

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
REGULAR MEETING, HELD ON THURSDAY, SEPTEMBER 15, 2022 AT 6:00 P.M.
LEDUC GOLF CLUB, 5725 BLACK GOLD DRIVE, LEDUC, AB T9E 8C4**

1. CALL TO ORDER

Chair Bill Daneluik called the meeting to order at 6:00 p.m.

PRESENT:	Mayor Bill Daneluik Councillor Krista Gardner Councillor Don Faulkner Councillor Lars Hansen Councillor Beverly Beckett Councillor Doug Lyseng Councillor Jordan Banack Councillor Clifford Heinz Councillor Paul Patterson Councillor Kelly-Lynn Lewis Councillor Rick Smith Councillor Mathew Starky Councillor Rebecca Frost	City of Beaumont Town of Calmar Town of Calmar City of Leduc City of Leduc Camrose County Camrose County Village of Hay Lakes Village of Hay Lakes Leduc County Leduc County Town of Millet Town of Millet
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ALSO PRESENT:	Mayor Ron These Councillor Kevin Hycha Councillor Lana Broker Kristofer Johnson, GM, Infrastructure Shawn Olson, Commission Manager Rick Sereda, Operations Manager Lauren Padgham, Treasurer Elie Klimp, Accountant Pamela Regier, Project Manager Mark D'aoust, Commission Technician Shannon Bremner, Recording Secretary Katherine O'Dwyer, Administrative Assistant Des Mryglod, Director, Engineering & Utilities Jason Casault Wally Yachimetz	Village of Hay Lakes City of Camrose City of Camrose City of Camrose City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc City of Leduc Leduc County RFP Reviewer RFP Reviewer
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WITH REGRETS:	Councillor Ashley Miller Mayor Doug Peel Roger Steele, Manager, Technical & Utilities	City of Beaumont Town of Millet EIA
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day to attend the Commission meeting. The CRSWSC Administration team was not aware of the number of proposals received.

The Review Committee, comprised of Wally Yachimetz and Jason Casault, attended the meeting to discuss the proposals with the Board, and to provide their recommendation for RFP award.

The City of Leduc Administration team left the meeting room at 6:05 p.m. for this discussion, as they were a proponent.

- 30-22** **Motion:** It was **Moved** by Councillor Beverly Beckett that the Capital Region Southwest Water Services Commission Board of Directors move In-Camera at 6:05 p.m. to discuss the Management and Operations Contract RFP Award. (FOIP s. 16, 19 & 24)

Motion Carried Unanimously

- 31-22** **Motion:** It was **Moved** by Councilor Beverly Beckett that the Capital Region Southwest Water Services Commission Board of Directors move In-Public at 6:32 p.m.

Motion Carried Unanimously

Wally Yachimetz and Jason Casault left the meeting at 6:32 p.m.

The City of Leduc Administration team returned to the meeting room at 6:32 p.m.

- 32-22** **Motion:** It was **Moved** by Councillor Rick Smith that the Capital Region Southwest Water Services Commission Board of Directors award the Management and Operations contracts to the City of Leduc for 4 years, with a year option as per the proposal submission. The contract will run from 2023 – 2026 with the option year in 2027.

Motion Carried Unanimously

Shawn Olson advised that the City of Leduc would be pleased to accept the proposal for contract award from 2023 – 2026, with an optional year in 2027. He advised that the City of Leduc Administration team is eager and honoured to continue serving the CRSWSC Board.

Chair Bill Daneluik and the Board recognized the City of Leduc team for their continuous hard work and dedication in serving the Commission. It was explained that the Board requested that the City of Leduc accept the contract for 4 years as opposed to the 3 year proposal, to avoid contract renewal in 2025 during a municipal election. A 4 year contract ending in 2026 better aligns with municipal election cycles, supporting continuity.

6. REPORTS OF OFFICERS

A. Manager's Report

closed on July 14, 2022. Nine submissions were received, of which six were compliant. The top four scoring respondents were Graham Infrastructure LP, Sure-form Contracting, Maple Reinders Constructors Ltd., and PCL Construction Management Inc. These respondents will be invited to submit tenders for the Invitational Tender which will be issued in September. As the budget currently only has half the project costs budgeted in 2022 with the balance in 2023, a budget revision will be required to allocate the 2023 funds to 2022 to permit award of the contract after tender close. Estimates indicate that inflation has resulted in increased costs. Administration will update the budget for the November 17, 2022 Board meeting based on the tender results.

Administration opted to use a two stage tender approach with a prequalification modelled after the approach taken with the 65th Avenue overpass project. The prequalification included evaluation of responding general contractors, including their proposed staff and methodologies for the project. This ensures that proponents submitting pricing in the second stage are capable of undertaking a project of this size, are experienced with these scopes, and have given consideration to various project risks that could affect construction. This process ensured the Commission receives cost competitive pricing from those respondents most qualified to construct the project while eliminating unsuitable bidders. Because it is still considered a low bid tender process, it did not disqualify the Commission from any potential grant funding considerations.

On July 19, 2022 the Commission received a letter from Alberta Transportation advising that the Nisku Booster Station will receive Water for Life grant funding to a maximum of \$2,325,300.00 which will help offset the anticipated inflationary pressures the project will likely see when the tender closes. Commission Chair Bill Daneluik responded on July 20, 2022, thanking the Minister of Transportation for the funding. The Memorandum of Agreement (MOA) for the funding was sent to Chair Bill Daneluik on July 27, 2022 and returned to Alberta Transportation August 28, 2022. Administration advised that the Agreement that was included within the agenda package can no longer be executed due to the passing of Her Majesty The Queen. A revised Agreement was provided from Alberta Transportation, with the revised language of His Majesty. Administration advised that the revised Agreement would be signed by Chair Bill Daneluik following the Board meeting, to proceed with execution.

