CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

BOARD MEETING
Monday, August 18th, 2025 at 9:00 am
Town of Redwater Council Chambers, Redwater
MINUTES

Attendance:

COMMISSION MEMBERS:

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

Other:

Gene Sobolewski	Commission Manager
Tara Harder	Executive Clerk
Chris Parfit	Associated Engineering

1) Call to Order
Chair Tonita called the meeting to order at 8:58 am.

2) Adoption of Agenda

25-08-001
MOVED by Director Larson

That the Agenda be adopted as presented.

Carried

3) Adoption of Minutes
a) April 7th, 2025 Board Meeting Minutes

25-08-002
MOVED by Director Sandahl

That the Minutes of the Board meeting held on June 16th, 2025, be approved as presented.

Carried

4) Delegation
a) Wolf/Leak Repairs Update

25-08-003
MOVED by Director Sandahl

That the board accept the report for information as presented.

Carried

5) Engineer Report

6) Business

a) Xylem Final Costs – JSB
25-08-004
MOVED by Director McRae

That the Board direct the Commission Manager to prepare a detailed invoice to the JSB for the total costs by allocation for their respective share of the costs to undertake the 2025 PCCP pipe inspection project and construction of the perched manhole, based on the JSBWRSC allocation.

Carried

b) Water Consumption: JSB High Usage, Water Allocations –Future Issues
25-08-005
MOVED by Director Sandahl

That the board accept the report for information as presented.

Carried

c) Storage – Archives

d) 2026 Preliminary Budget Considerations – discussion/input

e) Strategic Plan/Annual Report

25-08-006
MOVED by Director McRae

That the Board accepts the report for information.

Carried

g) Governance/Vote Update – defer to Workshop on August 19, 2025.

7) Commission Managers Report

25-08-007
MOVED by Director Larson

That the board accept the Commission Managers report for information as presented.

Carried

8) Finance Report
   a) Mid-Year Budget Report (%Spent)

25-08-008
MOVED by Director Comeau

That the board accept the Mid-Year Budget Report for information as presented.

Carried

   b) Report on Projected Year End

25-08-009
MOVED by Director Sandahl

That the board accept the Report on Projected Year End for information as presented.

Carried

c) Givens LLP report for July 2025
25-08-010
MOVED by Director Larson

That the board accept the Financial Report for July 2025 for information as presented.

Carried

9) Board/Committee Reports – no reports

10) Correspondence and Information

11) Next Meeting

a) Monday, August 18, Redwater
b) Governance Workshop, August 19, Location – City of Ft Sask. Boardroom
c) Monday, September 29, 2025 (delay due to WCW Conference the previous week)
d) October (??) – Prior to election
e) November (??) – Date after election

25-08-011
MOVED by Director Larson

That the Board schedule the next meetings for 9:00 am on Monday, September 22, 2025, in Sturgeon County.

Carried

25-08-012
MOVED by Director Sandal

That the Board schedule a meeting for 9:00 am on Monday, November 17, 2025, in Sturgeon County.

Carried

12) Closed Meeting - FOIP s21, s22, s23 and s27
  a) JSBRWSC Update/Issues
    i) AUC Update/Evidence, JSB portion of PCCP Pipe inspection
    ii) JSB update outstanding A/R update
    iii) AUC Update

25-08-013
MOVED by Director Harris

That the Board that move into Closed Session at 11:54 am

Carried

25-08-014
MOVED by Director McRae

That the Board move out of Closed Session at 12:22 pm

Carried

13) Adjournment

Meeting adjourned at 12:23 pm.

These minutes were approved this 22 day of September, 2025

CHAIR

COMMISSION MANAGER