



# CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

## BOARD MEETING

Monday, January 20th, 2025 at 9:00 am

Strathcona County

### MINUTES

Attendance:

#### COMMISSION MEMBERS:

<b>Bill Tonita - Chair</b>	Strathcona County
<b>Gordon Harris</b>	City of Fort Saskatchewan
<b>Timothy Larson</b>	Town of Bon Accord
<b>Norman Sandahl</b>	Town of Gibbons
<b>Dave McRae – D. Chair</b>	Town of Redwater
<b>Neal Comeau</b>	Sturgeon County

#### Other:

<b>Gene Sobolewski</b>	Commission Manager
<b>Tara Harder</b>	Executive Clerk
<b>Richard</b>	Brownlee LLP
<b>Dan Derouin</b>	Sturgeon County-Alternate

- 1) Call to Order  
Chair Tonita called the meeting to order at 9:06 am.

- 2) Adoption of Agenda

**25-01-001**  
**MOVED by Director Larson**

That the Agenda be adopted as presented.

**Carried**

- 3) Adoption of Minutes
  - a) December 13<sup>th</sup>, 2024 Organizational Meeting Minutes

**25-01-002**  
**MOVED by Director Comeau**

That the Minutes of the Board meeting held on December 13th, 2024, be approved as presented with revisions.

**Carried**

4) Delegation

- a) Richard Jones – Brownlee LLP (Closed Session) FOIP s21, s22, s23 and s27

**25-01-003**

**MOVED by Director Larson**

That the Board go into Closed Session, and invite Alternate Dan Derouin to join, at 9:08am.

**Carried**

**25-01-004**

**MOVED by Director McRae**

That the board move out of Closed Session at 10:05am.

**Carried**

**25-01-005**

**MOVED by Director Sandhal**

That the Board direct the Commission Manager to work with Brownlee LLP to prepare a letter to JSBRWSC pertaining to timelines of the dispute resolution process moving forward, including engaging in a formal arbitration, agreement of the arbitrator and the CRNWSC making application to the AUC for resolution of the dispute.

**Carried**

**25-01-006**

**MOVED by Director Larson**

That the Board direct the Commission Manager, in consultation with Brownlee LLP, to engage an experienced Rate Consultant to examine the Commission's past rate methodologies, protocols, and to prepare a report to the Board of the findings.

**Carried**

5) Engineer Report

- a) Updates To Issues -no report
- i) Wolf Project
  - ii) PCCP Pipe Inspection - Xylem Project

6) Business

- a) 2025 ACE (AWWA) Conference – June 08-11, Denver, Colorado

**25-01-007**

**MOVED by Director Comeau**

That the Board direct the Commission Manager arrange for the attendance of Neal Comeau, Timothy Larson, and Bill Tonita along with the commission Manager to the 2025 ACE Water Conference in Denver Colorado from the dates of June 08 through to June 11, 2025.

**Carried**

- b) Xylem Revised Proposal – PCCP Inspections

**25-01-008**

**MOVED by Director Sandahl**

That the Board accept the proposal from Xylem – Pure Technologies Ltd. in the amount of \$707,886 plus GST and that the Board further directs the Commission Manager to proceed with the Project.

**Carried**

- c) Transfer of \$600,000 to Operating Reserve (BPSS) for Xylem PCCP Pipe Inspections – March 2025

**25-01-009**

**MOVED by Director Sandahl**

That the Board direct the Commission Manager to transfer \$1,000,000 from the 90 Demand Account into the Operating Reserve within the ATB BPSS account to fund the Xylem Project.

**Carried**

- d) Preliminary Evaluation - Governance Model

**25-01-010**

**MOVED by Director McRae**

That the Board go into Closed Session at 11:19am without Administration.  
Invited Administration into closed session at 11:38am

**Carried**

**25-01-011**

**MOVED by Director McRae**

That the Board move out of Closed Session at 12:09pm.

**Carried**

**25-01-012**

**MOVED by Director Comeau**

That the Board continue to schedule meetings with the Town of Bon Accord, the Town of Gibbons and the Town of Redwater Councils and discuss the matter of governance and report back to the Board at the next meeting.

**Carried**

e) Adoption of Strategic Plan

**25-01-013**

**MOVED by Director Comeau**

That the Board adopt the 2025 – 2029 Strategic Plan as presented and further direct the Commission Manager to commence preparation of the priorities plan to achieve the Strategic goals of the Board.

**Carried**

7) Commission Manager Report

**25-01-014**

**MOVED by Director Larson**

That the Board accepts the Commission Managers' Report for information as presented.

**Carried**

8) Finance Report

a) Givens LLP report for January 2025

**25-01-015**

**MOVED by Director Comeau**

That the Board accepts the Financial Report for information as presented.

**Carried**



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

- 9) Board/Committee Reports – no reports
- 10) Correspondence and Information
  - a)
- 11) Next Meeting
  - a) Monday, January 20, 2025 – Strathcona County Office – **Approved**
  - b) Monday, February 24, 2025 – Sturgeon County – **Approved**
  - c) Monday, March 17, 2025 - Redwater
  - d) Other COW/Workshop Meetings to be scheduled – Bylaw Workshop – February?

25-01-016  
MOVED by Director Sandahl

That the March Board Meeting be approved for Monday, March 24<sup>th</sup>, 2025 at 9:00am at The Town of Redwater Office.

Carried

25-01-017  
MOVED by Director Larson

That the April Board Meeting be approved for Monday, April 14<sup>th</sup>, 2025 at 9:00am at Sturgeon County Office.

Carried

12) Closed Meeting - FOIP s21, s22, s23 and s27

- a) JSBRWSC Update/Issues
  - i) JSB update outstanding A/R update
  - ii) Discussion With Lawyer

13) Adjournment

Meeting adjourned at 12:51pm.

These minutes were approved this 24 day of February, 2025

  
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CHAIR

  
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COMMISSION MANAGER