

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION  
 REGULAR MEETING, HELD ON THURSDAY, APRIL 4, 2019 AT 6:00 P.M.  
 KOSMOS BOARDROOM, 5010 - 49 AVENUE, LEDUC, AB.**

**1. CALL TO ORDER**

Chairman Rick Smith called the meeting to order at 6:00 p.m.

<b>PRESENT:</b>	Councillor Rick Smith Councillor Kelly Vandenberghe Councillor Bill Daneluik Councillor Sam Munckhof-Swain Councillor Doug Lyseng Councillor Dave Vallee Councillor Faye Leicht Councillor Beverly Beckett Mayor Tony Wadsworth Councillor Pat Garrett Mayor Wally Yachimetz Councillor Terry Balaban	Leduc County Leduc County City of Beaumont City of Beaumont Camrose County Village of Hay Lakes Village of Hay Lakes City of Leduc Town of Millet Town of Millet Town of Calmar Town of Calmar
-----------------	--	---

<b>ALSO PRESENT:</b>	Rick Sereda, Operations Manager Pamela Regier, Project Manager Carol Hounsell, Treasurer Lauren Padgham, Accountant Shawn Tooth, Water Technician Shannon Bremner, Recording Secretary Roger Steele, Manager, Technical & Utilities Mary Coyne, Project Manager, Infrastructure Dean Downey, Manager, Utilities Keaton Seaby, Manager, Public Works Sean Nicoll, Associated Engineering	City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc EIA EIA Leduc County City of Beaumont
----------------------	---	--

<b>WITH REGRETS:</b>	Councillor Greg Gillespie Mayor Dawn Pauls Councillor Lars Hansen Councillor Mike Storey Shawn Olson, Commission Manager	Camrose County Village of Hay Lakes City of Leduc Town of Millet City of Leduc
----------------------	--	--

**2. ADOPTION OF AGENDA**

- 13-19      **Motion:** It was **Moved** by Mayor Tony Wadsworth that the agenda for the April 4, 2019 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

**Carried**

**3. APPROVAL OF MINUTES**

**A. Minutes of the February 21, 2019 Regular Meeting**

- 14-19      **Motion:** It was **Moved** by Councillor Beverly Beckett that the meeting minutes of the February 21, 2019 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

**Carried**

**4. REPORTS OF OFFICERS**

**A. Manager's Report**

**Millet Water Supply Line Project**

Administration previously reported on the receipt of a technical memorandum from Associated Engineering regarding the November 2018 water quality issue in the Millet transmission main. This report provides a full description of the incident, reactive measures taken, and recommendations for the future. It also includes a summary of costs incurred directly by the CRSWSC. In addition to these costs, it is anticipated that the CRSWSC will incur costs from the City of Leduc for additional work required on the Robinson Reservoir project as a result of debris conveyed to the reservoir. This may include costs pertaining to cleaning and disinfection of the reservoir cells and recertification of pumps to maintain warranty.

Based on the findings of the Associated Engineering report, Administration issued Weaver Welding Notice on February 28, 2019 advising of impacts and damages, which was circulated to the Board for reference. The intent of the letter was to formally advise Weaver Welding of Associated Engineering's findings, advise them of forthcoming costs, and Weaver's responsibility to complete the recommended work at the Telford Booster Station. Administration has not yet received either acknowledgement or dispute of the letter and Associated Engineering's findings.

As previously reported, it is anticipated that this item will become a long term dispute item between the CRSWSC and Weaver Welding. Administration will continue to follow up with Weaver Welding in order to resolve any outstanding work items as a result of this incident and commence discussions regarding cost recovery.

**EIA License Agreement for Commission Main Infrastructure and EIA Development**

On March 13, 2019, the CRSWSC received a response from William (Bill) Wright, Vice President Risk, General Counsel and Governance Officer for the EIA regarding the License Agreement. He indicated that the last edits submitted on October 2, 2018 are acceptable to the EIA.

