

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, April 26, 2021

Virtual Meeting – Zoom

1. CALL TO ORDER	Commission Chair, Councillor Bill Tonita, called the meeting to order at 9:30 a.m.	
ATTENDANCE	Councillor Jibs Abitoye Councillor Gord Harris	City of Fort Saskatchewan City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Robert Parks	Strathcona County Strathcona County
	Councillor Neal Comeau Councillor Dan Derouin	Sturgeon County Sturgeon County
	Councillor Brian Holden Councillor Greg Mosychuk	Town of Bon Accord Town of Bon Accord
	Councillor Norman Sandahl Councillor Amber Harris	Town of Gibbons Town of Gibbons
	Councillor Rob Olson Councillor David McRae	Town of Redwater Town of Redwater
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	COMMISSION ENGINEER Chris Parfitt, Associated Engineering	
Guests	Phil Dirks, Metrix Group, LLP Graham Simko, Metrix Group, LLP	
Regrets	Nil	
2. INTRODUCTIONS	Commission Chair welcomed the 2021 Board representatives and led the virtual roundtable introductions.	
3. ADOPTION OF AGENDA	MOVED by Brian Holden. That the agenda for April 26, 2021 be adopted. CARRIED (2021.04.26.01)	
4. APPROVAL of January 25, 2021 BOARD MEETING MINUTES	MOVED by Norm Sandahl. That the board meeting minutes of January 25, 2021 be approved. Discussion. CARRIED (2021.04.26.02)	
5. METRIX FINANCIAL AUDIT PRESENTATION	Phil Dirks presented the 2020 Financial Audit to the Board. Presentation received. Discussion. Moved by Robert Parks. That the Board accept and approve the Audited Financial Statements. CARRIED (2021.04.26.03)	

	<p>MOVED by Jibs Abitoye. That the Board meet in private to discuss matters protected from disclosure under the <i>Freedom on Information and Protection of Privacy (FOIP) Act Section 24 – Advice from Officials at 10:00 a.m.</i> CARRIED (2021.04.26.04)</p> <p>Moved by Brian Holden. That the Board revert to open session at 10:09 a.m. CARRIED (2021.04.26.05)</p>
<p>6. COMMISSION ENGINEER REPORT Capital Project Status:</p> <ul style="list-style-type: none"> a) Hwy 825 Water Line relocation b) Hwy 15 Water Line Relocation c) Lamoreaux Drive Water Line Relocation d) HMI Upgrades e) Cathodic Protection Assessment South Side Water Main f) Smartball Inspection g) SSMV Upgrades (CM) h) Gibbons Water Line Integrity Dig (CM) 	<p>Chris Parfitt presented the Capital Project Status update. Commission Manager provided an update on items g) and h). Discussion. Moved by David McRae. That the Board accept the Capital Project Status update as information. CARRIED (2021.04.26.06)</p>
<p>7. COMMISSION MANAGER REPORT</p> <ul style="list-style-type: none"> a) Borrowing Bylaw Resolution b) O&M Report c) Alberta Environment & Parks – Water Distribution Code of Practice d) 2020 Water Loss 	<p>a) Commission Chair moved Borrowing Bylaw Resolution to Agenda item 11.5.</p> <p>b) Commission Manager presented O & M Annual Report. Discussion. Moved by Norm Sandahl. That the Board accept the Annual O & M Report as information. CARRIED (2021.04.26.07)</p> <p>c) Commission Manager presented the Alberta Environment & Parks- Water Distribution Code of Practice report. Discussion. Moved by Greg Mosychuk. That the Board accept the Alberta Environment & Parks Report as information. CARRIED (2021.04.26.08)</p> <p>d) Commission Manager presented the 2020 Water Loss Report. Discussion. Moved by Rob Olson. That the Board accept the 2020 Water Loss Report as information. CARRIED (2021.04.26.09)</p>

