



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

BOARD MEETING

Monday, June 24, 2024 at 9:00 am
Town of Redwater, Council Chambers
MINUTES

Attendance:

COMMISSION MEMBERS:

Bill Tonita - Chair	Strathcona County
Dan Derouin	Sturgeon County
Brian Kelly	City of Fort Saskatchewan
Timothy Larson	Town of Bon Accord
Norman Sandahl	Town of Gibbons
Dave McRae – D. Chair	Town of Redwater

Other:

Gene Sobolewski	Commission Manager
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1) Call to Order

Chair Tonita called the meeting to order at 9:05 am.

2) Adoption of Agenda

Moved by Director Larson that the Agenda be adopted as presented.

Carried

3) Adoption of Minutes

a) May 22nd, 2024 Board Meeting Minutes

Moved by Director Sandahl that the Minutes of May 22nd, 2024, be approved as presented.

Carried

b) May 29th, 2024 Board Meeting Minutes

Moved by Director Kelly that the Minutes of May 29th, 2024, be approved as presented.

Carried

4) Delegation

a) None

5) Engineer Report

a) None



- 6) Business
a) PCCP pipe and Calgary response

Moved by Director Kelly that the Board direct the Commission Manager to plan for an inspection of the 900 mm and 750 mm PCCP pipe in 2029 and every 5 years thereafter and further establish a specific reserve to accommodate the costs of the inspection program.

Carried

- b) Report on AWWA – ACE Conference – Verbal
c) Request for Conversion to Quicks online (Givens and Tara)

Moved by Director Sandahl that the Board direct the Commission Manager to undertake the process of the Commission converting the existing accounting system and processes to work within Quickbooks Plus and authorize the licensing of Quickbook Plus for a cost of \$80 per month, or as license fees require.

- d) Commission Manager Review

Moved by Director Larson that the board recognizes the Commission Manager has completed Probationary period and will undertake a one year review in December 2024.

Carried

- 7) Commission Manager Report
a) Attached

Moved by Director Sandahl that the board accepts the Commission Managers Report for information.

Carried

- 8) Finance Report
a) Givens LLP for May
b) Aged A/R
c) Aged Payables
d) GIC Discussion- \$2,000,000

Moved by Director Kelly that the CRNWSC board to invest \$2,000,000 surplus to a renewable GIC with the ATB for a 4 or 5 year term at the higher interest rate.

Carried

- 9) Board/Committee Reports
a) None

- 10) Correspondence and Information
a) None

- 11) Next Meeting
a) July 22, 2024 (3rd Monday) – **Strathcona offices (Room to be determined)**
b) August 19, 2024 – **Sturgeon Offices (Room to be determined)**
c) September 23, 2024 – **City of Fort Saskatchewan offices (Room to be determined)**

Moved by Director Sandahl that the board accepts the meeting dates as provided.

Carried



12) In Camera

a) JSBRWSC Issue – FOIP s27(2) – Legal Matter

- i. JSB opinion review
- ii. JSB letter revision/rate update
- iii. JSB outstanding A/R update

Moved by Director Sandahl to move into In-Camera 9:36am

Carried

Moved by Director Larson to move out of In-Camera 11:15am

Carried

Moved by Director McRae to direct the Commission Manager to draft a letter to send to the JSBRWSC as discussed to be signed by the Board Chair and further that the letter contain a section to invite the JSBRWSC Chair and Manager to meeting to discuss the legal issues with a view of determining if there is a path forward outside of the court process.

Carried

13) Adjournment

Meeting Adjourned at 12:15 pm

These minutes were approved this 22nd day of July, 2024

CHAIR

COMMISSION MANAGER