The 65<sup>th</sup> Avenue project completed hydrovac activities for the infrastructure within the EIA and Administration is reviewing the mapping provided for the existing pipeline compared with existing pipeline alignment. The inconsistencies in the data received have been resolved and it has been confirmed that the transmission main is within the proposed license area. EIA legal forwarded Schedule A to Administration on April 3, 2019, which is the drawing of the licensed area. This drawing is currently under review to confirm it is the latest version for inclusion in the Agreement, to be attached under Schedule A. Administration is following up with Brownlee on next steps in order to finalize the Agreement.

The draft Agreement was circulated to the Board for review. Administration intended to execute the Agreement once the final draft is complete, as is standard practice with Commission land related matters and crossing agreements. Several Board members expressed outstanding concerns and questions regarding items that are within the Agreement, which need to be resolved prior to executing the Agreement.

**Discovery Park Reservoir**

With the Edmonton Annexation complete, Discovery Park will be turned over to the City of Edmonton rather than Leduc County. The Commission will still own the infrastructure to the Discovery Park air gap and supply them with water. There are discussions ongoing where these assets may transfer to EPCOR along with the rest of the assets in and adjacent to the annexation area per the Master Plan discussions. Until then, the Commission approved a connection to Leduc County so the Commission will continue to bill Leduc County and they will bill EPCOR. The CRSWSC does not have a bylaw that allows for the sale of water to a non-member so Leduc County's involvement is very important.

Construction of the reservoir and booster station is mostly complete. Permanent site services are currently not installed; power and gas are anticipated in April 2019. Remington submitted a crossing request for installation of the gas line into the facility in early February 2019, as it encroaches within 5 metres of the CRSWSC supply line. Further clarifications and information was received March 11, 2019. Discussions on attainable clearances are ongoing between Administration and Remington's consultant WSP and should be finalized shortly.

**Highway 21 Booster Station Upgrade**

The tender for the Highway 21 Booster Station Upgrades closed on February 28, 2019. The CRSWSC received three bid submissions with a spread of less than 10% in values between the low and high bids. The submissions were well below the budget carried for the project and were reviewed by Associated Engineering.

Administration has received a recommendation from Associated Engineering to award the project to the highest bidder, as the other submissions were found to be non-compliant. Administration anticipates awarding this contract in April 2019. An update will be provided at the June 20, 2019 Board meeting.

### **Strategic Plan**

The second of two workshops was held on March 14, 2019 in the City of Beaumont. The agenda for this session and notes from the first session on January 17, 2019 were attached to the Manager's Report for reference. The second session was focused on discussion towards generating both CRSWSC Vision and Mission Statements. After a working session to generate CRSWSC goals aimed at targeting items from the first session documented in the SWOT and Risk Analysis, both the Board and Administration ranked their top five priorities in order to determine priorities for the CRSWSC. The facilitator of the session, Strategic Steps Inc., will now draft the Strategic Plan that documents the results of the two workshops for review. Administration will work with Strategic Steps Inc. to present a draft plan for the next Board meeting scheduled for June 20, 2019.

### **History of EPCOR discussions and Master Plan Updates**

Administration was previously asked to present the chronological events regarding the discussions with EPCOR. These are being retained in the Manager's Report moving forward to keep the Commission up to speed on negotiations. Below are the events as they took place:

- On June 8, 2017, at the CRSWSC Commission meeting, in the Manager's Report, under the Annexation discussions, an April 25th meeting between the City of Edmonton, EPCOR, Leduc County and the CRSWSC was referenced having been held where three options were discussed; 1) EPCOR purchase Commission assets within annexation boundary, 2) EPCOR purchases water from a Commission member, and 3) annexation area waits for servicing to come from the new lines from Edmonton (an independent system). It was decided that any further discussions would have to happen during the Master Plan revisions in 2018. This was reaffirmed in the November meeting.
- At the April 26, 2018 Commission meeting, Associated Engineering presented three viable options for the future of the Commission. Rough financials were discussed and Option 2 (EPCOR purchases CRSWSC assets within annexation area and provides additional connection North of Beaumont) was the least expensive option presented. A motion was passed by the CRSWSC Board (motion 21-18) to invite the Board Chair and/or Vice Chair to attend discussions with EPCOR. There are no minutes for this section of the meeting as it was an In-Camera discussion.
- On May 18, 2018, the first meeting with EPCOR was held at the City of Leduc Operations building. Associated presented the same three options to EPCOR as previously presented to the Board. EPCOR indicated that they preferred to own and operate utilities that were within City of Edmonton borders but made no preference to either of the options, which this scenario met as this was the

first time seeing the information and modelling would need to be done to further any discussions. The CRSWSC representatives present at the meeting indicated that Option 2 appeared to be preferable but that any decisions, and prior to any negotiations occurring, the Board would need to vote and agree on the preferred option at the next CRSWSC meeting.

- On June 28, 2018, at the next Board meeting, with updated draft figures, Administration asked the Board to approve a recommendation to pursue Option 2 in further discussions with EPCOR as this appeared to be the best financial option for the Commission. The majority of the Board voted in favor of pursuing Option 2 (motion 43-18).
- On July 4, 2018 a meeting was held between EPCOR and Associated Engineering with Administration present to discuss modelling scenario's and required system pressures, etc.
- On August 10, 2018 a meeting between EPCOR, Associated Engineering, Administration and the Board Chair and Vice Chair was held to discuss going down the path of pursuing Option 2. EPCOR asked the Commission to provide a summary of assets and their value, as well as energy consumption costs. A follow up meeting was scheduled for October 12, 2018 to further these discussions. The requested information was provided and the copies were provided to the Board at the September 20, 2018 Board meeting, along with a summary of the meeting.
- On October 12, 2018, the Commission met again with EPCOR. EPCOR presented a draft agreement of purchase and sale of the Commission assets. A copy of the agreement with comments by both the Commission and legal representation, Reynolds Mirth Richards & Farmer, was provided in the November 22, 2018 Manager's Report.
- On December 10, 2018, the Commission met with EPCOR and provided a copy of the agreement with comments that was included in the November 22, 2018 Manager's Report noted above for their review. There was further discussion regarding the logistics of assets to be transferred, timelines and the operational requirements from each group within these timelines. Discussions included the demarcation point(s) and location of the meter chamber, as well as the location for the three other meter chambers potentially being located within each of the three reservoirs (Nisku East, Nisku West, and Beaumont Reservoir). It was noted that the metering stations and the Commission's new booster station would be required to be constructed prior to the transfer of assets. As such, the Commission needs to identify potential land locations for the new booster station prior to finalizing the agreement. It was agreed that the Commission will commence drafting an operational plan with the assistance of Associated Engineering, which defines the logistics of the asset transfer which is to be appended to the agreement.

- On February 1, 2019, Administration technical members met with Associated Engineering to discuss an operational plan to better understand how assets would be transferred, the timelines, and the operational requirements for each period of asset ownership and transfer. At this meeting it was determined that further modelling and investigation regarding system pressures was required at the potential Beaumont connection from EPCOR. Associated Engineering's modeler is reviewing these technical details with EPCOR's modeler directly so that Administration has sufficient information to finalize these requirements, which will be an Appendix to the purchase of sale agreement. A follow up meeting is being scheduled with EPCOR in early March to review and discuss the operational plan and transfer.
- Discussion was held by the Board during the February 21, 2019 meeting regarding how to proceed with the Water Master Plan given the significant delays caused by the ongoing negotiations with EPCOR pertaining to the potential transfer of assets. The Board passed a motion (04-19) to delay finalizing the Water Master Plan until negotiations with EPCOR are complete, in order to avoid unnecessary rework and costs that would be associated with revising the plan based on the final agreement with EPCOR.
- A technical meeting was held with EPCOR on March 4, 2019 to discuss the servicing details for Beaumont and to clarify technical assumptions developed as part of the potential asset transfer between EPCOR and the CRSWSC. As a result of this meeting, it appears that EPCOR is able to provide adequate pressure at transfer points to the Beaumont line and from a future connection point from the South end of Edmonton. The minutes from this meeting were circulated to the Board. Associated Engineering will prepare a servicing concept diagram that indicates the points of infrastructure transfer and the point of sale/metering/pressure for review and discussion at the next group meeting, which is scheduled for April 5, 2019.