<p>8. COMMISSION MANAGER Presentation on Regional Water Customer Group</p>	<p>Commission Manager provided a presentation on the Regional Water Customer Group. Discussion. Moved by Robert Parks. That the Board accept the presentation on the Regional Water Customer Group as information. CARRIED (2021.04.26.10)</p> <p>Action: Commission Manager to provide True-up rate information for the last 10 years.</p> <p>Action: Commission Manager to schedule meeting with Strathcona County regarding Regional Water Customer Group balancing fund with Gord Harris, David McRae and Bill Tonita attending.</p>
<p>9. COMMISSION MANAGER Finance Reports a) February 2021 Month End Financial Statements b) Capital Budget Detail YTD c) Balance Sheet</p>	<p>Commission Manager presented the February 2021 Month End Financial Statements, Capital Budget Detail and the Balance Sheet Reports. Discussion. Moved by Norm Sandahl. That the Board accept the Financial Statements as information. CARRIED (2021.04.26.11)</p>
<p>10. CORRESPONDENCE Letter from City of Fort Saskatchewan – Supply to Fort Saskatchewan</p>	<p>Correspondence reviewed by the Board. Discussion.</p>
<p>11. JOHN S. BATIUIK RWSC SUB- COMMITTEE REPORT Correspondence a) Letter to JSBRWSC March 10, 2021 – 2019-2021 CRNWSC Capital Projects b) Letter from JSBRWSC March 22, 2021 – 2005 Water Supply Agreement-Water Rates</p>	<p>John S. Batiuik RWSC Sub-Committee presented report and recommendations. Discussion. Moved by Dan Derouin. That the Board approve an amendment to the 2021 Operation and Maintenance budget. Expenditure \$20,000 Contracted Services – contract the services of a facilitator. Revenue - \$20,000 CRNWSC Rate Stabilization Reserve. CARRIED (2021.04.26.12)</p> <p>Moved by Norm Sandahl. That the Board authorize the sub-committee to enter into an agreement with JSBRWSC in utilizing a facilitator to address the water rate matter. CARRIED (2021.04.26.13)</p> <p>Moved by Robert Parks. That the Board authorize the Commission Manager to invoice JSBRWSC the actual amount for the JSBRWSC proportionate share of Capital projects identified in the March 10, 2021 letter that have been completed to date. CARRIED (2021.04.26.14)</p>

<p>11.5 Borrowing Bylaw Resolution</p>	<p>Commission Manager presented the Borrowing Bylaw Resolution. Moved by Gord Harris. That the Board approves of the Commission Manager to bring Borrowing Bylaw Resolution with changes to the June 14, 2021 meeting. CARRIED (2021.04.26.15)</p>
<p>12. BYLAW & POLICY SUB-COMMITTEE REPORT</p>	<p>Councillor Jibs Abitoye presented the Bylaw & Policy Sub-Committee report. Discussion. Moved by Jibs Abitoye. That the Board schedule a special meeting for June 14, 2021 at 9:30 a.m. CARRIED (2021.04.26.16)</p> <p>Moved by Jibs Abitoye. That the Board approves administration to request an extension of the deadline set out by Municipal Affairs. CARRIED (2021.04.26.17)</p>
<p>13. MANAGEMENT CONTRACT Contract 2-year extension</p>	<p>Commission Chair presented the approval of the Management Contract extension of 2 years.</p>
<p>14. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</p>	<p>None.</p>
<p>15. 2021 PROPOSED MEETING DATES & LOCATIONS a) June 14, 2021 (Sub-Committee's Reports Update) – Virtual Meeting b) September 27, 2021 (Capital Budget Meeting) - Gibbons c) November 29, 2021 (Organizational & Budget Meeting) - TBD</p>	
<p>16. ADJOURNMENT</p>	<p>There being no further business, the Chair declared the meeting adjourned at 12:25 pm.</p>

These minutes were approved this 14th day of June, 2021.



CHAIR



COMMISSION MANAGER