

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, April 20, 2020

Virtual Meeting – Zoom

1. CALL TO ORDER	Commission Chair, Mayor Mel Smith, called the meeting to order at 10:36 a.m. (technical difficulties caused delay)	
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 Neal Comeau Councillor Patrick Tighe	Sturgeon County 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 Linda Clarke, Recording Secretary	
	COMMISSION ENGINEER Patrick Mastromatteo, Associated Engineering	
Guests	Phil Dirks, Metrix Group, LLP Edward Telford, Metrix Group, LLP	
Regrets	Nil	
2. INTRODUCTIONS	Commission Manager welcomed the 2020 Board representatives and led the virtual roundtable introductions.	
3. ADOPTION OF AGENDA	MOVED by Robert Parks. That the agenda for April 20, 2020 be adopted. CARRIED (2020.04.20.03)	
4. APPROVAL of January 20, 2020 BOARD MEETING MINUTES	MOVED by Dave McRae. That the board meeting minutes of January 20, 2020 be approved as corrected. Discussion. CARRIED (2020.04.20.04)	
5. METRIX FINANCIAL AUDIT PRESENTATION	Phil Dirks and Edward Telford presented the 2019 Financial Audit to the Board. Presentation received. Recommendation by Metrix to have upcoming annual budgets be approved and signed by two Board members. Discussion. Action: Lyle to email Manager report to Board members. Neal Comeau moves to have Lyle look into information regarding paying down the debenture. CARRIED (2020.04.20.05)	

	<p>Action: Commission Manager to inquire as to paying down debentures early and the implications. To provide information at September Board meeting.</p> <p>Moved by Robert Parks. That the Board accept and approve the Audited Financial Statements. CARRIED (2020.04.20.06)</p>
<p>6. COMMISSION ENGINEER REPORT Capital Project Status:</p> <p>a) SCADA System Upgrade b) Hwy 15 Water Line Relocation c) Hwy 825 Water Lines Relocation d) Lamoreaux Drive Water Line Replacement e) Gibbons/Bon Accord Integrity Dig/Water Line Replacement (CM)</p>	<p>Patrick Mastromatteo presented the Capital Project Status update. Discussion. Moved by Amber Harris. That the Board accept the Capital Project Status update as information. CARRIED (2020.04.20.07)</p>
<p>7. COMMISSION MANAGER REPORT</p> <p>a) Lamoreaux Drive Water Line Replacement 2019 Capital Plan Amendment b) Letter from City of Fort Saskatchewan & Board report c) O&M 2019 Annual Report</p>	<p>a) Commission Manager presented the required increase to Capital Plan to 950K as projected by Associated Engineering. Discussion. Moved by David Hutton. That the Board amend the budget from future Capital Reserve. CARRIED (2020.04.20.08)</p> <p>b) Commission Manager presented request by City of Fort Saskatchewan for a rate decrease. Discussion. Moved by Amber Harris. That the Board accept the City of Fort Saskatchewan report as information. CARRIED (2020.04.20.09)</p> <p>Moved by Dave McRae. That the Board seek legal opinion on dispersing funds to member municipalities. Discussion. CARRIED (2020.04.20.10)</p> <p>Moved by Brian Kelly. That the Board approves an adjustment to the water billing rate for the remainder of the current year 2020 and amendment to the budget to reduce revenue by 500K. MOTION DEFEATED. Recorded votes: Kelly and Abitoye voting in favor, and Parks, Hutton, McRae, Tonita, Tighe, Holden, Harris,</p>


	<p>Sandahl and Smith voting against. Board member Comeau was absent during the vote. c) O & M 2019 Annual Report. Moved by Norm Sandahl. That the Board accept the Annual O & M Report as information. CARRIED (2020.04.20.11)</p>
<p>8. SUB-COMMITTEE REPORTS</p> <p>a) Multi Commission Sub-Committee Meeting update Letter from JSB RWSC & response letter</p> <p>b) Engineering Services Sub-Committee update</p>	<p>a) Multi Commission Sub-Committee meeting update provided by Chair Mel Smith. Discussion. Action: Commission Manager to arrange meeting with JSB RWSC.</p> <p>b) Engineering Services Sub-Committee update provided Commission Manager. Proposal by Commission Manager for a purchasing policy. Discussion. Action: Commission Manager to bring forward purchasing policy draft for September or November Board meeting.</p> <p>Moved by Robert Parks. That the Board accept the reports as information. CARRIED (2020.04.20.12)</p>
<p>9. COMMISSION MANAGER/FINANCE REPORT</p> <p>a) Year to Date (YTD) Financial Statements -Operational & Maintenance Comparative Income Statement -Capital Plan Financial Statement -Balance Sheet</p> <p>b) Investment Portfolio Changes (verbal)</p>	<p>a) Commission Manager presented the Year to Date Financial Statements. Moved by Amber Harris. That the Board accept the Financial Statements as information. CARRIED (2020.04.20.13)</p> <p>Discussion. Moved by Robert Parks. That the Board accept financials regarding Alberta Transportation as information. CARRIED (2020.04.20.14)</p> <p>b) Commission Manager presented possible options regarding investments. Discussion. Moved by Patrick Tighe. That the Board leave the investments as status quo. CARRIED (2020.04.20.15)</p>
<p>10. CHAIRMAN Evaluation criteria-Commission Manager</p>	<p>Discussion on evaluation of Commission Manager. Copy of proposal from the contract requested. Action: Norm Sandahl to provide evaluation template to the Board members by September.</p>
<p>11. CONFERENCE OPPORTUNITIES American Water Works Association</p>	<p>Conferences are postponed at this time due to Covid-19.</p>

13. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION	No questions presented.
14. 2020 MEETING DATES & LOCATIONS a) September 21, 2020 Strathcona County (Capital Budget Meeting) b) November 23, 2020 City of Fort Saskatchewan (Organizational & Budget Meeting)	Possibility for the September meeting to be held virtual.
15. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 1:00 pm.

These minutes were approved this 21 day of SEPT., 2020.



 CHAIR



 COMMISSION MANAGER