

**REGIONAL WASTEWATER MEETING MINUTES**

**September 9, 2019**

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  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Bill Cade, Operations Manager, County of Lacombe  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Justin de Bresser, Senior Manager - Financial Services, City of Lacombe  
Jordan Thompson, Director of Operations & Planning, City of Lacombe  
Amber Mitchell, Engineering Services Manager, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Denise Bellabono, Administrative Assistant, NRDRWWSC  
Angela Smith, Regional Utilities Foreman, NRDRWWSC  
Phillip Bevans, Municipal Affairs Intern, City of Lacombe

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

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Tim Timmons, County Commissioner, Lacombe County

**1. Call to Order:**

Chair Wigmore called the meeting to order at 11:00am.

*CARRIED*

**2. Adoption of the Agenda:**

*MOVED by Director Creasey that the agenda for September 9, 2019 be adopted as presented.*

*CARRIED*

**3. Adoption of Previous Minutes**

Regular Meeting of June 17, 2019

*MOVED by Vice Chair Poole that the minutes for June 17, 2019 meeting be adopted as amended.*

#### 4. Finance Quarterly Report

Senior Manager de Bresser presented to the Commission the quarterly report on operational revenue and expenditures ending June 30, 2019. All communities are trending slightly over revenue expectations. Budget requisitions have been billed for 50% in June with another 50% to be billed in December to each commission member. Revenue from septic service is expected to commence September 2019.

*MOVED by Vice Chair Poole that the Commission accept the Q2 Variance Report as information.*

CARRIED

#### 5. Alternative Signing Authority for CAO

Administrative Assistant Bellabono presented that, since the resignation of John Van Doesburg from the Commission in April 2019, no appointed official was determined as an alternate for signing authority in Van Doesburg's place in order to maintain administrative efficiency in Commission cheque and document processing.

*MOVED by Director Creasey that the Commission appoint Jordan Thompson as the alternative appointed official with signing authority for Commission cheques and documents in the absence of the CAO.*

CARRIED

#### 6. Fee for Line Crossing Policy

Municipal Affairs Intern Bevans presented a Fee for Line Crossing Policy to formalize the practice of collecting application fees from telecom, utility and site operators that wish to build or access within the Commission's easements. A fee increase from \$250 to \$500 was proposed to align with actual costs and other commissions in the region, taking effect immediately. As there is not often crossing of easements by commission members, there was no clarification as to if the fee applies to crossings by commission members.

*MOVED by Director Creasey that the Commission accept/endorse the Fee for Line Crossing Policy with a set fee of \$500 as proposed.*

CARRIED

#### 7. NRDRWWSC Pipeline Project – Projected Closing Balances

CAO Goudy presented updates for project cost have increases, requiring approval to funds. In February 2019, two pumps experienced electrical failure. The exact root cause of failures has not been determined, at this point the manufacturer agreed to credit the cost of required parts. There was significant damage to the pumps during transport, administration is actively working with insurance and negotiating with the shipper to recover costs. The Commission stands to exceed approvals for the project by \$490K due to engineering and legal costs. Work to reduce this overage through grants and insurance claims is ongoing through the shipper's and the Commission's insurance respectively, as well as a verbal confirmation of grant applicability from the Province. Confirmation of the grant funded components will be confirmed at the upcoming AUMA conference in Edmonton.

*MOVED by Director Creasey that the Commission accept the presentation as information and to approve the additional project funding, as requested.*

CARRIED

## **8. Operational Report**

The operational report for September 9, 2019 was presented by Manager Huston with updates that one calls are slowly increasing. Effluent removal from lagoons is complete in Lacombe and Blackfalds. Operators continue to work with Stantec on the motor issues, pipe fitting cracks and bio filter recirculation in both Lacombe and Blackfalds. The SRS draft agreement is complete and ready to finalize. Administration is to follow City of Red Deer rates of \$13.81 m<sup>3</sup>. Stantec is looking into solutions into pH levels in bio filter water of the Odour Management Facility.

*MOVED by Vice Chair Poole to accept the Operational Monthly Report of September 9, 2019 as information.*

CARRIED

## **9. Engineers Report**

Mr. Sawatzky updated the Commission that construction of the regional system is complete. CCC's are outstanding for some contracts but will be issued in coming months. Final clean items included Bio filter stairs for the Odour Management Facility Blackfalds Lift Station and Lacombe Lift Station. Pump vibrations have been resolved. Stantec is looking into extending warranty periods on the identified failures of pump windings.

*MOVED by Vice Chair Poole to accept the Engineer's Report of September 9, 2019 as information.*

CARRIED

## **10. APEGA Awards**

CAO Goudy presented additional copies of APEGA awards for Commission members.

## **11. Next Meeting**

The next meeting scheduled is for Monday November 4, 2019 at 10:00am in the City of Lacombe Council Chambers.

## **12. Adjournment:**

*MOVED by Director Creasey that the North Red Deer Regional Wastewater Services Commission meeting of September 9, 2019 be adjourned at 11:47 am.*

CARRIED

\_\_Original Signed\_\_\_\_\_  
Chair

\_\_Original Signed\_\_\_\_\_  
Administrator