

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, April 23, 2018

Pembina Place, 2nd Floor Meeting Room

4944-53 Street, Redwater, Alberta

1. CALL TO ORDER	The Chair, Mel Smith, called the meeting to order at 9:30 a.m.	
ATTENDANCE	Councillor Ed Sperling Councillor Brian Kelly	City of Fort Saskatchewan City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Dave Anderson	Strathcona County Strathcona County
	Councillor Patrick D. Tighe Councillor Dan Derouin	Sturgeon County Sturgeon County
	Councillor Brian Holden Mayor David Hutton	Town of Bon Accord Town of Bon Accord
	Councillor Amber Harris Councillor Norman Sandahl	Town of Gibbons Town of Gibbons
	Councillor Dody Kluttig Mayor Mel Smith	Town of Redwater Town of Redwater
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
	COMMISSION ENGINEER Patrick Mastromatteo, Associated Engineering COMMISSION AUDITOR Edward Telford, Metrix Group LLP	
2. INTRODUCTIONS	The Chair welcomed everyone and led roundtable introductions.	
3. ADOPTION OF AGENDA	MOVED by Amber Harris That the agenda for the April 23, 2018 be adopted as presented. CARRIED (2018.04.23.01)	
4. APPROVAL of January 17, 2018 BOARD MEETING MINUTES	MOVED by Norm Sandahl That the board meeting minutes of January 17, 2018 be approved as presented. CARRIED (2018.04.23.02)	
5. REPORTS I. COMMISSION AUDITOR – 2017 FINANCIAL AUDIT	Commission Auditor, Edward Telford, at Metrix Group, presented the CRNWSC audited financial statements for the fiscal year ended December 31, 2017. Financial statements received and filed. Discussion. In camera session: 9:50am to 10:04am Auditor departed at 10:05am	

	<p>MOVED by Brian Kelly. That quarterly financial statements be provided at board meetings. CARRIED (2018.04.23.03)</p> <p>MOVED by Dave Hutton That the audited financial statements for year ended December 31, 2017 be approved. CARRIED (2018.04.23.04)</p>
<p>II. COMMISSION ENGINEER – REPORT</p>	<p>Commission Engineer, Patrick Mastromatteo, presented a report on a) 2017 Capital Plan Update 400mm East Water Main; and, b) 2018 Capital Plan. Questions and discussion. Report received.</p>
	<p>Patrick D. Tighe departed at 10:25am.</p>
<p>III. COMMISSION MANAGER’S REPORTS</p> <p>a) 2018 Capital Plan Amendment – Water Line Break</p> <p>b) 2018 Capital Plan Amendment – Water Line Relocations to Accommodate road widening, Alberta Transportation</p> <p>c) ATB Investment Portfolio Report</p> <p>d) Follow up on Commission Orientation Meeting</p> <p>e) YTD Financial Variance Report</p>	<p>Commission Manager reported on the 2018 Capital Plan Amendment – Water Line Break. Questions and discussion. Report received and filed</p> <p>MOVED by Norm Sandahl That CRNWSC Board amend the 2018 Capital Budget with an increase of \$150,000 to cover the expenses incurred for the water line break on the 450mm water supply line from Strathcona County in January. Funding for this expense will be from the recently established Water Line Infrastructure Failure Reserve Fund.</p> <p>CARRIED (2018.04.23.05) Commission Manager reported on the 2018 Capital Plan Amendment – Water Line Relocations to Accommodate road widening, Alberta Transportation. Questions and discussion. Report received and filed.</p> <p>MOVED by Bill Tonita That the CRNWSC Board amend the 2018 Capital Budget with an increase of \$1,600,000 to fund the water line relocation on Hwy 825 to accommodate Alberta Transportation upgrades. Funding of this Capital will be 100% funded by Alberta Transportation. CARRIED (2018.04.23.06)</p> <p>Commission Manager reported on the ATB Investment Portfolio Report; and Follow up on Commission Orientation Meeting: Litigation – Heartland W/L Nu Edge</p>

	Construction, Policies: Rate Stabilization Reserve Policy, Capital Reserve Policy, Water Line Infrastructure Failure Reserve Fund, Board Development Policy, Remuneration and Expense Policy; and, YTD Financial Variance Report. Questions and discussion. Reports were received and filed.
IV. COMMISSION OPERATOR'S/MANAGER REPORT a) 2017 Operation & Maintenance Annual Report	Commission Manager reported on the 2017 Operation and Maintenance Annual Report. Questions and discussion. Report received and filed.
6. CONFERENCES	Discussion on upcoming conference opportunities. List provided and filed. Discussion and interest expressed to attend.
7. QUESTIONS	No questions
8. NEXT MEETING DATE(S)	a) Capital Budget Meeting September 10, 2018 – Strathcona County Conference Room 1, Sherwood Park, AB b) Organizational & Budget Meeting November 16, 2018 – Fort Saskatchewan. AB
9. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 11:11 am.
10. LUNCH	

These minutes were approved this 10 day of September, 2018.



CHAIR



COMMISSION MANAGER

