

**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)**

**Board Meeting Minutes**

**Thursday, April 25, 2019**

Community Centre Meeting Room 2  
2001 Sherwood Drive, Sherwood Park, Alberta

<b>1. CALL TO ORDER</b>	The Chair, Mel Smith, called the meeting to order at 9:30 a.m.	
<b>ATTENDANCE</b>	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 Dan Derouin	Sturgeon County
	Councillor Brian Holden	Town of Bon Accord
	Councillor Norman Sandahl	Town of Gibbons
	Mayor Mel Smith Councillor David McRae	Town of Redwater Town of Redwater
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
	<b>COMMISSION ENGINEER</b> Patrick Mastromatteo, Associated Engineering	
	<b>COMMISSION AUDITOR</b> Edward Telford - METRIX	
<b>REGRETS</b>	Councillor Amber Harris; Councillor Patrick D. Tighe; Mayor David Hutton	
<b>2. ADOPTION OF AGENDA</b>	MOVED by Bill Tonita <b>That the agenda for April 25, 2019 be adopted as amended.</b> CARRIED (2019.04.25.01 )	
<b>3. APPROVAL of April 25, 2019 BOARD MEETING MINUTES</b>	MOVED by Dan Derouin <b>That the board meeting minutes of November 16, 2018 be approved as presented.</b> CARRIED (2019.04.25.02 )	
<b>4. 2018 FINANCIAL AUDIT - METRIX</b>	Edward Telford presented the draft audited financial statements and auditor's report. Copies were sent to directors by email. Report received and filed. Discussion.  MOVED by Brian Kelly <b>To accept the 2018 audited financial statements as presented.</b> CARRIED (2019.04.25.03 )	
	The Chair announced a 5-minute recess at 10:10 am. The Chair called the meeting back to order at 10:15 am.	

<p><b>5. COMMISSION MANAGER REPORTS</b></p> <p>a) Per Diem Discussion</p> <p>b) Bremner Servicing Update</p> <p>c) Code of Ethics Policy</p> <p>d) Alberta Environment &amp; Parks requirement for Licensing Requirement</p> <p>e) Succession Plan Memo – Discussion</p> <p>f) O &amp; M Report</p> <p>g) Nu Edge Claim Update (closed)</p>	<p>Commission Manager reported:</p> <p>a) Report received and filed. Discussion.  MOVED by Norm Sandahl  <b>To change the current rate of \$175 to a rate of \$175 for up to half a day (four hours) and a rate of \$250 for a full day (over four hours).</b>  Discussion.  CARRIED (2019.04.25.04 )</p> <p>b) Report received and filed. Discussion.</p> <p>c) Report received and filed. Discussion.  MOVED by David Anderson  <b>That the CRNWSC Board approve the Code of Ethics Policy as presented but with the omission of the two sentences “This means that Directors have a duty of undivided loyalty to the Commission. They must act honestly and make decisions on behalf of the Commission in good faith.” from the section <i>Guidelines, Fiduciary Duty.</i></b>  CARRIED (2019.04.25.05 )</p> <p>d) Report received and filed. Discussion.  MOVED by Brian Kelly  <b>That the Board instruct the Commission Manager to register CRNWSC Water Transmission network as a Water Distribution System, to comply with Code of Practice for Water Distribution Systems, with Alberta Environment &amp; Parks .</b>  CARRIED (2019.04.25.06)</p> <p>e) Report received and filed. Discussion.    <b>Suggestion: Commission Manager to check feasibility of “cloud storage”.</b>    MOVED by Brian Kelly  <b>That between now and the end of the year, transition the bookkeeping services contract from the Commission Manager to the Commission and that transition be finalized by the end of this calendar year.</b>  Discussion.  DEFEATED (2019.04.25.07)</p> <p>f) Report received and filed. Discussion.</p>
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	<p>g) MOVED by Norm Sandahl  <b>To go into in a closed session.</b>  CARRIED (2019.09.25.08)  The Commission engineer and recording secretary left the room for the closed session.</p> <p>MOVED by Dave Anderson  <b>To resume the open meeting.</b>  CARRIED (2019.04.25.09)  The Commission engineer and recording secretary returned to the room for the remainder of the open meeting.</p>
<p>6. <b>COMMISSION ENGINEER – CAPTIAL REPORT UPDATE</b></p> <p>a) East 400mm Watermain  b) SCADA System Upgrade  c) Review the 2016 Master Plan Item – Pre-design, Geotechnical, Land Acquisition, Water Line/River Crossing to West Park Reservoir</p>	<p>Commission Engineer, Patrick Mastromatteo, presented report (PPT). Report received and filed. Discussion.</p>
<p>7. <b>COMMISSION MANAGER / FINANCE REPORT</b></p> <p>a) 2016 Master Plan Discussion on a 2019 Capital Plan Amendment/Deferral-Water Line  b) Pre-design City of Fort Saskatchewan/Strathcona County  c) 2018 Capital Plan amendment – Water Line Relocations Hwy 15 AT  d) 2018 Capital Plan Amendment – Water Line Relocations Hwy 825 AT  e) 2019 Capital Plan Amendment – Water Line Replacement Pipeline Corridor – Gibbons Line  f) Comparative Financial Report  g) Balance Sheet</p>	<p>a) Report received and filed. Discussion.  MOVED by Bill Tonita  <b>That the Board defer the CRNWSC 2016 Master Plan to construct a West 400/750 mm Water Main &amp; 400/750 mm River Crossing to address the growth within the City of Fort Saskatchewan and Strathcona County (Bremner) until such time as: 1) the growth in the City of Fort Saskatchewan is such that it necessitates additional water and/or 2) Strathcona County (Bremner) is 100% certain that they are/are/not considering water servicing from CRNWSC.</b>  CARRIED (2019.04.25.10)</p> <p>b) Report received and filed.  MOVED by David McRae  <b>That the CRNWSC Board approve an Amendment to the 2018 Capital Budget in the amount of \$4,110,500 and/or as amended in consultation with Alberta Transportation to fund all aspects of the water line relocation for:</b></p> <p>i) <b>Water line relocation on the section of Hwy15 between the West side of the Bridge to the Hwy 37 intersection; and</b></p> <p>ii) <b>The water line relocation on the section of Hwy 15 between Hwy 37 and Old Fort Trail.</b></p> <p><b>Funding will be 100% grant funded from Government of Alberta (Alberta Transportation).</b>  CARRIED (2019.04.25.11)</p>

