

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Friday, December 2, 2016

Community Centre Meeting Room 2

2001 Sherwood Drive, Sherwood Park, Alberta

1. CALL TO ORDER	Commission Manager Lyle Clarke called the meeting to order at 9:33 a.m.																				
ATTENDANCE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Councillor Stew Hennig</td> <td>City of Fort Saskatchewan</td> </tr> <tr> <td>Councillor Birgit Blizzard</td> <td>City of Fort Saskatchewan</td> </tr> <tr> <td>Councillor Ed Parsons</td> <td>Town of Gibbons</td> </tr> <tr> <td>Mayor Mel Smith</td> <td>Town of Redwater</td> </tr> <tr> <td>Councillor Dody Kluttig</td> <td>Town of Redwater</td> </tr> <tr> <td>Councillor Ferd Caron</td> <td>Sturgeon County</td> </tr> <tr> <td>Councillor Vic Bidzinski (arrived at 9:45 a.m.)</td> <td>Strathcona County</td> </tr> <tr> <td>Councillor Bonnie Riddell</td> <td>Strathcona County</td> </tr> <tr> <td>Councillor David Hutton</td> <td>Town of Bon Accord</td> </tr> <tr> <td>Councillor Alex MacKenzie</td> <td>Town of Bon Accord</td> </tr> </table>	Councillor Stew Hennig	City of Fort Saskatchewan	Councillor Birgit Blizzard	City of Fort Saskatchewan	Councillor Ed Parsons	Town of Gibbons	Mayor Mel Smith	Town of Redwater	Councillor Dody Kluttig	Town of Redwater	Councillor Ferd Caron	Sturgeon County	Councillor Vic Bidzinski (arrived at 9:45 a.m.)	Strathcona County	Councillor Bonnie Riddell	Strathcona County	Councillor David Hutton	Town of Bon Accord	Councillor Alex MacKenzie	Town of Bon Accord
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	<p>COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Bobby Kuruvilla, Commission Finance Coordinator Darilynne Klarenbach, Recording Secretary</p> <p>COMMISSION CONSULTANT Patrick Mastomatteo, Associated Engineering Alberta Ltd.</p>																				
REGRETS	Councillor Amber Harris, Town of Gibbons and Councillor Pat Tighe, Sturgeon County were not present.																				
2. INTRODUCTIONS	Lyle Clarke, Commission Manager, welcomed the 2016/17 CRNWSC Board Representatives.																				
3. ORGANIZATIONAL MEETING	<p>MOVED by Mel Smith That Stew Hennig is selected as the CRNWSC Board Chair. CARRIED (2016.12.02.01)</p> <p>MOVED by Mel Smith That Alex MacKenzie is selected as the CRNWSC Board Vice-Chair. CARRIED (2016.12.02.02)</p>																				
4. ADOPTION OF AGENDA	<p>MOVED by Councillor David Hutton That the CRNWSC Board adopt the December 2, 2016 meeting agenda (without the addition of the County of St. Paul – Mailag Lake Waterline Extension Project) as presented. CARRIED (2016.12.02.03)</p>																				
5. AMENDMENT & ADOPTION of September 28, 2016 BOARD MEETING MINUTES	<p>MOVED by Bonnie Riddell That the CRNWSC Board adopt the minutes of September 28, 2016 as presented. CARRIED (2016.12.02.04)</p>																				

<p>6. COMMISSION MANAGER REPORT Lyle Clarke</p> <p>a) Per Diem Discussion & Recommendation</p> <p>b) Variance Request for Pembina</p> <p>c) 2016/17 Capital Plan Amendment for the Pembina Waterline Lowering Project</p> <p>d) ALAIRE Asset Distribution</p> <p>e) Nu Edge Claim (IN CAMERA)</p>	<p>MOVED by Birgit Blizzard That per diem meeting rate of \$175.00 for CRNWSC Board representatives be approved. CARRIED (2016.12.02.05)</p> <p>In Sturgeon County, when Pembina is filling their reservoir, the third floor of Pembina’s administration building can be without water. This brings a risk to Sturgeon County’s operating license.</p> <p>Councillor Bidzinski arrived at 9:45 a.m.</p> <p>MOVED by Ed Parsons That the CRNWSC Board approve that the water service connection for the Pembina facility in Sturgeon County meet the CRNWSC engineering standards. CARRIED (2016.12.02.06)</p> <p>MOVED by Ferd Caron That the CRNWSC Board approve a 2016/17 Capital Plan Amendment for an additional \$200,000 to fund the waterline lowering project for Pembina; increasing the Capital Plan from \$550,000 to \$750,000. Funding of the project would be 100% recoverable from Pembina. CARRIED (2016.12.02.07)</p> <ul style="list-style-type: none"> • Anticipate the CRNWSC Board will receive a refund from the Alberta Local Authorities Reciprocal Insurance Exchange (ALAIRE). When and if received, the refund will be deposited back into general revenue. <p>MOVED by Councillor Riddell That the CRNWSC Board move In Camera to discuss the Nu Edge Claim. CARRIED (2016.12.02.08)</p> <p>MOVED by Dodi Kluttig That the CRNWSC Board revert back to their regular meeting. CARRIED (2016.12.02.09)</p>
<p>7. COMMISSION TREASURER REPORT Bobby Kuruvilla</p> <p>a) Investment Recommendation Report</p>	<p>MOVED by Vic Bidzinski That the CRNWSC Board approve the Alberta Treasury Branch as the institution to provide investment services for the CRNWSC. CARRIED (2016.12.02.10)</p>

