

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
 REGULAR MEETING, HELD ON THURSDAY, NOVEMBER 19, 2020 AT 6:00 P.M.
 BEST WESTERN PREMIER DENHAM INN & SUITES,
 DISCOVERY BALLROOM, 5207 – 50 AVENUE, LEDUC, AB T9E 6V3
 AND VIA GOTOMEETING (VIRTUAL ATTENDEES)**

1. CALL TO ORDER

Chair Wally Yachimetz called the meeting to order at 6:33 p.m.

PRESENT:	Councillor Doug Lyseng Councillor Mike Storey Councillor Beverly Beckett Mayor Wally Yachimetz	Camrose County Town of Millet City of Leduc Town of Calmar
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ALSO PRESENT:	Shawn Olson, Commission Manager Rick Sereda, Operations Manager Shannon Bremner, Recording Secretary	City of Leduc City of Leduc City of Leduc
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PRESENT VIRTUALLY:	Councillor Rick Smith Councillor Kelly Vandenberghe Councillor Bill Daneluik Councillor Sam Munckhof-Swain Councillor Greg Gillespie Mayor Dave Vallee Deputy Mayor Dawn Pauls Councillor Lars Hansen Councillor Pat Garrett Councillor Krista Gardner	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 Calmar
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ALSO PRESENT VIRTUALLY:	Councillor Kevin Hycha Councillor David Ofrim Carol Hounsell, Outgoing Treasurer Lauren Padgham, Incoming Treasurer Gerard Del Rosario, Accounting Technician Shawn Tooth, Manager, Utility Services Pamela Regier, Project Manager Samantha Folster, Project Manager Des Mryglod, Director, Engineering & Utilities Trevor Bosma, Operations Resource Inspector	City of Camrose City of Camrose City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc Leduc County City of Beaumont
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WITH REGRETS:	Roger Steele, Manager, Technical & Utilities	EIA
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2. ADOPTION OF AGENDA

- 54-20** **Motion:** It was **Moved** by Councillor Bill Daneluik that the agenda for the November 19, 2020 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

3. APPROVAL OF MINUTES

A. Minutes of the September 17, 2020 Regular Meeting

- 55-20** **Motion:** It was **Moved** by Councillor Mike Storey that the meeting minutes of the September 17, 2020 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

4. REPORTS OF OFFICERS

A. Manager's Report

Strategic Plan – High Priority Items

The Strategic Plan will be revisited in more depth at the January 2021 meeting.

1. *Align the Commission's Master Plan with Members municipal plans. (Communicating with Members - 4.1.1)*
This was completed and can be found in section 3.1.1 of the Master Plan.
2. *Provide comprehensive orientations to Board members. (Internal Efficiency – 4.2.1)*
This will be completed before the next election in October 2021.
3. *Provide ongoing training to Board members. (Internal Efficiency – 4.2.1)*
The Board training policy will be brought forward for an update before the next election in October 2021.
4. *Conduct an energy audit. (Internal Efficiency – 4.2.2)*
Administration completed an energy audit of the Boundary Station in 2018. Once the asset sale is complete, and planning for a new Booster station is underway, another energy audit of Commission facilities will be completed, likely towards the end of the current strategic plan (2023).
5. *Develop a current governance policy manual. (Internal Efficiency – 4.2.4)*
To be completed by 2022 so it can be shared with the new Board.

6. *Educate Members on water conservation methods. (Managing a Scarce Resource – 4.3.1)*

Recommendations are provided in section 4.5 Water Conservation, in the Master Plan. Essentially, the Commission is doing a good job managing water loss as the overall Commission's infrastructure systems loss is just slightly more than the accuracy of the meters. There are recommendations in that section of the report around actions members can take to increase conservation efforts in their municipalities (i.e. perform water audits).

Administration developed a document titled "Tips for Saving Water" that members/customers can share with residents to reduce water usage. This document was approved by the Board at the September 17, 2020 Board meeting and was distributed digitally following the meeting. The document is also available on the CRSWSC website under "Technical Documents". This item is now complete.

7. *Evaluate crossing agreements within Member rights of way. (Managing a Scarce Resource – 4.3.2)*

A recommendation is included within section 2.1 of the Master Plan regarding protection of the CRSWSC lines. The recommendation states that a CRSWSC policy should be drafted to require member municipalities to have standards that developers must obtain crossing agreements from the CRSWSC and have Commission pipelines identified within planning documents by members. Administration will be incorporating these requirements within the new CRSWSC Water Policy.

