

**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)**

**Board Meeting Minutes**

**Monday, September 21, 2020**

Strathcona County Community Centre Meeting Room 2

<b>1. CALL TO ORDER</b>	Commission Chair, Mayor Mel Smith, called the meeting to order at 9:30 a.m.	
<b>ATTENDANCE</b>	Councillor Jibs Abitoye via Zoom Councillor Brian Kelly via Zoom	City of Fort Saskatchewan City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Robert Parks	Strathcona County Strathcona County
	Councillor Neal Comeau Councillor Patrick Tighe	Sturgeon County 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
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	<b>COMMISSION ENGINEER</b> Chris Parfitt, Associated Engineering	
<b>Guests</b>	Dave Campbell	
<b>Regrets</b>	Nil	
<b>2. INTRODUCTIONS</b>	Commission Manager welcomed the 2020 Board representatives and led the roundtable introductions.	
<b>3. ADOPTION OF AGENDA</b>	Addition to agenda: 8.b) Review of CAO evaluation form. MOVED by Robert Parks. <b>That the agenda for September 21, 2020 be adopted.</b> CARRIED (2020.09.21.01)	
<b>4. APPROVAL of April 20, 2020 BOARD MEETING MINUTES</b>	Correction to minutes, 7 (b) recorded votes: That the Board approves an adjustment to the water billing rate for the remainder of the current year 2020 and amendment to the budget to reduce revenue by 500K. Sandahl voted against. MOVED by Amber Harris. <b>That the board meeting minutes of April 20, 2020 be approved (as corrected).</b> Discussion. CARRIED (2020.09.21.02)	
<b>5. COMMISSION ENGINEER REPORT</b> <b>Capital Project Status:</b>  <b>a) Hwy 15 Water Line Relocation</b> <b>b) Hwy 825 Water Lines Relocation</b>	Chris Parfitt presented the Capital Project Status and Master Plan updates. Discussion. <b>Action: Commission Manager to have presentations posted on website and link to presentations sent to Board members.</b> Moved by Robert Parks.	

<p>c) Lamoreaux Drive Water Line Replacement</p> <p>d) Gibbons/Bon Accord Integrity Dig / Water Line Replacement (CM)</p> <p>e) 2020 Capital Plan Update</p>	<p><b>That the Board accept the Capital Project Status update and Master Plan update as information.</b></p> <p>CARRIED (2020.09.21.03)</p>
<p><b>6. RATES CONSULTANT RATE MODEL REVIEW</b></p>	<p>Dave Campbell presented the 2021 – 2026 Rate Model incorporating the 20-year Capital plan as presented.</p> <p>Discussion.</p> <p>Moved by Amber Harris.</p> <p><b>That the Board accept the Rate Model review as information.</b></p> <p>CARRIED (2020.09.21.04)</p> <p>Discussion.</p> <p>Moved by Amber Harris.</p> <p><b>That the 2021 Capital Budget is to include pre-design cost for river twinning of line and to include the option for both sizes of line.</b></p> <p>CARRIED (2020.09.21.05)</p>
<p><b>7. COMMISSION MANAGER REPORT</b></p> <p>a) 5-year Commission Contract Award Auditor</p> <p>b) Procurement Policy</p> <p>c) AFCA Debt Buydown (Stop-Loss settlement)</p> <p>d) Dividends to Board Members</p>	<p>a) Commission Manager presented the Auditor Contract was awarded to Metrix and requested the Board’s acceptance.</p> <p>Discussion.</p> <p>Moved by Dave Hutton.</p> <p><b>That Metrix be accepted as Commission Auditor.</b></p> <p>CARRIED (2020.09.21.06)</p> <p>b) Commission Manager presented the Procurement Policy and requested the Board’s acceptance.</p> <p>Discussion.</p> <p>Moved by Dave McRae.</p> <p><b>That the Procurement Policy be accepted.</b></p> <p>CARRIED (2020.09.21.07)</p> <p>c) AFCA Debt Buydown report is tabled until the next meeting.</p> <p>d) Commission Manager presented report on providing dividends to Board Members.</p> <p>Discussion.</p> <p>Moved by Norm Sandahl.</p> <p><b>That the Board accept this report as information.</b></p> <p>CARRIED (2020.09.21.08)</p>
<p><b>8. SUB-COMMITTEE REPORTS</b></p> <p>a) Multi Commission Sub-Committee Meeting update Correspondence copies</p> <p><b>Addition to agenda:</b></p> <p>b) Review of CAO evaluation form</p>	<p>a) Multi Commission Sub-Committee meeting update provided by Commission Manager and Chair Mel Smith.</p> <p>Discussion.</p> <p>Accepted as information. No motion required.</p> <p>b) CAO evaluation form, tabled until the next meeting.</p>

<p><b>9. COMMISSION MANAGER/FINANCE REPORT</b></p> <p>a) Year to Date (YTD) Financial Statements</p> <ul style="list-style-type: none"> <li>-Operational &amp; Maintenance Comparative Income Statement</li> <li>-Capital Plan Financial Statement</li> <li>-Balance Sheet</li> </ul>	<p>a)Commission Manager presented the Year to Date Financial Statements. Discussion. Moved by Neal Comeau. <b>That the Board accept the Financial Statements as information.</b> CARRIED (2020.09.21.09)</p>
<p><b>10. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b></p>	<p>No questions presented.</p>
<p><b>11. 2020 MEETING DATES &amp; LOCATIONS</b></p> <p>a) November 23, 2020 Strathcona County Community Centre, Room 3 (Organizational &amp; Budget Meeting)</p>	<p>Due to Covid-19, the meeting scheduled for City of Fort Saskatchewan (Nov. 23) will be moved to Strathcona County.</p>
<p><b>12. ADJOURNMENT</b></p>	<p>There being no further business, the Chair declared the meeting adjourned at 12:10 pm.</p>

These minutes were approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
CHAIR

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COMMISSION MANAGER