair Hoover that the Commission direct Administration to explore energy recovery options and bring it to the board in June 2022.*

*CARRIED UNANIMOUSLY*

**9. Correspondence**

**10. In Camera**

**11. Next Meeting:**

Monday, December 6, 2021 at 10:00 am, City of Lacombe Council Chambers.

**12. Adjournment:**

*MOVED by Councillor Ireland that the North Red Deer Regional Wastewater Services Commission meeting of November 29, 2021 be adjourned at 11:19 am.*

*CARRIED UNANIMOUSLY*

**ORIGINAL SIGNED**

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Chair

**ORIGINAL SIGNED**

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Administrator