Administration has been working with Associated Engineering on drafting a new Water Policy that includes this recommendation, which will be brought forward at a future Board Meeting for approval and adoption.

8. *Charge reasonable rates to Members. (Master Planning – 4.4.1)*

This has been completed and is documented within the Master Plan and is included within the rate scenarios Section 11.1. This is deemed reasonable as a result of the lengthy and detailed discussions had by the Board to find a balanced approach to charge reasonable rates to members while saving for infrastructure upgrades to protect the financial viability of the Commission. The Board played a key role in developing a reasonable rate model for the CRSWSC and should be commended for their efforts.

9. *Provide a simplified utility rate structure summary to Members. (Master Planning – 4.4.2)*

A simplified utility rate pie chart is included within the Annual Report document (page 7).

10. *Request that Members development permitting process includes identifying location of Commission water lines. (Master Planning – 4.4.3)*

The new Commission Water Policy will cover this subject. Commission GIS data and maps will be made available to member municipalities to help streamline the process.

Nisku Booster Station Land Acquisition and RFP

Associated Engineering (AE) finalized the Phase 1 Environmental Site Assessment complete with remediation cost estimates for the contamination found. There was no environmental risk identified on the land but the building was identified to contain hazardous materials that requires special demolition and disposal procedures. The Assessment was attached to the Manager's Report.

Per the Master Plan, the new Booster Station in Nisku is required by 2023. As such, Administration advised that upon acceptance of the Manager's Report, Administration will commence preparation of an RFP to procure a consultant to complete the land negotiations and design of the new Booster Station.

Millet Water Supply Line Project

An FAC inspection was performed on this project on October 30, 2020 with only a single minor deficiency identified. The settlement to the City of Leduc for the debris infiltration incident has been issued. Administration is awaiting a few final invoices for the project to close out the project financials with Leduc County, the Town of Millet, the City of Leduc and the province for the Water for Life Grant. At this time, we are forecasting small credits to all parties except the City of Leduc who will have a small balance owing.

Water Master Plan & EPCOR Negotiations

Administration was previously asked to present the chronological events regarding the discussions with EPCOR. Since the Agreement has been signed, the history has been removed from this Manager's Report but can be found in the previous January 30, 2020 Manager's Report.

Since the signing of the Agreement on January 9, 2020, Administration has been working through the closing conditions to finalize the sale. Notably, letters were drafted and sent from EPCOR to Municipal Affairs requesting written consent to the transaction. A letter was received on July 23, 2020 from Municipal Affairs advising this request was approved by Order in Council 217/2020. Administration has also been working closely with EPCOR to amend the Water Sale Agreement to reflect the new points of delivery and their respective minimum and maximum flows. The draft amendment has been with Brownlee for legal review since September 14, 2020. Administration has been working with Brownlee to determine any outstanding documentation required as part of the asset transfer, the last of which was provided on November 2, 2020. Brownlee has advised that they are drafting the necessary conveyances and other legal papers necessary to close this transfer. They have been advised that both EPCOR and the CRSWSC would like this asset transferred prior to fiscal year end for both parties.

Regional Water Customers Group (RWCG)

The RWCG hired Associated Engineering (AE) to assist with responding to the Alberta Environment and Parks Supplemental Information Request (SIR) for the Water Diversion License Application. This information was finalized and submitted to Alberta Environment and Parks by the RWCG on September 29, 2020. We are pleased to report that on October 20, 2020 the RWCG received a letter from Alberta Environment and Parks with the Preliminary Water Act License, both of which were attached to the Manager's Report. A summary of the requirements to make the diversion license permanent are contained in an email from Tammy Lockhart, included in the attachments. The application documentation under the Water Act was also provided as an attachment.

