

REGIONAL WASTEWATER MEETING MINUTES

April 08, 2024

COUNCIL CHAMBERS

LACOMBE AB

In Attendance:

- Members:** Mayor Grant Creasey, NRDRWWSC Chair, City of Lacombe
Mayor Jamie Hoover, NRDRWWSC Vice-Chair, Town of Blackfalds
Councillor John Ireland, NRDRWWSC Director, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO
Iwa Post, NRDRWWSC Administrative Assistant
Matthew Goudy, CAO, City of Lacombe
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe
- Guests:** Mitchell Kennedy, CPA, Sr. Manager, BDO Canada LLP
- Regrets:** Kim Isaak, CAO, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

1. Call to Order

Chair Creasey called the meeting to order at 10:57 am.

2. Adoption of Regular Meeting Agenda

MOVED by Vice-Chair Hoover that the Regular Meeting Agenda for April 8, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

3.1. Special Meeting Minutes of March 11, 2024

MOVED by Councillor Ireland that the minutes from March 11, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3.2. Regular Meeting Minutes of December 4, 2023

MOVED by Councillor Ireland that the minutes from December 4, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

4.1. 2023 Financial Audit – BDO Canada LLP

Mitchell Kennedy of BDO Canada LLP, reviewed the Auditor's Report and 2023 Audited Financial Statements, comprising of the financial position as of December 31, 2023. Mr. Kennedy noted two major changes in the statements that fall under new Public Sector Accounting Standards. One is Asset Retirement Obligations – which NRDRWWSC does not have (Note 9 in Financial Statements), and the second is Financial Instruments which highlights credit, liquidity, and interest rate risks (Note 2 in Financial Statements).

The non-financial assets book value is \$66M cost less amortization, surplus of \$62.7M. Long-term debt payments for 2024 will be \$181,945. Debt limit has \$3M remaining debt capacity. Accumulated surplus shows Operating Reserves at \$700K and Capital Reserves at \$\$1,714,347.

5. Reports

5.1. Administration

CAO Thompson presented the Administration Report noting that Ponoka is exploring the possibility of connection to the NRDRWWSC system. Red Deer City Council has approved their 2024 rate to the commission which is slightly higher than budgeted and which Administration is projecting will cause a year-end deficit. Financials were provided for January/February. Both revenue and expenses are lower than YTD budgeted amounts. Operations encountered a critical failure with a harmonic filter at Lacombe Lift Station. Insurance provider has been contacted and will cover \$90K of repairs for this unit. Manager Huston estimates the repair will cost \$10K-\$20K over that and will be getting further clarification from insurance provider along with information on whether redundant equipment can be covered under insurance as well.

6. New Business / Emergent Items

6.1. 2023 Financial Audit

Sr. Manager McKinnon provided a follow up to the 2023 Financial Audit presentation by BDO. The audited financial statements are to be submitted to Alberta Municipal Affairs by May 1, 2024. The Commission Board has requested that Amortization be a budgeted item for 2025.

MOVED by Councillor Ireland that the Commission approve the North Red Deer Regional Wastewater Services Commission 2023 Audited Financial Statements as presented.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Hoover that the Commission approve a transfer from the Operating Reserve in the amount of \$108,149.

CARRIED UNANIMOUSLY

6.2. Wholesale Power Purchase

CAO Thompson presented information regarding the Commission's Electricity Supply Contract RFP. Four vendors met the prequalification criteria to move to bid round. Administration is recommending that Enmax Energy, Direct Energy, TransAlta, and Encor Energy be accepted as the Commission's preferred electrical vendors.

MOVED by Councillor Ireland that the Commission authorizes the CAO to execute an electrical supply agreement for up to 5 years starting May 1st, 2024, based on the best pricing available to the NRDRWWSC from the list of preferred vendors.

CARRIED UNANIMOUSLY

6.3. Blackfalds Emergency Lift Station HMI Upgrades

CAO Thompson presented a request for the upgrade of the Human-Machine Interface (HMI) screen at the Blackfalds Emergency Lift Station. The current screen solely manages the lift station and lacks integration with the Commission's master SCADA system. Upgrading this equipment enables more efficient monitoring and control by Operations.

MOVED by Vice-Chair Hoover that the Commission directs Administration to proceed with integrating the Blackfalds Emergency Lift Station with the existing Supervisory Control and Data Acquisition (SCADA) program at a cost of \$9,193 funded from the Capital Reserve.

CARRIED UNANIMOUSLY

7. Next Meeting

Monday, June 17, 2024, at 10:00am, City of Lacombe Council Chambers.

8. Adjournment:

MOVED by Vice-Chair Hoover that the meeting be adjourned at 11:44 am.

CARRIED UNANIMOUSLY

ORIGINAL SIGNED

Chair

ORIGINAL SIGNED

Chief Administrative Officer