

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, January 20, 2020

Lion Pride Room, Dow Centre

Fort Saskatchewan, AB

1. CALL TO ORDER	Commission Manager, Lyle Clarke, called the meeting to order at 9:30 a.m.	
ATTENDANCE	Councillor Jibs Abitoye	City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Robert Parks	Strathcona County Strathcona County
	Councillor Neal Comeau	Sturgeon County
	Councillor Brian Holden Mayor David Hutton	Town of Bon Accord Town of Bon Accord
	Councillor Norman Sandahl Councillor Amber Harris	Town of Gibbons Town of Gibbons
	Mayor Mel Smith 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	John C. McDonnell, Brownlee LLP	
Regrets	Councillor Brian Kelly, Fort Saskatchewan Councillor Patrick D. Tighe, Sturgeon County	
2. INTRODUCTIONS	Commission Manager welcomed the 2020 Board representatives and led the roundtable introductions.	
3. ADOPTION OF AGENDA	MOVED by Brian Holden That the agenda for January 20, 2020 be adopted. CARRIED (2020.01.20.03)	
4. APPROVAL of November 25, 2019 BOARD MEETING MINUTES	MOVED by Jibs Abitoye That the board meeting minutes of November 25, 2019 be approved as corrected. Discussion. CARRIED (2020.01.20.04)	
5. COMMISSION SOLICITOR ORIENTATION PRESENTATION	John C. McDonnell provided a presentation to the Board to explain roles and responsibilities. Presentation received. Discussion.	
6. COMMISSION ENGINEER REPORT	Chris Parfitt presented a virtual tour of the Commission system. Discussion	

<p>7. COMMISSION MANAGER REPORT</p> <p>a) Per Diem Discussion (Discussion) (p.6)</p> <p>b) Capital Reserve Fund Policy (pp.7-8)</p> <p>c) Rate Stabilization Fund Policy (pp. 9-10)</p> <p>d) Management Contract Duration (p. 11)</p>	<p>a) Per Diem Discussion Clarification of per diem rates and travel time adopted at November 25, 2019 meeting</p> <p>b) Capital Reserve Fund Policy Commission Manager presented policy. Policy received and filed. Discussion. Moved by Bill Tonita That the Board accept the policy. CARRIED (2020.01.20.05)</p> <p>c) Rate Stabilization Fund Policy Commission Manager presented policy. Policy received and filed. Discussion. Moved by Bill Tonita That the Board accept the policy. CARRIED (2020.01.20.06)</p> <p>d) Management Contract Duration Board went to In Camera session 11:40 am. Board ended In Camera session 11:55 am. Moved by Brian Holden That the Board accept contract discussion as information and review documents to discuss at next meeting. CARRIED (2020.01.20.07)</p>
<p>8. COMMISSION MANAGER / FINANCE REPORT</p> <p>a) Year to Date (YTD) Financial Statements (p. 12)</p> <p>b) Operation & Maintenance Comparative Income Statement (pp. 13-15)</p> <p>c) Capital Plan Financial Statement (pp. 16-18)</p> <p>d) Balance Sheet (November 30, 2019) (pp. 19-20)</p>	<p>Commission Manager presented reports. Discussion.</p> <p>a) Report received and filed. Moved by Robert Parks That the Board accept the Year to Date Financial Statements as information. CARRIED (2020.01.20.08)</p> <p>b) Report received and filed. Moved by Robert Parks That the Board accept the Operation & Maintenance Comparative Income Statement as information. CARRIED (2020.01.20.09)</p> <p>c) Report received and filed. Moved by Robert Parks That the Board accept the Capital Plan Financial Statement as information. CARRIED (2020.01.20.10)</p> <p>d) Report received and filed. Moved by Robert Parks That the Board accept the Balance Sheet (November 30, 2019) as information. CARRIED (2020.01.20.11)</p>

9. CONFERENCE OPPORTUNITIES – American Water Works Association (p.21)	Discussion. Clarification on conference policy.
10. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION	Discussion on contracts and Alberta Trade Agreements. Sub-committee to review and bring back recommendation to the Board.
11. 2020 PROPOSED MEETING DATES & LOCATIONS	a) April 20 , 2020 (Financial Audit Meeting) - Redwater b) September 21 , 2020 (Capital Budget Meeting) – Strathcona County c) November 23 , 2020 (Organization & Budget Meeting) – Fort Saskatchewan
12. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 12:15pm.

These minutes were approved this 07 day of June , 2020.



CHAIR



COMMISSION MANAGER