Administration met with Leduc County Administration on February 6, 2019 and identified a potential land parcel for a future booster station. Associated Engineering subsequently reviewed the parcel and identified several challenges to development of this lot which would require longer design timelines during future development. Administration sent a letter to Leduc County on March 6, 2019 requesting a memorandum of understanding (MOU) or the right of first refusal to this land parcel in order to secure it until such time that the CRSWSC can purchase it for booster station development. The letter identified some of the challenges posed by Associated Engineering such as the location of civil piping and valving, vehicle access, and parking requirements that would need to be addressed as part of the MOU. A response has not yet been received from Leduc County. The letter to Leduc County was attached to the Manager's Report for reference. Despite the development concerns noted above, this site is favorable as it requires the shortest length of pipe segment for connection and provides opportunity for cost savings for both the Commission and Leduc County. With this said, further investigation will be required to determine if this site is appropriate.

**EPCOR Water Supply Agreement**

The Board passed a motion (11-19) during the February 21, 2019 meeting to sign the EPCOR Water Supply Agreement. The Agreement was signed on February 21, 2019 and returned to Brownlee on February 25, 2019 for execution by EPCOR. An executed copy has not yet been received by Administration.

**Samson Cree Nation Connection**

The CRSWSC received an email from Urban Systems, a consulting firm, on behalf of Samson Cree Nation, inquiring on capacity within the Transmission Main #1 to Millet that could be used to service Samson Cree Nation. The request was attached to the Manager's Report for reference and has been forwarded to Associated Engineering for review and comment. Administration confirmed that the remaining capacity of the Millet water line is reserved for Kavanagh and the future expansion of the Town of Millet. Prior to constructing the Millet water line, the Town of Millet inquired with surrounding municipalities about their potential interest in receiving water from the CRSWSC; however, no interest was expressed at that time.

It was noted that there are four separate First Nations communities within this area. At this time only one of the entities has approached the CRSWSC and expressed interest in a connection to the Commission system. If the transmission system was extended to Samson Cree Nation, the Commission would proactively investigate whether Wetaskiwin may wish to be serviced from this line as well, which the Commission would either own or operate.

**Beaumont Elan Development**

Administration was contacted by Invistec Consulting Ltd. regarding crossing requirements for the Elan Development in the City of Beaumont. Concerns with this development were previously identified in the February 15, 2018 Manager Report, as Beaumont Administration had advised the CRSWSC that Elan's development plans identified a direct connection to the CRSWSC transmission main to provide water service to this development. Administration confirmed with City of Beaumont Administration that the Elan Development has since revised their servicing plan and no longer identifies a direct connection to the CRSWSC, as they will be connecting to the City of Beaumont's system. Administration has provided Invistec with a list of required information for any service crossings required as part of the development.