There had been concern previously expressed by the Board regarding reduced water demand across the region due to COVID-19 and potential penalties that may apply from EPCOR for not meeting the contractual demands. Administration raised this concern with the RWCG to address with EPCOR. EPCOR has advised the RWCG that a lower consumption may impact the 2020 true-up rate as expenses have increased. EPCOR did not indicate that any penalty costs were forthcoming, although no commitment was made. A presentation was provided to the RWCG by EPCOR at the October 26, 2020 meeting and was attached to the Manager's Report, as was EPCOR's responses to questions on the presentation. The overall result is that the 2020 rate from EPCOR is forecasted at \$0.04/m³ higher, and the 2021 rate is forecasted at \$0.01/m³ higher. It is anticipated that any over expenditure will be funded from the RWCG rate stability fund. The RWCG sent a letter to EPCOR on November 6, 2020 accepting the interim rate of \$1.01/m³ for 2021.

EIA Reservoir 2

There remain a few items at Reservoir 2 that need to be addressed. The fill station requires a security system and the flow control valve requires a breaker. Commission operators are working with EIA Administration to complete the remaining items. Construction Completion Certificate (CCC) has not yet been issued.

Millet Weather Incident

A severe weather incident occurred in the Town of Millet on July 16, 2020 during which the Commission's communication tower sustained extensive damage and communications were lost. Commission operators were onsite the morning after the event to establish a secondary means of communication due to the collapse of the radio tower. The Commission water supply was not interrupted as a result of the storm. Administration removed and replaced the tower in Millet on November 12, 2020 as the old roof had to be removed first to permit access.

Commission Facility Locates

Commission operators have completed 1089 1st Call locates year to date on Commission facilities compared to 1750 last year.

56-20

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

Motion Carried Unanimously

B. Treasurer's Report

2020 Financial Update

After ten months of operations (to October 31, 2020), there should be approximately 16.67% of the budget remaining. Management expenses are under budget with 33.48% of the budget remaining. Operating expenses are under budget with 20.71% of the budget remaining. This variance is due mainly to the timing and seasonality of expenditures. It was noted that there may still be unrecorded October expenditures at the time of the writing of this report.

Revenue Variances

- Water sales are under budget for the period with 19.05% of the budget remaining. This is due to reduced water demand as a result of school and business closures due to COVID.
- Debenture proceeds are on budget for the year.
- Interest earned is over budget due to the change in investment advisors as well as interest now being earned on the ATB MUSH account.
- Government transfers are typically booked at yearend.
- The unbudgeted amount booked to recoveries relates to the Millet waterline project.
- The Commission has recorded a line loss of 3.27% to date.

Expenditure Variances

- Other professional fees are under budget with 21.72% of the budget remaining. The new investment advisors' fees are transactional in nature therefore the balance is due to timing.
- Audit fees are recorded at yearend.
- Legal fees are under budget with 79.65% due to timing of expenditures.
- Debenture interest and principal payments are made in June and December therefore only one entry for debenture payments has been recorded for 2020.
- Seminars and conferences has 93.99% of budget remaining. This is due to the American Water Works Association conference scheduled for June 2020 having been cancelled due to COVID. The refund from AWWA has been processed. At the March 2020 meeting the Board approved a motion to have the Commission bear all travel cancellation fees which accounts for some of the expenditures incurred to date. In addition, the foreign exchange adjustment associated with the booking of the AWWA Conference was more than the foreign exchange adjustment for the cancellation refund.
- Insurance has been paid for 2020. The insurance premium was slightly lower than budget.

- Engineering fees is below budget with 48.46% of the budget remaining.
- Power is below budget with 36.88% of the budget remaining. Gas is under budget with 41.39% of the budget remaining. It is anticipated that power and gas will be under budget in 2020 due to the sale of the Boundary Station to EPCOR.
- Facility Maintenance is over budget at 101.37% due to work on the Boundary Station in preparation for the sale to EPCOR, costs related to a mouse problem at the Highway 21 Booster Station and painting at Calmar.
- Instrumentation & Mechanical is over budget at 3.31% of the budget remaining due to timing of expenditures.
- Water purchases are at \$0.95/m³ which is the interim rate set by EPCOR for 2020. Members of the RWCG agreed to this rate.
- Water purchases is slightly under budget with 18.83% of the budget remaining, which is consistent with water sales being under budget with 19.05% of the budget remaining. This is mainly due to the closing of schools and many businesses as a result of COVID.
- Other expenditure variances are primarily a result of timing and seasonality.

Capital Expenditures

Capital expenditures are below budget with 87.83% of the overall budget remaining.

