

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, September 10, 2018

Community Centre Meeting Room 1 / County Hall
2001 Sherwood Drive, Sherwood Park, 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
	Mayor David Hutton	Town of Bon Accord
	Councillor Amber Harris Councillor Norman Sandahl	Town of Gibbons Town of Gibbons
	Mayor Mel Smith	Town of Redwater
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
	COMMISSION ENGINEER Patrick Mastromatteo, Associated Engineering Chris Parfitt, Associated Engineering COMMISSION AUDITOR Edward Telford, Metrix Group LLP RATES CONSULTANT Dave Campbell	
Absent	Councillor Brian Holden, Town of Bon Accord Dody Kluttig (resigned as Councillor, Town of Redwater)	
2. INTRODUCTIONS	The Chair welcomed everyone and led roundtable introductions.	
3. ADOPTION OF AGENDA	MOVED by Dave Anderson That the agenda for the September 10, 2018 be adopted as presented. CARRIED (2018.09.10.01)	
4. APPROVAL of January 17, 2018 BOARD MEETING MINUTES	MOVED by Brian Kelly That the board meeting minutes of April 23, 2018 be approved as presented. CARRIED (2018.09.10.02)	
5. REPORTS a. Manager's Report i) Sturgeon County request for variance for Pembina Office Building.	Commission Manager reported: i) Sturgeon County request for variance for Pembina Office Building. Discussion. Report received and filed. MOVED by Norm Sandahl	

<ul style="list-style-type: none"> ii) July month end financial statement iii) Letter from John S. Batiuk RWSC. iv) Epcor Water North Side Line shutdown v) Metropolitan Region Servicing Draft Report – Water Section vi) Review PPT presentation by Brownlee LLP on Proper Role of Directors 	<p>That the board approve a variance to the engineering standards by having Pembina install a double check valve assembly on the fill line before the cistern. CARRIED (2018.09.10.03)</p> <p>ii) July month end financial statement: 1. Operating Budget Comparative Margin Income Statement 2. Capital Budget Project Allocation Detail Report. Discussion. Balance sheet requested. Statement and report received and filed.</p> <p>MOVED by Amber Harris That the financial reports be accepted as information. CARRIED (2018.09.10.04)</p> <p>iii) Letter from John S. Batiuk RWSC. Discussion. Copy of letter received and filed.</p> <p>iv) Epcor Water North Side Line shutdown. Discussion. Report received and filed.</p> <p>v) Metropolitan Region Servicing Draft Report – Water Section. Discussion. Report received and filed.</p> <p>vi) Review PPT presentation by Brownlee LLP on Proper Role of Directors. PPT presented, slide handouts received. Report received and filed.</p>
<p>b. Commission Engineer – Report</p> <ul style="list-style-type: none"> i) Verbal report on current Capital Projects ii) Re-present the 2016 Master Plan 	<p>Commission Engineer, Patrick Mastromatteo, reported on current Capital Projects, and re-presented the 2016 Master Plan (PPT). Discussion. Handouts received and filed 1) Table 6-1 CRNWSC 5 Year Capital Plan, and 2) Table 6-2 Cost Estimates for upgrades 5, 10, 20-year phased growth. Report and handouts received and filed.</p>
	<p>Without objection, the Chair declared a recess at 10:58 am. The Chair called the meeting to order at 11:09 am.</p>
<p>c. Presentation by Rates Consultant – Dave Campbell</p>	<p>Rates Consultant, Dave Campbell, reported on the CRNWSC Rate Model 2018-2025 (PPT). Chart handout: CRNWSC Rate Model 2018-2025: Determination of Debt Limits and Debt Service Limits, revised August 2018. Discussion. Report received, and handout filed.</p>
<p>d. Review September 28, 2016 Board Motion 2016.09.28.07</p>	<p>Commission Manager reviewed the September 28, 2016 Board Motion 2016.09.28.07 “That the Board accept the Financial Capacity for Capital Plan report as information and approve the rate impact to implement the Five Year Capital Plan by feathering in the total financial impact of \$0.128 per cubic meter over the five year period, resulting in an increased cost of \$0.026 cents per</p>

	<p>cubic meter per year over the next five years.” and referred to the Rate Model previously presented. Discussion. Report received and copy of motion filed.</p> <p>MOVED by Brian Kelly To not have \$0.026 increase and revisit the increased cost next year. MOTION DEFEATED. (2018.09.10.05)</p>
<p>6. CONFERENCE ATTENDANCE REPORTS i) Dave Anderson – ACE AWWA Conference - verbal</p>	<p>Dave Anderson reported on the ACE AWWA Conference held in Vegas; and, provided six copies of <i>Water Basics for Decision Makers</i> by Frederick Bloetscher, PhD, PE. (2009) and a copy of three presentations from the conference.</p>
<p>7. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</p>	<p>No questions.</p>
<p>8. CONFERENCES</p>	<p>Discussion on upcoming conference opportunities. List provided and filed.</p>
<p>9. NEXT MEETING DATE(S)</p>	<p>a) Organizational & Budget Meeting November 16, 2018 – Fort Saskatchewan. AB b) January Meeting – options: day long workshop; EPCOR tour. Discussion. To be determined.</p>
<p>10. ADJOURNMENT</p>	<p>There being no further business, the Chair declared the meeting adjourned at 11:55 am.</p>
<p>11. LUNCH</p>	<p>Vicky's</p>

Note: Follow-up documents emailed to Board members September 11, 2018: CRNWSC Balance Sheet as of July 31, 2018; PPT slides on Utility Rate – Cost of Service; and, *Water & Sewer Rates- Full Cost Recovery* by FCM.

These minutes were approved this 16th day of November, 2018.



CHAIR



COMMISSION MANAGER