**Camrose County Armena Truck Fill**

Administration received a crossing request from WSP on behalf of Camrose County on February 21, 2019 for the Armena truck fill reservoir expansion to service Ervick and Braim Subdivision. Administration provided a response requesting clarifications and identifying the necessary information the CRSWSC requires in order to draft a crossing agreement. It was also identified that the CRSWSC had not received a finalized copy of the Ervick/Armena Water Service and Upgrade Feasibility study dated November 2017 that had been provided to Administration in December of 2017 in order to identify any potential concerns. Administration is executing the crossing agreements so as not to impede Camrose County's construction, however are concerned that the Commission has not

received confirmation of the storage volume that is going to be provided and the peak flows that are going to be drawn. So long as Camrose County is providing appropriate storage volumes and are restricting peak flow rates to allowable rates there should not be concerns, however this needs to be confirmed. The construction drawings were also requested in order to confirm any proposed modifications to the CRSWSC owned infrastructure or piping. WSP provided further information and clarification on March 12, 2019. WSP confirmed the Feasibility study has not yet been finalized at Camrose County's request and has provided updated design drawings and identified changes from the Feasibility study. Administration requested that Associated Engineering conduct a formal review of the information we have been provided; a draft letter has now been received from Associated Engineering and is currently under review by Administration. Administration requests that Camrose County confirm the two numbers of most importance to the Commission (storage volume and projected demands).

#### **APPL Crossing Agreement**

In January, CRSWSC Operations became aware of construction activities occurring within the CRSWSC registered easement on EIA land without appropriate approvals and crossing agreements in place. Work was halted and Administration worked with APPL to understand the scope of work intended over the transmission main and to get the necessary crossing agreement in place. On February 28, 2019, Operations again identified equipment and work occurring in the right-of-way (ROW) that was not approved under the crossing agreement. Work was again halted until the new scope of work could be reviewed. Upon receipt of revised information from APPL, Administration had Associated Engineering review the request and it was determined the transmission main needed to be protected with additional earth cover prior to permitting the requested activities. On March 8, 2019, APPL submitted further information to clarify their intended activities. Upon confirmation from Associated Engineering that the additional earth cover was no longer required, the crossing agreement was revised once more and expedited that same day to minimize construction impact to APPL.

There was a Board inquiry about the process for crossing agreements and Alberta One Call locates. Alberta One Call sends locate requests directly to the CRSWSC, which the Commission operators then complete. If the construction activity is occurring within 5 metres of the Commission line, CRSWSC Administration contacts the locate requestor to advise them that they need to obtain a crossing agreement. The Commission requires contractors hydrovac to confirm the accurate location of the Commission line, which may differ slightly from the drawings. It was noted that the Commission is currently undertaking a project with a contractor who is using a technical device to confirm the locations of the CRSWSC steel pipelines, which should reduce the amount of hydrovac required to find steel lines in the future. Administration has explored the option of having a contractor locate the plastic pipelines as well; however, this new technology is very expensive at this time, so it is not currently being pursued. Once the cost of this new technology is reduced in the future, the Commission will look into this service.



### **Management and Operating Agreements**

This was presented as an information item for Board members, to prepare for the upcoming Request for Proposal (RFP) process in 2020 for the Management and Operating Agreements, which expire December 31, 2020. Due to the sensitivity of the costs within the Agreements, the Agreements were distributed under separate cover to Commission Board members.

In April of 2015, approximately 6 months prior to contract expiration, Administration issued an invitational RFP to member municipalities for the CRSWSC Management and Operating contracts. The RFP was open for approximately 3 weeks and received a single response from the City of Leduc. Given the inherent conflict of interest, Administration secured an independent party to oversee the RFP process, and to review and evaluate submissions. Kevin Cole, Director of Utility Services for the City of St. Albert, was selected given his previous experience with the City of Leduc, the CRSWSC, and his experience in other Commissions as well. He completed evaluations in accordance with the RFP, and presented his findings to the Board.

Based on this process, the City of Leduc was selected as the successful proponent for both the Management and Operating Agreements. Contracts were signed on November 26, 2015 for a 3-year term, commencing January 1, 2016 and ending December 31, 2018. The Agreements contain a clause to extend the Agreements for an additional 2-year term until December 31, 2020. The Board passed a motion (37-18) in favour of extending the Agreements at the June 28, 2018 Board meeting and Chairman Rick Smith signed a letter on August 21, 2018 approving the 2-year extension. It would be Administration's recommendation that a similar process be followed, which would commence in Spring 2020.

