

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, September 27, 2021

Virtual Meeting via Zoom

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| 1. CALL TO ORDER | Commission Chair, Councillor Bill Tonita, called the meeting to order at 9:33 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 | Nil | |
| Regrets | Nil | |
| 2. INTRODUCTIONS | Commission Chair welcomed the 2021 Board representatives and led the roundtable introductions. | |
| 3. ADOPTION OF AGENDA | MOVED by Brian Holden. That the agenda for September 27, 2021 be adopted. CARRIED (2021.09.27.01) | |
| 4. AMENDMENT & APPROVAL of June 14, 2021 BOARD MEETING MINUTES | Moved by Robert Parks. That the board meeting minutes of June 14, 2021 be approved. Discussion. CARRIED (2021.09.27.02) | |
| 5. COMMISSION ENGINEER REPORT Capital Project Status: 5.1 Capital Projects a) Hwy 825 Water Line Relocation b) Hwy 15 Water Line Relocation c) Lamoreaux Drive Water Line Replacement d) HMI Upgrades e) Cathodic Protection Assessment South Side Water Main f) Smartball Inspection g) SSMV Upgrades (CM) | Chris Parfitt presented the Capital Project Status update, Master Plan Status update and Engineering Standards update. Discussion. Moved by Neal Comeau. That the Board accept the Capital Project Status update, Master Plan Status update and Engineering Standards as presented. CARRIED (2021.09.27.03) | |


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| <p>5.2 Master Plan status update (2022-2026)</p> <p>5.3 Engineering Standards a) Addition-large service line connection (Commercial/Industrial/Multiconnection) b) Large Industrial Commercial Multiconnection service line connection report</p> | |
| <p>6. BYLAW & POLICY SUBCOMMITTEE UPDATE</p> <p>6.1 Bylaws a) Draft Bylaw 2021-004-Respecting the Process for Adding and Removing Members and Customers</p> <p>6.2 Policies a) Remuneration & Expense Policy 2021-001; b) Board of Directors Code of Ethics Policy 2021-002; c) Capital Budget Fund Policy 2021-003; d) Rate Stabilization Reserve Policy 2021-004; e) Water Line Infrastructure Failure Reserve Policy 2021-005; f) Board Development Policy 2021-006; g) Board Development Reserve Fund Policy 2021-007</p> | <p>6.1 a) Commission Manager presented Draft Bylaw 2021-004 Respecting the Process for Adding and Removing Members and Customers. Discussion. Moved by Brian Holden. That the Board approve Bylaw 2021-004 Respecting the Process for Adding and Removing Members and Customers. CARRIED (2021.09.27.04)</p> <p>6.2 a) Commission Manager presented Policy 2021-001 Remuneration & Expense Policy. Discussion. Moved by Robert Parks. That the Board approve Policy 2021-001 Remuneration & Expense Policy with the amendment of 30 days to submit expenses and an annual review date. CARRIED (2021.09.27.05)</p> <p>b) Commission Manager presented Policy 2021-002 Board of Directors Code of Ethics. Discussion. Moved by Greg Mosychuk. That the Board approve Policy 2021-002 Board of Directors Code of Ethics with an annual review date. CARRIED (2021.09.27.06)</p> <p>c) Commission Manager presented Policy 2021-003 Capital Budget Fund. Discussion. Moved by Jibs Abitoye. That the Board approve Policy 2021-003 Capital Budget Fund with an annual review date. CARRIED (2021.09.27.07)</p> <p>d) Commission Manager presented Policy 2021-004 Rate Stabilization Reserve. Discussion. Moved by David McRae.</p> |