	<p>Dave Anderson departed at 11:57am.</p> <p>c) Report received and filed.  MOVED by Dan Derouin  <b>That the CRNWSC Board amend the 2018 Capital Budget in the amount of \$3,391,250 and/or amended subject to Alberta Transportation funding all aspects of the water line relocation: Funding will be 100% grant funded from Government of Alberta (Alberta Transportation).</b>  CARRIED (2019.04.025.12)</p> <p>d) Report received and filed.  MOVED by Brian Kelly  <b>That the CRNWSC Board amend the 2019 Capital Budget in the amount of \$200,000 to fund this Water Line Integrity Excavation Replacement/Repair in the Pipeline Corridor in S.E. Sec 30-56-22-W4th Meridian. Funding of this Capital will be from the CRNWSC Future Capital Reserve.</b>  Discussion.  CARRIED (2019.04.25.13)</p> <p>Norm Sandahl departed at 12:02 pm.</p> <p>e) Report received and filed.</p> <p>f) Report received and filed.   MOVED by Brian Holden  <b>That the Board receive the YTD Financial Reports as presented.</b>  CARRIED (2019.04.25.14)</p>
<p><b>8. CONFERENCE OPPORTUNITIES</b>  - American Water Works Association</p>	<p>List received and filed.</p>
<p><b>9. PHOTO OF BOARD -WEBSITE</b></p>	<p>Photo cancelled.</p>
<p><b>10. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b></p>	<p>Engineering services tender  MOVED by Bill Tonita  <b>That the Board direct Commission Manager to prepare recommendations to obtain engineering services and other services.</b>  CARRIED (2019.04.25.15)</p>
<p><b>11. 2019 PROPOSED MEETING DATES &amp; LOCATIONS</b></p>	<p>a) <b>September 16, 2019 – 9:30am</b> (Capital Budget Meeting), Bon Accord  b) <b>November 25, 2019 – 9:30am</b> (Organization &amp; Budget Meeting), Fort Saskatchewan</p>

**12. ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 12:35pm.

These minutes were approved this 16 day of September 2019.

  
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CHAIR

  
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COMMISSION MANAGER