The scope of services within the Management Agreement includes supervision of the Commission Operator, participating in the Regional Water Customers Group (RWCG) on behalf of the CRSWSC, preparing/managing the budget and financial reporting, approving and ensuring payment of recurring expenditures (power, water, Board approved capital expenditures, etc.), procuring any necessary tools or labour for the functioning of the Commission, maintaining necessary insurances, engaging as and when services such as legal and engineering, ensuring the five year Master Plan updates are completed, management of any capital construction projects, preparation of any crossing agreements for third party work in proximity to CRSWSC infrastructure, and organizing and attending Board meetings and an Annual General Meeting annually.

The scope of services within the Operating Agreement includes operating the system on behalf of the CRSWSC 24 hours a day, 365 days a year, ensuring continuous water service at acceptable industry standards is provided to member municipalities, provide notifications of interruptions, provide routine and preventative maintenance which may include repairs or replacement of infrastructure, respond to emergencies, report bi-monthly to the Board, reading of meters to provide water consumption to member municipalities, recommend

system improvements and policies that would better Commission operations, and maintain records of water quality.

Under the current arrangement of having both the Management and Operating Agreements with the City of Leduc, there are several value added services the City is able to accommodate and provide. The City of Leduc has already been able to absorb significant scope under the existing Agreements such as the Millet Water Line Project. This capital project added a significant length of infrastructure that the City was able to absorb within both the existing Management and Operating contracts. As the Board requests additional services that may arise out of the Strategic Plan, and the Master Plan, the costs and urgency of the requests will need to be evaluated against the terms of the existing Agreements and capacity of available, qualified and knowledgeable staffing.

There was an inquiry about whether change orders to the Management and Operating Agreements are identified separately within the Commission budget. In the 8 years that the City of Leduc has been contracted by the Commission, the City has never submitted a request for change order or quotation for extra costs. The City has absorbed these additional responsibilities without concern and has engaged the assistance of Associated Engineering as needed. Board members noted that they respect the capacity that the City of Leduc has allocated for Commission operations and are open to change orders as needed for additional work that may be in excess of the scope indicated within the Agreements. It was noted that the Agreements are quite broad and are based on the anticipated average amount of work required, which provides budget certainty for the CRSWSC. Chairman Smith commended the City of Leduc for the services they diligently provide to the Commission. On behalf of the City of Leduc, Administration expressed appreciation for the opportunity to provide these services.

15-19

**Motion:** It was **Moved** by Councilor Bill Daneluik that the Capital Region Southwest Water Services Commission receives as information the Manager's Report as presented by Shawn Olson, Commission Manager, CRSWSC.

**Carried**

**B. Operator's Report**

Commission operators have completed **247** 1<sup>st</sup> Call locates year to date on Commission facilities as compared to **496** in 2018.

February 14, 2019 – QQR Mechanical Contracting Ltd. installed the new check valve that we mentioned in the February Board meeting Operator Report. The new check valve is located downstream of pump 102 at the Boundary pumping station.

February 19, 2019 – Vector Electric and Controls investigated and solved a nagging issue that had been plaguing Commission operators for years at the Hwy 21 Booster Station. Intermittently, when the facility was taken offline, operators

would experience issues during the startup process. The pumps would ramp up extremely fast, creating a low suction pressure situation. Low suction pressures automatically trigger pump shut downs. When the issue would arise, operators would have to manually control the startup sequence, which can take an hour to stabilize. The issue was a piece of code in the programmable logic controller from the original program that was missed by NCGL Contracting Ltd. when we upgraded the SCADA controls back in 2014. This was a minor fix, which took approximately 4 hours of time, yet saves many hours of Operator time going forward.

