

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, September 16, 2019

Bon Accord Arena

Bon Accord, Alberta

1. CALL TO ORDER	The Chair, Mel Smith, called the meeting to order at 9:36 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 Dan Derouin Councillor Patrick D. Tighe	Sturgeon County <i>Sturgeon County</i>
	Councillor Brian Holden Councillor Amber Harris	Town of Bon Accord <i>Town of Gibbons</i>
	Councillor Norman Sandahl Mayor David Hutton	Town of Gibbons <i>Town of Bon Accord</i>
	Mayor Mel Smith Councillor David McRae	Town of Redwater Town of Redwater
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
	COMMISSION ENGINEER Patrick Mastromatteo, Associated Engineering Chris Parfitt, Associated Engineering	
2. ADOPTION OF AGENDA	MOVED by Patrick Tighe That the agenda for September 16, 2019 be adopted. CARRIED (2019.09.16.01)	
3. APPROVAL of April 25, 2019 BOARD MEETING MINUTES	MOVED by Norm Sandahl That the board meeting minutes of April 25, 2019 be approved as amended. CARRIED (2019.09.16.02)	
4. REPORTS a) Commission Engineer's Report	Chris Parfitt, Associated Engineering, presented the report. Report received and document available upon request. Discussion. i. Master Plan Update 5 Year Capital ii. 2018/19 Capital Project Updates a. East 400mm Water Line Twinning b. SCADA System Upgrades c. Hwy 15 Water Line Relocations d. Hwy 825 Water Line Relocation e. Integrity Dig Gibbons Water Line (CM) iii. Water Line Relocation Lamoureux Drive (Scope & Cost Estimate?)	

b) Financial Reporting

Commission Manager presented financial reports.

- i. 2019 Capital Plan Amendment – Water Line Relocation Lamoureux Drive. Report received and filed. Discussion.

MOVED by Brian Kelly

That the CRNWSC Board amend the 2019 Capital Budget in the amount of \$650,000 to fund this water line relocation on Lamoureux Drive to effectively mitigate any liability risk to Hwy 15 bridge. Funding of this Capital will be from the CRNWSC Future Capital Reserve.

CARRIED (2019.09.16.03)

MOVED by Bill Tonita

To establish a sub-committee, Mel Smith, Bill Tonita, and as alternate, Norm Sandahl to negotiate a CIAC from the JSBRWSC in funding this upgrade.

CARRIED (2019.09.16.04)

- ii. 2018 Capital Plan Amendment – Hwy 15 Water Line Relocation. Report received and filed. Discussion.

MOVED by David McRae

That the CRNWSC Board approve the amended Capital Plan cost estimate of \$6,438,922.42. Funding is 100% grant funding.

CARRIED (2019.09.16.05)

- iii. 5 Year Capital Plan & 20 Year Plan. Report received and filed. Discussion.

MOVED by Norm Sandahl

That the Board approve the 5 Year Capital Projection.

CARRIED (2019.09.16.06)

MOVED by David McRae

That the Board authorize the Commission Manager to obtain a cost estimate from an Engineering Firm to update the 2016 Master Plan specifically for the establishment of the 20 Year Capital Budget requirements. This cost will be brought forward in the 2020 Budget preparation and shall include life cycle analysis.

CARRIED (2019.09.16.07)

- iv. Financial report, Comparative Financial report, Balance Sheet. Report received and filed. Discussion.

c) **Manager's Report**

- c) Commission Manager presented reports.
- i. EWSI 2013-15 Water Rate Reconciliation. Report received and filed. Discussion.
 - ii. Canadian Drinking Water Standards Lead – EWSI addition of Orthophosphate. Report received and filed. Discussion.
 - iii. Water Supply Agreement – Commission Members. Report received and filed. Discussion.

MOVED by Norm Sandahl

That the Board direct the Commission Manager to work with the Commission Solicitor in drafting a Water Supply Agreement for each respective Member Municipality.

CARRIED (2019.09.16.08)

- iv. Recommendation – Commission Engineer. Report received and filed. Discussion.

MOVED by Amber Harris

That the CRNWSC Board support retention of Associated Engineering in the capacity of the Commission Engineer for the period 2019-2021. Discussion.

MOVED by Dave McRae

That the Board go into in a closed session. (10:58am)

CARRIED (2019.09.16.09)

The Commission Engineers left the room for the closed session.

MOVED by Amber Harris

That the Board resume in open meeting. (11:15am)

CARRIED (2019.09.16.10)

Discussion resumed on motion made prior to closed session.

[That the CRNWSC Board support retention of Associated Engineering in the capacity of the Commission Engineer for the period 2019-2021.]

CARRIED (2019.09.16.11)

MOVED by Brian Kelly

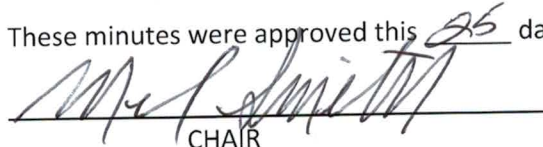
That the Commission strike a Contract Review Committee of five members plus the Commission Manager to bring to the Board recommendations for preparing an RFP process for engineering services. This report to be provided at the September 2020 board meeting.

Discussion.

CARRIED (2019.09.16.12)

	<p>MOVED by Norm Sandahl That the Contract Review Committee be represented by no more than one board member of each member municipality of Strathcona County and Sturgeon County and no more than one board member of three other member municipalities. The committee members appointed are Bill Tonita, Patrick Tighe, Brian Kelly, Amber Harris, Brian Holden, and Commission Manager, Lyle Clarke. Discussion. CARRIED (2019.09.16.13)</p> <p>v. Bremner Servicing Status Update. Report received and filed. Discussion.</p>
5.	<p>Chair, Mel Smith, reported. Discussion.</p> <p>MOVED by Norm Sandahl That Bill Tonita and Mel Smith, on behalf of CRNWSC, meet with JSBRWSC and Hwy 28/63 RWSC for information gathering and to search for efficiencies. CARRIED (2019.09.16.14)</p>
6. CONFERENCE OPPORTUNITIES	<p>List received and filed. Discussion. Mel Smith & Bill Tonita expressed interest to attend the AWWA/WEF Utility Management Conference, Feb 25-28, 2020</p>
7. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION	<p>Website. Discussion.</p>
8. NEXT MEETING DATE	<p>November 25, 2019 – 9:30am (Organization & Budget Meeting), City Hall, Fort Saskatchewan</p>
9. ADJOURNMENT	<p>There being no further business, the Chair declared the meeting adjourned at 11:55pm.</p>

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


CHAIR


COMMISSION MANAGER