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| | <p>That the Board approve Policy 2021-004 Rate Stabilization Reserve with an annual review date. CARRIED (2021.09.27.08)</p> <p>e) Commission Manager presented Policy 2021-005 Water Line Infrastructure Failure Reserve. Discussion. Moved by Brian Holden. That the Board approve Policy 2021-005 Water Line Infrastructure Failure with an annual review date. CARRIED (2021.09.27.09)</p> <p>f) Commission Manager presented Policy 2021-006 Board Development. Discussion. Moved by Dan Derouin. That the Board approve Policy 2021-006 Board Development with an annual review date. CARRIED (2021.09.27.10)</p> <p>g) Commission Manager presented Policy 2021-007 Board Development Reserve Fund. Discussion. Moved by Greg Mosychuk. That the Board approve Policy 2021-007 Board Development Reserve Fund with an annual review date as well as approve moving the \$36,000 in funds to the Capital Reserve. CARRIED (2021.09.27.11)</p> |
| <p>7. JSBRWSC SUBCOMMITTEE REPORT</p> | <p>Commission Chair presented JSBRWSC Subcommittee report update. Discussion. Action: Commission Manager to meet with the JSBRWSC Manager on September 28, 2021.</p> |
| <p>8. COMMISSION MANAGER REPORT</p> <p>a) Regional Water Customers Group (RWCG) Draft Balancing Fund Policy</p> <p>b) Alberta Environment & Parks Audit Inspection Report</p> <p>c) 2021 Operating and Capital Budget Amendment</p> <p>d) July 2021 Month End Financial Statements</p> <p>e) Water Supply update on Negotiations with Strathcona County – South side supply</p> | <p>a) Commission Manager presented the Regional Water Customers Group Draft Balancing Fund Policy. Discussion. Moved by David McRae. That the Board fundamentally supports the wording contained within the draft RWCG policy. CARRIED (2021.09.27.12)</p> <p>b) Commission Manager presented the Alberta Environment & Parks Audit Inspection Report. Discussion. Moved by Robert Parks. That the Board accept the report as information. CARRIED (2021.09.27.13)</p> <p>c) Commission Manager presented the 2021 Operating and Capital Budget Amendment. Discussion.</p> |

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| | <p>Moved by Norman Sandahl. That the Board approve an amendment to the CRNWSC 2021 Capital Budget of removing 2 capital projects (Smart Ball inspection and Cathodic Protection Assessment) totaling \$1,485,000 and incorporating them into the 2021 Operating Budgets as Engineering studies. CARRIED (2021.09.27.14)</p> <p>Moved by Norman Sandahl. That the Board approve adjusting the water rate impact over 5-year period (2022-2026) for these Engineering studies. CARRIED (2021.09.27.15)</p> <p>d) Commission Manager presented the July 2021 Month End Financial Statements. Discussion. Moved by Greg Mosychuk. That the Board accept the July 2021 Month End Financial Statements as information. CARRIED (2021.09.27.16)</p> <p>e) Commission Manager presented Water Supply update on negotiations with Strathcona County-South Side Supply Line. Discussion. Moved by David McRae. That the Board receive the report with respect to the progress on the water supply agreement negotiations as information. CARRIED (2021.09.27.17)</p> <p>Moved by Greg Mosychuk. That the Board authorize the Commission Manager to follow up with a letter to the JSBRWSC to effectively preserve our rights on a 2021 water rate financial adjustment true up process at year-end. CARRIED (2021.09.27.18)</p> |
| <p>9. DRAFT STRATEGIC PLAN (2021-2025)</p> | <p>Commission Manager presented the Draft Strategic Plan. Discussion. Moved by David McRae. That the Draft Strategic Plan be deferred until the January 2022 Orientation Board Meeting with a facilitated discussion after new Board is appointed. CARRIED (2021.09.27.19)</p> |
| <p>10. EMAIL REQUEST GORD HARRIS</p> | <p>Gord Harris presented an email sent to the Board for consideration. Discussion. Moved by Gord Harris. That the Board direct Commission Manager to prepare a plan for a comprehensive Asset Management Plan conforming to ISO or a similar standard with the 5 items identified and budget amount required and present to the Board by Q3 2022. CARRIED (2021.09.27.20)</p> |

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| 11. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION | No questions presented. |
| 12. 2021 MEETING DATES & LOCATIONS a) November 29, 2021 – Town of Redwater (Organizational & Budget Meeting) | Due to Covid-19, the November meeting may be virtual via Zoom. |
| 13. TRAINING OPPORTUNITIES | |
| 14. ADJOURNMENT | There being no further business, the Chair declared the meeting adjourned at 12:45 pm. |

These minutes were approved this 29th day of Nov, 2021.



 CHAIR



 COMMISSION MANAGER