

**REGIONAL WASTEWATER MEETING MINUTES
November 14, 2016**

COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County

Others: Matthew Goudy, CAO - North Red Deer Regional Wastewater Services Commission,
Director of Planning & Operations, City of Lacombe
Norma MacQuarrie, CAO, City of Lacombe
Terry Hager, County Commissioner, Lacombe County
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Denise Bellabono, Recording Secretary, City of Lacombe

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:

Chairperson Christie called the meeting to order at 9:09am.

2. Adoption of the Agenda:

MOVED by Vice Chairperson Stol that the agenda for November 14, 2016 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

October 17, 2016

MOVED by Vice Chairperson Stol that the minutes for October 17, 2016 be adopted as presented.

CARRIED

4. Lease Agreements – Town of Blackfalds and City of Lacombe

Administration presented options to the Commission to go into lease agreements or have transfer of subdivisions from the City of Lacombe and the Town of Blackfalds in order to acquire land needed for equalization ponds. The risk with the transfer of a subdivision is that it is the more difficult approach and could become a lengthy process. The boundaries of the leased land will be confirmed by the technical committee prior to the signing of the agreements.

MOVED by Vice Chairperson Stol that the Commission approve the lease agreement for the Town of Blackfalds, with confirmation of the south boundary be set at the technical committee meeting and the agreements be presented to each respective Council for approval.

CARRIED

MOVED by Vice Chairperson Stol that the Commission approve the lease agreement for the City of Lacombe and the agreements be presented to each respective Council for approval.

CARRIED

5. Letter of Funding

Administration provided the Commission a copy of the letter from the Minister of Transportation approving to fund 87.97% of the estimated eligible project costs, or up to \$60,030,464 for the project from combined provincial and federal resources. The letter confirmed that the previous approval percentage provided for the detailed design of this project is also 87.97%.

MOVED by Councillor Wigmore that the Commission accept the Ministers Letter for Funding as information.

CARRIED

6. Business Plan and Estimated Utility Rates

The Commission was presented the updated 2017 Business Plan, which included the updated estimated utility rates of each member. The 2017 Business Plan was presented and endorsed by each respective Council.

MOVED by Vice Chairperson Stol that the Commission endorse the North Red Deer Regional Wastewater Services Commission's 2017 Business Plan, as attach to this memo.

CARRIED

MOVED by Vice Chairperson Stol that the Commission endorse the updated estimated member utility rates proposed within the Commission's 2017 Budget Plan, dated October 18, 2016, of approximately \$2.07/m³.

CARRIED

7. Release & Award of Tender

The Commission was advised by Administration of delays expected in releasing and awarding tenders as it is still waiting the signing of the funding agreement and receiving the funds from the province. Administration cannot award tenders until funding is available and suggested additional tenders not be released before awarding the existing tenders. If an extension for the tender is needed, a request will be sent out to the top three qualified contractors to accept or decline the extension.

MOVED by Vice Chairperson Stol that the release of any further tenders be deferred until such time as that the financial capacity has been secured, to allow for award of the existing tenders.

CARRIED

MOVED by Vice Chairperson Stol the Commission approve that a letter be forwarded to Alberta Transportation advising them that the delay in funding confirmation is now impeding the progress of the project, and that prompt confirmation is critical to achieving the target deadlines that have been identified.

CARRIED

8. Engineers Report

Mr. Sawatzky updated the Commission on the land acquisitions and expropriations. Field investigations are still underway for geotechnical and environmental, while the utility and Topo Survey have been completed. Design progress has the detailed design underway for all contracts, and summaries of the tender progress, contractor pre-qualification and technical memos were presented.

MOVED by Vice Chairperson Stol that the Commission accept the Engineer's Report of November 10, 2016 as information.

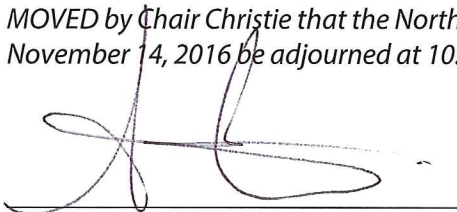
CARRIED

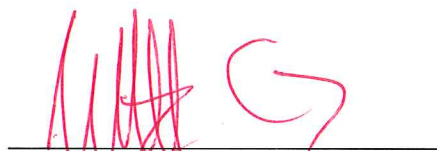
9. Next Meeting

The next meeting is scheduled for Friday December 9, 2016 at 9:00am in the City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Chair Christie that the North Red Deer Regional Wastewater Services Commission meeting of November 14, 2016 be adjourned at 10:55am.


Chairperson


Administrator

CARRIED