- 2015.003 Millet Line Extension – discussed previously in the Manager's report.
- 2017.002 Air Release Manhole Rehab – intentionally on hold due to failures in the pilot project. Will carry forward to the 2021 Budget.
- 2018.002 Pump for Hwy 21 Booster – project is completed and includes the security monitoring equipment. There are still some outstanding invoices to be processed. However, the project will come in under budget.
- 2019.002 Beaumont Piping Upgrades – in progress. This is projected to come in under budget at approximately \$25,000 for engineering fees for 2020. The project will go out for tender in 2021 with a revised budget amount.
- 2020.001 Environmental Land Assessment for new Facility – in progress. This is projected to come in under budget with an estimated \$12,700 to be spent in 2020.

Reserves

Included in the capital reserves is the Future Pump Upgrades reserve for future pump upgrades at the Boundary station. The Boundary Station was included in the sale to EPCOR therefore this reserve is no longer needed. As per the Water Master Plan, the EPCOR proceeds and this reserve balance will be used to fund the new boundary station. To align the reserves with this objective, Administration requested that the Future Pump Upgrades reserve and the Future Water System Expansion reserve be combined as of December 31, 2020. In addition, allocate the EPCOR proceeds to the Future Water System Expansion reserve when received.

57-20

Motion: It was **Moved** by Councillor Pat Garrett that the Capital Region Southwest Water Services Commission Board of Directors approves Administration's recommendation to combine the Future Pump Upgrades reserve with the Future Water System Expansion reserve. In addition, to allocate the EPCOR proceeds to the Future Water System Expansion reserve.

Motion Carried Unanimously

2020 Water Consumption

Water sales and purchases are under budget to date and are anticipated to be under budget for 2020. The report titled *2020 Water Sales and Expenditures Projections* shows the impact of water sales and purchases to October 31, 2020 in comparison to budget. It also shows the projections for yearend.

Water sales are under budget by \$231,868 to October 31, 2020 and purchases are under by \$125,501. The net effect on operating surplus is \$106,367. Based on current consumption, it is projected that water sales will be under budget by an estimated \$278,241 by yearend and purchases will be under budget by an estimated \$150,601 for a projected net impact on operating surplus of \$127,641.

Regional Water Customers Group (RWCG)

The most recent meeting of the Regional Water Customers Group was held virtually on October 26, 2020.

The 2019 true-up rate is projected to be \$0.9396, which was confirmed by a letter from EPCOR that was received from the RWCG on November 19, 2020. The interim rate paid to EPCOR was \$0.93 for a difference of \$0.0096/m³. This will result in a balance owing to EPCOR which will be covered by the RWCG balancing fund. This rate has not been settled.

The forecasted true-up rate for 2020 is \$0.9766 for a difference of \$0.0266 above the interim rate of \$0.95 being paid to EPCOR. This will also result in a balance owing to EPCOR. This is being reviewed by Raftelis Financial Consultants, the consultants used by the RWCG to review EPCOR's utility rate model.

EPCOR recommended a 2021 interim rate of \$1.01/m³ which is \$0.06/m³ above the 2020 interim rate. The members of the RWCG approved this interim rate. A copy of the 2021 Interim Rate letter that was sent to EPCOR from the RWCG in support of the interim rate was attached for reference. EPCOR's projected rate for 2022 is \$1.08/m³ which is the rate used for the 2022 budget projections. EPCOR typically increases the rate every year.

The Spring 2020 Regional Water Customers Group meeting has not been scheduled.

ATB Financial – Setup of Electronic Funds Transfer

The electronic funds transfer (EFT) is setup in Great Plains, the financial software used by the Commission. The testing in Great Plains is working well but some

final setup and testing is required to generate the correct bank file. After the setup is complete the next step will be to upload a test file to ATB to ensure the document is in the correct format for processing. However, there are some issues with the file setup as the Commission uses a different bank than the City and the text file required for upload is different. The City's IT staff is working with ATB to resolve this. After the setup has been completed and tested, Electronic Funds Transfer Request Forms will be sent out to all Board members and vendors.

RFP for Audit Services

The RFP for audit services was posted on the Alberta Purchasing Connection on September 15, 2020 with a closing date of October 6, 2020. Six proposals were received in response to the RFP.