March 19, 2019 - QQR Mechanical Contracting Ltd. serviced our 14" pressure-sustaining valve at the Leduc fill station.

March 19 & 20, 2019 – Commercial & Industrial Painting painted the walls, ceiling, pipes and floor at the EIA fill station.

16-19

**Motion:** It was **Moved** by Councillor Dave Vallee that the Capital Region Southwest Water Services Commission receive as information the Operator's Report as presented by Rick Sereda, Operations Manager, CRSWSC.

**Carried**

### **C. Treasurer's Report**

#### **2019 Financial Update**

After two months of operations, there should be approximately 83.33% of the budget remaining. Management expenses are under budget due to the timing of expenses. Overall, operating expenses are slightly under budget as well with 84.63% of the budget remaining. This is also due mainly to the timing and seasonality of expenditures.

#### **Revenue Variances**

- Water sales are very close to budget for the period with 83.79% of the budget remaining.
- Interest earned is below budget due to the timing of when interest is paid on investments.
- Government transfers are below budget since these are typically booked at year end.
- The Commission has recorded a line loss of 0.94% to date.

#### **Expenditure Variances**

- Honorariums and mileage are over budget with budget remaining of 72.9% and 73.66% respectively due to the timing of expenditures for the initial Strategic Planning Workshop which was held in January.
- Debenture interest and principal payments are made in June and December therefore no entries have been recorded for 2019.

- Water purchases are at \$0.93/M3 which is the rate at which EPCOR is billing. This is the interim rate set by EPCOR and members of the RWCG agreed to this rate.
- Water purchases are very close to budget with 84.13% of the budget remaining which is consistent with water sales being close to budget.
- Insurance has been paid for 2019.
- Audit fees are booked at year end.
- The budget remaining for legal fees is at 100% due to timing of expenditures.
- Engineering fees is below budget because \$125,000 was carried forward into the 2019 budget for the Long Range Master Plan and there have been no invoices received yet for 2019.
- Other communication and maintenance cost is over budget due to the installation of a ground cable at the Hwy 21 booster station (due to the theft incident) and some SCADA communication issues.
- Other expenditure variances are primarily a result of timing and seasonality.

***Capital Expenditures***

- Capital expenditures are below budget with 100% of the overall budget remaining due to timing of capital projects. Capital projects do not normally get underway in the winter months.

**Regional Water Customers Group**

The next RWCG meeting is on April 18, 2019.

**Treasurer Position**

Lauren Padgham will be going on maternity leave in September 2019, so Carol Hounsell will be continuing as the Commission Treasurer until Lauren Padgham returns from maternity leave.

17-19

**Motion:** It was **Moved** by Councillor Kelly Vandenberghe that the Capital Region Southwest Water Services Commission receive as information the Treasurer's Report as presented by Carol Hounsell, Treasurer, CRSWSC.

**Carried**

**5. UNFINISHED BUSINESS**

There was no unfinished business presented.

**6. NEW BUSINESS**

There was no new business presented.

**7. NEXT MEETING**

The Annual General Meeting of the Capital Region Southwest Water Services Commission will be held on April 18, 2019 at the Best Western Premier Denham Inn & Suites, located at 5207 – 50 Avenue, Leduc, AB.

Cocktails at 5:00 p.m., dinner at 6:00 p.m. and the Annual General Meeting will begin at 7:00 p.m.

The next regular meeting of the Capital Region Southwest Water Services Commission will be held on June 20, 2019 at Kosmos Boardroom, located at 5010 – 49 Avenue, Leduc, AB.

Dinner will be served at 5:30 p.m. and the meeting will begin at 6:00 p.m.

**8. ADJOURNMENT**

**18-19**      **Motion:** It was **Moved** by Mayor Wally Yachimetz to adjourn the meeting at 6:58 p.m.

**Carried**



\_\_\_\_\_  
CHAIRMAN



\_\_\_\_\_  
MANAGER