

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

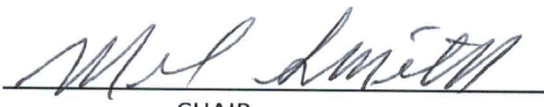

**Board Meeting Minutes**

**Monday, November 13, 2017**

Scotiabank Studio, Dow Centennial Centre  
8700-84 Street, Fort Saskatchewan, Alberta

<b>1. CALL TO ORDER</b>		The Commission Manager called the meeting to order at 9:29 a.m.	
<b>ATTENDANCE</b>		Councillor Brian Kelly	Fort Saskatchewan
		Councillor Bill Tonita	Strathcona County
		Councillor Patrick D. Tighe	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
		<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
		<b>COMMISSION ENGINEER</b> Patrick Mastromatteo, Associated Engineering	
<b>REGRETS</b>		Councillor Ed Sperling (Fort Saskatchewan), Councillor Dave Anderson (Strathcona County), Councillor Dan Derouin (Sturgeon County)	
<b>2. INTRODUCTIONS</b>		The Commission Manager welcomed new and returning councillors and led roundtable introductions.	
<b>3. ORGANIZATIONAL MEETING</b>		The Commission Manager asked for nominations for Chair and Vice-Chair. Mayor Mel Smith was acclaimed as Chair; Councillor Amber Harris was acclaimed as Vice-Chair. Mayor Smith assumed the position of chair for the remainder of the scheduled meeting.	
<b>4. ADOPTION OF AGENDA</b>		MOVED by David Hutton <b>The agenda for the November 13, 2017 be adopted as presented.</b> CARRIED (2017.11.13.01)	
<b>5. APPROVAL of September 20, 2017 BOARD MEETING MINUTES</b>		<b>The board meeting minutes of September 20, 2017 were approved as presented.</b> CARRIED (2017.11.13.02)	
<b>6. REPORTS</b> <b>a. MANAGER'S REPORTS</b>		<p>Commission Manager presented reports and recommendations:</p> <p><b>a) Per Diem Discussion &amp; Recommendation</b> Report received. Discussion.</p> <p>MOVED by Brian Kelly <b>That the CRNWSC Board per diem rate remain the same for the current year.</b> CARRIED (2017.11.13.03)</p> <p><b>b) Water Line Reserve</b> Report received and filed. Discussion.</p>	

	<p>MOVED by Brian Kelly  <b>That CRNWSC Board establish the Water Line Infrastructure Failure Reserve Fund and fund it this year with \$150,000, and with \$50,000 in subsequent years to a maximum cap of \$1,000,000.</b>  CARRIED (2017.11.13.04)</p> <p>MOVED by Norman Sandahl  <b>That CRNWSC Board approve the CRNWSC Water Line Infrastructure Failure Reserve Fund policy as presented and the reserve fund be segregated from operating funds.</b>  CARRIED as amended (2017.11.13.05)</p> <p><b>c) Financial Liability for Legal Costs in 2016 Budget</b>  Report received. Discussion.</p> <p><b>d) Alberta Local Authorities Reciprocal Insurance Exchange (ALAIRE) Final Settlement</b>  Report received and filed. Discussion.</p> <p><b>e) Alberta Transportation Grant Funding meeting</b>  Report received. Discussion.</p> <p><b>f) Year-to-Date (YTD) Financial Statements</b>  Report received and filed. Discussion.</p> <p>MOVED by Dody Kluttig  <b>That the year-to-date financial statement for September 2017 Operating and Capital be received as information.</b>  CARRIED (2017.11.13.06)</p>
<p><b>7. COMMISSION ENGINEER'S REPORT</b></p>	<p>Commission Engineer, Patrick Mastromatteo, presented the engineering report on the following:</p> <ol style="list-style-type: none"> <li>1. Radio Replacement Status</li> <li>2. East Watermain Design Status</li> <li>3. On-Line Station Condition Assessment</li> <li>4. 5 Year Capital Plan</li> </ol> <p>Report received and filed. Discussion.</p>
<p><b>8. COMMISSION MANAGER – FINANCE REPORT</b></p>	<p><b>2018 Capital &amp; Operating Budgets and 2018 Projected Water Rates - Report received and filed. Discussion.</b></p> <p>MOVED by Norman Sandahl  <b>That the board vote on the recommendations 1-6 as a collective group.</b>  CARRIED (2017.11.13.07)</p> <p>MOVED by Dody Kluttig  <b>1. That the CRNWSC rescind the September Board meeting recommendation to “approve the rate impact to</b></p>

		<p>implement the Five-Year Capital Plan by feathering in the total financial impact of \$0.128 per cubic meter over a five-year period, resulting in an increased cost of \$0.026 per cubic meter per year over the next five years.”</p> <ol style="list-style-type: none"> <li>2. That the CRNWSC approve the rate impact to implement the Five-year Capital Plan by feathering in the total financial impact of approximately \$0.0122 per cubic meter over a five-year period, resulting in an increased rate of \$0.024 per cubic meter over the remaining four years.</li> <li>3. That effective January 1, 2018, The Capital Region Northeast Water Services Commission’s water sales rate to members and the Highway 28/63 Regional Water Services Commission’s water sales rate is increased by \$0.063 per cubic meter, from \$1.0265 to \$1.0895 per cubic meter.</li> <li>4. That effective January 1, 2018, the John S. Batiuk Regional Water Commission’s water sales rate is increased by \$0.063 per cubic meter, from \$1.0265 to \$1.0895 per cubic meter.</li> <li>5. That the Capital Region Northeast Water Services Commission Board approves the attached 2018 Operating Budget outlining total revenues of \$8,850,800 and total expenditures of \$8,850,800.</li> <li>6. That the Capital Region Northeast Water Services Commission approve the 2018 Capital Budget of three carry forward projects for \$1,817,000 and two new projects for \$659,000, to be funded \$165,000 from Capital Reserves, and \$1,742,000 from debt.</li> </ol> <p>CARRIED (2017.11.13.08)</p>
<p><b>9. CONFERENCE OPPORTUNITIES</b> - American Water Works Assoc.</p>		<p>Commission Manager reported on conference opportunities. List provided.</p>
<p><b>10. QUESTIONS</b></p>		<p>No questions</p>
<p><b>11. NEXT MEETING DATE(S)</b></p>		<ol style="list-style-type: none"> <li>a) Orientation Meeting <b>January 17, 2018, 10:30am – Gibbons, AB</b></li> <li>b) Financial Audit Meeting <b>April 23, 2018 – Redwater, AB</b></li> <li>c) Capital Budget Meeting <b>September 10, 2018</b></li> <li>d) Organizational &amp; Budget Meeting <b>November 16, 2018</b></li> </ol>
<p><b>12. Adjournment</b></p>		<p>There being no further business, the Chair declared the meeting adjourned at 11:17 a.m.</p>
<p>These minutes were approved this <u>17</u> day of <u>January</u>, 2018.</p> <p>   CHAIR </p> <p>   COMMISSION MANAGER </p>		