The evaluation committee consisted of Carol Hounsell, Lauren Padgham, Gerard Del Rosario and Sylvia Ahn. Sylvia is a Financial Analyst with the City of Leduc and the Treasurer of the Leduc and District Regional Waste Management Authority (LDRWMA). As the Treasurer of the LDRWMA, Sylvia has the qualifications and experience to provide an external opinion to assist in evaluating the proposals.

The six proposals received were reviewed and scored independently by each of the committee members and they all agreed that the proponent that scored the highest based on the evaluation criteria was MNP LLP. Therefore, Administration recommended that the CRSWSC Board of Directors approve MNP LLP as the successful proponent to provide the Commission's audit services for years 2020-2024.

58-20 **Motion:** It was **Moved** by Councillor Mike Storey that the Capital Region Southwest Water Services Commission Board of Directors approves Administration's recommendation to select MNP as the new auditor for the Capital Region Southwest Water Services Commission for the years 2020-2024.

Motion Carried Unanimously

Treasurer's Designation and Signing Authority

Effective January 1, 2021, Lauren Padgham will be replacing Carol Hounsell as Treasurer for the CRSWSC. A copy of the letter designating Lauren to the Treasurer position and signed by Derek Prohar, the City Manager for the City of Leduc, was attached for information.

As Lauren will be taking over as Treasurer, she will also require signing authority. Administration requested that the CRSWSC Board of Directors approve Lauren Padgham for signing authority in order to fulfill her responsibilities as Treasurer.

59-20 **Motion:** It was **Moved** by Councillor Kelly Vandenberghe that the Capital Region Southwest Water Services Commission Board of Directors approve Lauren Padgham to have signing authority for the Capital Region Southwest Water

Services Commission effective January 1, 2021, with the removal of Carol Hounsell's name as the Outgoing Treasurer.

Motion Carried Unanimously

2021 Interim Budget

The 2021 Interim Operating and Capital Budget was presented following the Treasurer's report.

60-20

Motion: It was **Moved** by Councillor Bill Daneluik that the Capital Region Southwest Water Services Commission Board of Directors receive as information the Treasurer's Report as presented by Carol Hounsell, Outgoing Treasurer, CRSWSC.

Motion Carried Unanimously

C. 2021 Interim Budget Report

Proposed 2021 Interim Budget Highlights

Revenue

Water rates

The CRSWSC sales rate for water has remained at \$1.64/m³ for 2021 – 2023.

Water Flat Rates – Debenture Proceeds

Debenture proceeds charged to the member municipalities on transmission line 2 has remained the same as the 2020 budget of \$93,903. The 2021 budget is based on actual debenture payments (including principal & interest) for two debentures.

Interest

Interest has increased from \$60,000 to \$100,000 based on projected actuals for 2020. This is due to an increase in the balance of investments and the transition to earning interest revenue on the bank balance. The investment revenue will be transferred to reserve so the Commission is not relying on this revenue source to fund operations as the reserve balance may be decreasing over the next few years.

Drawn from Operating Reserves

The drawn from operating surplus budget increased from \$35,000 in 2020 to \$41,000 in 2021. \$31,000 is to offset the carry forward for unused seminar and conference funds based on the *Board Training & Development Policy* and \$10,000 to offset the carry forward for Administration.

Accumulated Surplus

The required net balancing amount of \$3,163 will result in a decrease to accumulated surplus.

