

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

**Board Meeting Minutes**

**November 16, 2018**

Lang Room, City of Fort Saskatchewan

Fort Saskatchewan, Alberta

<b>1. CALL TO ORDER</b>	Commission Manager, Lyle 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	Strathcona County
	Councillor Dan Derouin	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 David McRae 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 Dave Anderson, Strathcona County Councillor Patrick D. Tighe, Sturgeon County	
<b>2. INTRODUCTIONS</b>	The Chair welcomed the 2018/19 Board representatives and led roundtable introductions.	
<b>3. ORGANIZATIONAL MEETING</b> a) <b>Nomination of Chair</b> b) <b>Nomination of Vice-Chair</b>	<p><b>Chair</b> Commission Manager called for nominations for the position of Chair. Bill Tonita and Mel Smith were nominated. No further nominations were received for this position and nominations were declared closed. Nominees left room, voice vote was conducted, then nominees returned. <b>Mel Smith was declared elected as Board Chair.</b> Mel assumed the position of Chair for the remainder of the meeting.</p> <p><b>Vice-Chair</b> Chair called for nominations for the position of Vice-Chair. Bill Tonita and Patrick Tighe were nominated. No further nominations were received for this position and nominations were declared closed. Nominee left room, voice vote was conducted, then nominee returned. <b>Bill Tonita was declared elected as Vice-Chair.</b></p>	

<p>4. <b>ADOPTION OF AGENDA</b></p>	<p>MOVED by Amber Harris  <b>That the agenda for the November 16, 2018 be adopted as presented.</b>  CARRIED (2018.11.16.01)</p>
<p>5. <b>APPROVAL of September 10, 2018 BOARD MEETING MINUTES</b></p>	<p>MOVED by Bill Tonita  <b>That the board meeting minutes of September 10, 2018 be approved as presented.</b>  CARRIED (2018.04.23.02)</p>
<p>6. <b>COMMISSION MANAGER REPORT</b></p> <p>a) <b>Per Diem Discussion &amp; Recommendation</b></p> <p>b) <b>Nu Edge Claim Update</b></p> <p>c) <b>North Side Meter Vault Construction</b></p> <p>d) <b>Bremner Servicing Update</b></p> <p>e) <b>Water Supply Agreement with Epcor Water</b></p> <p>f) <b>Hwy 15 Road Widening Water Line relocation requirements</b></p> <p>g) <b>Sturgeon County Request for Industrial Water CKPC</b></p>	<p>Commission Manager presented reports and recommendations. Discussions on each report. Reports received and filed.</p> <p>MOVED by Norm Sandahl  <b>To table discussion of the per diem rate.</b>  CARRIED (2018.11.16.03)</p> <p>Correspondence distributed: City of Fort Saskatchewan, November 15, 2018, addressed to CRNWSC Board Chair, regarding Bremner Servicing Project. Discussion.</p> <p>Recess declared at 10:34am; meeting resumed at 10:41am.</p> <p>MOVED by Brian Kelly  <b>That the Board approve an industrial connection for Sturgeon County (CKPC) allowing an additional draw of 21m<sup>3</sup>/hr on the understanding Sturgeon County construct a looped water line from Hwy 643 to the Evonik connection within a 3-year period at Sturgeon County's cost.</b>  CARRIED (2018.11.16.04)</p>
<p>7. <b>COMMISSION ENGINEER – CAPITAL REPORT UPDATE</b></p> <p>a) <b>East 400 mm Watermain</b></p> <p>b) <b>SCADA System Upgrade</b></p>	<p>Commission Engineer, Patrick Mastromatteo, presented a report. Discussion.  Report received.</p>
<p>8. <b>COMMISSION MANAGER / FINANCE REPORT</b></p> <p>a) <b>2018 Capital Plan amendment – Water Line Relocations AT</b></p> <p>b) <b>Year to Date (YTD) Financial Statements</b></p> <p>c) <b>2019 Investment portfolio renewal</b></p> <p>d) <b>2019 Capital &amp; Operating Budgets and 2019 Projected Water Rates</b></p>	<p>Commission Manager presented reports and recommendations. Discussions on each report. Reports received and filed.</p> <p>MOVED by Norm Sandahl  <b>That the CRNWSC Board amend the 2018 Capital Budget in the amount of \$90,000 to fund utilization of a land agent to acquire land requirements, Geotechnical investigation, and to complete an Engineering pre-design for:</b></p>

	<p>1. <b>Water line relocation on the section of Highway 15 between the West side of the Bridge to the Highway 37 intersection; and</b></p> <p>2. <b>Water line relocation on the section of Highway 15 between Highway 37 and Old Fort Trail.</b></p> <p><b>Funding will be from the CRNWSC Future Capital Reserve until such time as we have this matter resolved with Alberta Transportation.</b></p> <p>CARRIED (2018.11.06.05)</p> <p>MOVED by Brian Holden</p> <p><b>That the Board receive the Year-to-Date financial statements as information.</b></p> <p>CARRIED (2018.11.16.06)</p> <p>MOVED by Bill Tonita</p> <p><b>That on maturity dates of all the GICs noted, the Commission move their investment portfolio to a 90-day Notice on Demand Account to allow the Commission to continue to make a return on their investment portfolio while enabling funds to be available within 90 days.</b></p> <p>CARRIED (2018.11.16.07)</p> <p>MOVED by Bill Tonita</p> <p><b>That the Board receive the 2019 Capital and Operating Budgets and 2019 Projected Water Rates as information.</b></p> <p>CARRIED. (2018.11.16.08)</p>
<p><b>9. CONFERENCES OPPORTUNITIES – American Water Works Association</b></p>	<p>Discussion on upcoming conference and workshop opportunities. List provided and filed. Discussion and interest expressed to attend.</p>
<p><b>10. Commission Chair – In Camera – Succession Plan Discussion</b></p>	<p>MOVED by Norm Sandahl</p> <p><b>That the Board go into in-camera session.</b></p> <p>CARRIED. (2018.11.16.09)</p> <p>MOVED by Norm Sandahl</p> <p><b>That the Board go out of in-camera session.</b></p> <p>CARRIED. (2018.11.16.10)</p> <p>The in-camera session began at 11:25 am and ended at 11:56am.</p> <p>MOVED by David Hutton</p> <p><b>That the Chair, Vice-Chair, and Commission Manager meet to discuss concerns.</b></p> <p>CARRIED. (2018.11.16.11)</p>
<p><b>11. QUESTIONS</b></p>	<p>Request for comparative balance sheet.</p>

<p><b>12. NEXT MEETING DATE(S)</b></p>	<p>a) Orientation Meeting (Tour of Epcor Water EL Smith WTP)  <b>January 24, 2019</b></p> <p>b) Financial Audit Meeting  <b>April 25, 2019 – Strathcona County, AB</b></p> <p>c) Capital Budget Meeting  <b>September 16, 2019 – Bon Accord, AB</b></p> <p>d) Organizational &amp; Budget Meeting  <b>November 25, 2019 – Fort Saskatchewan, AB</b></p>
<p><b>13. ADJOURNMENT</b></p>	<p>There being no further business, the Chair declared the meeting adjourned at 12:04pm.</p>

These minutes were approved this 25 day of April, 2019.

  
 CHAIR

  
 COMMISSION MANAGER