**b) Year to Date (YTD)
Financial Statements**

**c) 2017 Capital & Operating
Budgets and 2017
Projected Water Rates**

MOVED by David Hutton

That the CRNWSC Board allocate a total of \$5.57 million to be invested with Alberta Treasury Branch as current investments with Servus Credit Union come due as follows:

- \$1,000,000.00 – as soon as account is available (currently in the chequing account)
- \$3,559,923.69 – January 16, 2017
- \$1,016,143.76 – February 14, 2017.

CARRIED (2016.12.02.11)

The CRNWSC statement of financial position, statement of operations and cash flow statement were reviewed; recommend that funds be moved from the operating budget to the capital budget.

Action: The capital plan presented at the September 28, 2016 CRNWSC Board Meeting was missing from today's agenda package and will be distributed to Board Members via email.

MOVED by Birgit Blizzard

That the CRNWSC Board approve that effective January 1, 2017, the CRNWSC's water sales rate to members and the Highway 28/63 Regional Water Services Commission is increased by \$0.068 per cubic meter, from \$1.388 to \$1.456 per cubic meter.

CARRIED (2016.12.02.12)

MOVED by Alex Mackenzie

That the CRNWSC approve that effective January 1, 2017, the John S. Batiuk Regional Water Commission's water sales rate is increased by \$0.038 per cubic meter, from \$0.988 to \$1.026 per cubic meter.

CARRIED (2016.12.02.13)

MOVED by Mel Smith

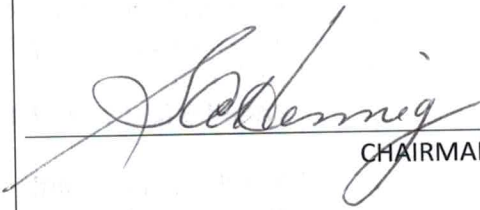

That the CRNWSC Board approve the attached 2017 Operating Budget outlining total revenues of \$8,799,600 and total expenditures of \$8,799,600.

CARRIED (2016.12.02.14)

MOVED by Ferd Caron

That the CRNWSC Board approve a revised motion to approve the 2017 Capital Budget of three carry forward projects in the amount of \$1,216,500 and three new projects in the amount of \$1,817,000, to be funded \$750,000 from Capital Reserves, \$351,500 through third party funding and \$1,932,000 from debt.

CARRIED (2016.12.02.15)

<p>8. CONFERENCE ATTENDANCE OPPORTUNITIES Lyle Clarke</p>	<ul style="list-style-type: none"> Lyle Clarke presented the CRNWSC Board with 2017 American Water Works Association (AWWA) conference opportunities. Funds are available in the budget; if you wish to attend a conference, let Lyle Clarke know. \$10,000 in funds are still available from 2016 and \$24,000 is available for 2017.
<p>9. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</p>	<ul style="list-style-type: none"> No questions were presented.
<p>10. NEXT MEETING DATE</p>	<p>a) January 2017 (Orientation) – one new Board Member. Board Members could use a reminder on assets, where we service, etc. Fort Saskatchewan offered to host. Third Week of January; Wednesday's are preferred. The next Board Meeting is scheduled for January 18, 2017 at 9:30 a.m. in Fort Saskatchewan at the Dow Centre.</p> <p>b) Spring 2017 (Financial Audit Meeting) – April 19. Location - Strathcona County. Lyle Clarke will work with Councillors Bidzinski and Riddell to arrange for a meeting room.</p> <p>c) September 2017 (Capital Budget Meeting) – September 20 – location to be determined at the April meeting.</p> <p>d) November 2017 (Organizational & Budget Meeting) – December 6 (tentative) – Location will be determined at the September meeting.</p>
<p>11. ADJOURNMENT</p>	<p>Moved by Mel Smith That the meeting be adjourned at 10:55 a.m. CARRIED (2016.12.02.16)</p>
	<p style="text-align: center;">  _____ CHAIRMAN </p> <p style="text-align: center;">  _____ COMMISSION MANAGER </p>