

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, November 25, 2019

Lang Room – City Hall

Fort Saskatchewan, Alberta

1. CALL TO ORDER	Commission Manager, Lyle Clarke, called the meeting to order at 9:30 a.m.	
ATTENDANCE	Councillor Jibs Abitoye Councillor Brian Kelly	City of Fort Saskatchewan City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Robert Parks	Strathcona County Strathcona County
	Councillor Patrick D. Tighe	Sturgeon County
	Councillor Brian Holden Mayor David Hutton	Town of Bon Accord Town of Bon Accord
	Councillor Norman Sandahl Councillor Amber Harris	Town of Gibbons Town of Gibbons
	Mayor Mel Smith Councillor David McRae	Town of Redwater Town of Redwater
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary	
	COMMISSION ENGINEER Chris Parfitt, Associated Engineering	
Guests	Deanna Lennox, Fort Saskatchewan	
Regrets	Councillor Neal Comeau, Sturgeon County	
2. INTRODUCTIONS	Commission Manager (chair pro-tem) welcomed the 2019/2020 Board representatives and led the roundtable introductions.	
3. ORGANIZATIONAL MEETING a) Nomination of Chair b) Nomination of Vice-Chair	<p>Chair The Manager called for nominations for the position of Chair. Bill Tonita and Mel Smith were nominated. No further nominations were received, and nominations were declared closed. Nominees left room, then nominees returned. A ballot vote was conducted. Mel Smith was declared elected as Board Chair.</p> <p>Moved by David McRae That the ballots be destroyed. Carried (2019.11.25.01)</p> <p>Mel Smith assumed the position of Chair for the remainder of the meeting.</p> <p>Vice-Chair The Chair called for nominations for the position of Vice-Chair. Amber Harris and Brian Kelly were nominated. No further nominations were received, and nominations were declared closed. A ballot vote was conducted. Amber Harris was declared elected as Board Vice-Chair.</p>	

	<p>Moved by David McRae That the ballots be destroyed. Carried (2019.11.25.02)</p>
4. ADOPTION OF AGENDA	<p>MOVED by David Hutton That the agenda for September 25, 2019 be adopted. CARRIED (2019.11.25.03)</p>
5. APPROVAL of September 25, 2019 BOARD MEETING MINUTES	<p>MOVED by Patrick Tighe That the board meeting minutes of September 25, 2019 be approved as corrected. Discussion. CARRIED (2019.11.25.04)</p>
<p>6. COMMISSION ENGINEER CAPITAL REPORT UPDATE</p> <ul style="list-style-type: none"> a) Hwy 15 Water line Relocations b) SCADA System Upgrade c) Hwy 825 Water Line Relocation d) Lamoureux Drive Water Line Relocation e) Integrity Dig Gibbons Line 	<p>Chris Parfitt, Associated Engineering, presented a report. Report received and copy available upon request.</p> <p>MOVED by Amber Harris That the Board accept the Commission Engineer report. CARRIED (2019.11.25.05)</p>
<p>7. COMMISSION MANAGER REPORT</p> <ul style="list-style-type: none"> a) Per Diem Discussion b) EWSI 2020 Water Rate (p.6) c) Website Release Presentation d) Group Photo for Website 	<p>a) Per Diem Discussion Commission Manager presented report. Discussion. Report received. Moved by Patrick Tighe That the Commission adopt the AUMA per diem rate. CARRIED (2019.11.25.06)</p> <p>b) EWSI 2020 Water Rate Commission Manager presented report. Report received and filed. Discussion. Moved by Jibs Abitoye That the Board receive the report as information. CARRIED (2019.11.25.07)</p> <p>c) Website Release Presentation Commission Manager presented website development. Discussion. Report received.</p>
8. Sub Committee Reports	<p>Bill Tonita presented report on behalf of Contract review committee. Moved by Bill Tonita That the Board seek a legal opinion as to the Commission's requirements under New West Partnership Trade Agreement (NWPTA). CARRIED (2019.11.25.08)</p>

	<p>Moved by Bill Tonita That the Board approve the Contract Review Committee budget for per diem and travel expense to a maximum of five thousand dollars (\$5000). CARRIED (2019.11.25.09)</p>
	<p>A recess was declared at 11:02am. Meeting resumed at 11:15am.</p>
<p>9. COMMISSION MANAGER/FINANCE REPORT a) Year to Date (YTD) Financial Statements (pp. 7-15) b) 2020 Investment portfolio renewal c) 2020 Capital & Operating Budgets and 2020 Projected Water Rates (pp. 16-21) d) Gibbons waterlines</p>	<p>Commission Manager presented reports. Discussion.</p> <p>a) Report received and filed. Moved by Robert Parks That the Board accept the Year to Date Financial Statements. CARRIED (2019.11.25.10)</p> <p>Moved by Bill Tonita That the Commission Manager review and recommend updated reserve policies. CARRIED (2019.11.25.11)</p> <p>b) Report received. Discussion</p> <p>Moved by Norm Sandahl That the Board continue with the ninety (90) day investment on demand rate. CARRIED (2019.11.25.12)</p> <p>c) Report received and filed. Discussion.</p> <p>Moved by Norm Sandahl That effective January 1, 2020, the Capital Region Northeast Water Services Commission's water sales rate to members and the Highway 28/63 Regional Water Services Commission is increased by \$0.0462 per cubic meter, from \$1.6038 to \$1.65 per cubic meter. CARRIED (2019.11.25.13)</p> <p>Moved by Bill Tonita That effective January 1, 2020, the John S. Batiuk Regional Water Commission's water sales rate is increased by \$0.0206 per cubic meter, from \$1.1044 to \$1.125 per cubic meter. CARRIED (2019.11.25.14)</p> <p>Moved by David McRae That the Capital Region Northeast Water Services Commission Board approves the attached 2020 Operating Budget outlining total revenues of \$12, 903,070 and total expenditures of \$12,903,070. CARRIED (2019.11.25.15)</p>

	<p>Moved by Jibs Abitoye That the Capital Region Northeast Water Services Commission has no 2020 Capital Budget items but approves six carry forward projects for a total of \$11,175,250 to be funded \$1,344,000 from Capital Reserves and \$9,831,250 from grant funding (Alberta Transportation). CARRIED (2019.11.25.16)</p> <p>d) Commission Manager reported. Discussion. Moved by Brian Kelly That the Board amend the 2020 capital budget in the amount of \$1.2 million to fund the waterline replacement and balance as written and distributed. CARRIED (2019.11.25.17)</p>
10. CONFERENCE OPPORTUNITIES – American Water Works Association (p.22)	List received and filed.
11. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION	No further questions.
12. 2020 PROPOSED MEETING DATES & LOCATIONS	<p>a) January 20, 2020 (Orientation) – Dow Centre, Fort Saskatchewan</p> <p>b) April 20, 2020 (Financial Audit Meeting) - Redwater</p> <p>c) September 21, 2020 (Capital Budget Meeting) – Strathcona County</p> <p>d) November 23, 2020 (Organization & Budget Meeting) – Fort Saskatchewan</p>
13. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 11:57am.

These minutes were approved this 20th day of January, 2020.



CHAIR



COMMISSION MANAGER