**Expenditures**

- Operational and management contracts are as per contractual agreements. The current contracts were extended to 2022.
- Audit fees are based on the proposals received through the RFP process and the recommendation by Administration presented in the Treasurer's report.
- Other Professional Fees have decreased by \$3,500. The 2021 budget reduction is due to a decrease in the guest speaker budget and the completion of the strategic plan.
- Debenture payments expense (interest + principal) have remained the same at \$93,303. The 2021 budget is based on the debenture schedules for both debenture 4000845 at \$68,742 annually & 4002395 at \$25,161 annually.
- Engineering Fees has decreased by \$15,000 over 2020. The Long-Range Master Plan review has been completed.
- Water Purchases – For 2021 EPCOR has recommended an interim rate of \$1.01/m³. The Regional Water Customers Group agreed to this interim rate and Administration recommends that the CRSWSC use this as its budgeted water rate for 2021. This represents a \$0.06/m³ increase over the 2020 budget.
- Power has decreased significantly from a budget of \$187,755 for 2020 to a budget of \$67,236 for 2021. This is due to the sale of the boundary station to EPCOR. This facility consumed considerably more power than the others.
- The budget for natural gas decreased by \$2,300. This is also due to the sale of the boundary station to EPCOR.
- Facility Maintenance decreased by \$4,000 as savings will be realized as a result of the sale of the boundary station to EPCOR.
- The Seminars & Conferences budget for 2021 has increased to \$86,000. This is a result of a carry forward of \$41,000 from 2020 as per the *Board Training and Development Policy* and the carry forward of the used budget of \$10,000 for Administration. The carry forward is funded through the operational reserve and therefore does not impact the rates.
- Transfers to Operating Reserves has increased over the 2020 budget. The transfer for General Operating Reserves remains the same at \$0.02/m³ in 2021. An additional increase of \$100,000 is due to investment revenue being transferred to operating reserves. In addition, \$19,041 is budgeted for the Rate Stabilization Reserve in 2021 in order for it to align with the cap outlined in the Rate Stabilization Reserve Fund Policy.
- All other expense line items have remained unchanged or have not changed by material amounts.

Capital

- "Transfers to Capital Reserves" has decreased in 2021. This is the result of savings of \$0.04/m³ which was transferred in the past to the Future Pump Upgrade reserve, no longer required due to the sale of the boundary station to EPCOR. During the Treasurer's report, the Board

approved a motion to transfer the balance of this reserve to the Future Water System Expansion reserve.

Administration was able to maintain the \$0.0335/m³ transfer to the Future Water System Expansion reserve in 2021 because the EPCOR rate increase of \$0.06/m³ was offset by the \$0.04/m³ savings realized by the elimination of the Future Pump Upgrades reserve and operational savings resulting from the sale of the Boundary Station and completion of the Master Plan.

- Project 2017.002 – Air Release Manhole Rehabilitation was intentionally on hold and has been carried forward to 2021. An RFP is expected to be released early in the year.
- Project 2019.002 – The design for the Beaumont Piping Upgrades was completed in 2020 and the project construction will be completed in 2021 with a budget of \$125,000.
- Project 2021.001 – This project is for the design and construction of the new booster station located in Nisku. The design of the booster station is expected to be completed in 2021, with construction in 2022. The budget is based on the figures provided by the Water Master Plan.
- Project 2021.001 – Calmar Piping Upgrades of \$15,000 to be completed in 2021.

61-20 **Motion:** It was **Moved** by Councillor Doug Lyseng that the Capital Region Southwest Water Services Commission Board of Directors adopt the 2021 Interim Operating and Capital Budget as presented, with total revenues and transfers from reserves of \$10,952,897 and total expenditures and transfers to reserves of \$10,952,897.

Motion Carried Unanimously

62-20 **Motion:** It was **Moved** by Councillor Kelly Vandenberghe that the Capital Region Southwest Water Services Commission Board of Directors accept in principle the 2022-2023 forecasted Operating and Capital Budget as presented by Lauren Padgham, Incoming Treasurer, CRSWSC.

Motion Carried Unanimously

5. UNFINISHED BUSINESS

There were no unfinished business items presented.

6. NEW BUSINESS

There were no new business items presented.

7. NEXT MEETING

The next regular meeting of the Capital Region Southwest Water Services Commission is scheduled for January 21, 2021. These meetings will continue to be held at the Best Western Premier Denham Inn & Suites, located at 5207 – 50 Avenue in Leduc until further notice. Once COVID-19 protocols change, the intention is to have the meetings return to the Kosmos Boardroom, located at 5010 – 49 Avenue in Leduc.

8. ADJOURNMENT

Prior to adjourning the meeting, Chair Wally Yachimetz took a moment to thank Councillor Rick Smith for his devoted service as Chair of the Board for the past 3 years. Vice Chair Bill Daneluik also expressed appreciation to Councillor Beverly Beckett for her dedicated service as Vice Chair for the past 5 years. Both Councillor Rick Smith and Councillor Beverly Beckett were recognized for being instrumental throughout the EPCOR negotiation process for the sale of Commission assets. The Board recognized their contributions with a round of applause in appreciation.

63-20 **Motion:** It was **Moved** by Councillor Krista Gardner to adjourn the meeting at 7:07 p.m.

Motion Carried Unanimously



CHAIRMAN



MANAGER