Rendering & Facility Name

Administration has had a rendering of the building produced for the Board. Both the day and night renderings were included in the agenda attachments for Board reference. Administration advised that the architect will be publishing these images on their social media pages upon adoption of the Manager's Report.

Administration has been referring to this station as the Nisku Booster Station and was seeking confirmation from the Board for the formal name of the facility. Administration requested a motion from the Board indicating the name to be used for the new Booster Station. It was recommended that the Booster Station be titled "Nisku Booster Station" due to its geographical location and function.

Calmar Land Use Bylaw Amendment

On July 7, 2022, Administration received a notice from the Town of Calmar regarding a proposed Land Use Bylaw Amendment for NW25-49-27-4 and a Notice of Public Hearing for this Amendment. It indicated that impacted organizations may make a written submission prior to Thursday, August 4, 2022 for a public hearing scheduled for Monday, August 8, 2022. Administration reviewed the proposed amendment and did not provide any written submission, as there were no concerns with regards to Commission infrastructure.

City of Beaumont Approved Subdivision SDA-22-09

The Commission had previously received a letter on October 12, 2021 from the City of Beaumont advising of a timeline extension for Gallerie Beaumont Phase 3 which was reported on in the December 2, 2021 Manager's Report. Administration had reviewed the development and confirmed there is no conflict with current or planned infrastructure. Administration received a Notice of Decision regarding Subdivision SDA-22-09 Lakeview North Phase 4 on August 19, 2022 advising that the subdivision was conditionally approved.

Calmar Bylaws

Administration received two letters regarding proposed Land Use Bylaw amendments (2022-19 & 2022-20) from the Town of Calmar on August 22, 2022. The amendments are to amend Bylaw 2017-07 and requested comments by September 15, 2022, with a public hearing scheduled for September 19, 2022. Administration reviewed the proposed amendment and did not provide any written submission, as there were no concerns with regards to Commission infrastructure.

Statistics Canada Job Vacancy and Wage Survey

Administration received an email on September 1, 2022 from Statistics Canada advising of mandatory participation in a Job Vacancy and Wage Survey. The questionnaire was required to be completed within 7 days of receipt. Administration completed and submitted this survey on Thursday, September 1, 2022.

Kelly Vandenberghe Resignation

Administration received a letter from Leduc County on September 2, 2022 advising that Kelly Vandenberghe resigned from his position as Councillor with Leduc County, and as such the Commission, effective August 26, 2022.

Leduc County has advised that Councillor Kelly-Lynn Lewis remains as a primary representative on the CRSWSC Board, along with alternate CRSWSC Board members Councillor Rick Smith and Mayor Tanni Doblanko.

The Commission expressed gratitude for former Councillor Kelly Vandenberghe's contributions and dedication to the CRSWSC Board.

Water Sales and Purchases

- Both water sales and purchases are slightly over budget at 39%. To date the Commission has recorded a line loss of 2.85%.
- Recap of Water Sales to Purchases
 - June water sales shows that the CRSWSC has sold 23,739 m³ more than purchased. This is the result of EPCOR reading the meter one day earlier than the CRSWSC. Administration has communicated with EPCOR the importance of reading on the same date and to maintain the agreed upon date. July's read was done on the same day and the variance over the two months is consistent with the Commission's expectations.

Revenue Variances

- Interest earned exceeds the budget for the year due to interest earned on investments and bank deposits. Investment and bank balances will begin to decline as capital spending increases in the upcoming year.

Expenditure Variances

- Legal fees are under budget with 78% of the budget remaining.
- Other Professional Fees are slightly over budget sitting at 24% due to the timing of the Annual General Meeting and Board Orientation.
- Audit Fees are under budget as audit fees are booked at year end.
- Debenture interest and principal payments are made in June and December, therefore only the June payment has been recorded to date.
- Seminars & Conferences is at 90% due to the timing of conferences being attended by the Board and Administration.
- There are a number of line items with 100% of the budget remaining due to the timing of when work is completed, and expenditures occur.

Capital Expenditures

Capital expenditures are below budget with 93% of the overall budget remaining due to timing of capital projects.

Insurance

At the May Board meeting it was reported that insurance was over budget due to an increase in property premiums over 2021. The increase in the premium was significant, therefore Administration asked AMSC Insurance Services to review the increase. After review, AMSC Insurance Services Ltd. came back acknowledging a mistake was made due to a system error. AMSC has since issued a refund to the CRSWSC for \$8,464.

Administration also reached out to two other insurance agencies that specialize in municipal insurance, but they were unable to provide a quote as they do not provide insurance to one of the CRSWSC member municipalities.

At the May Board meeting, the Board requested that Administration investigate self-insurance. Currently, the CRSWSC is insured for the following:

Before adjourning, Administration advised that there is a vacant registration available to attend the upcoming WEFTEC Conference in New Orleans, Louisiana from October 8 – 12, 2022. Administration requested that Board members advise Administration before September 30, 2022 if they have interest in attending WEFTEC.

9. NEXT MEETING

The next meeting of the Capital Region Southwest Water Services Commission will be the Organizational and Regular meetings, scheduled for November 17, 2022.

10. ADJOURNMENT

37-22 **Motion:** It was **Moved** by Mayor Bill Daneluik to adjourn the meeting at 6:54 p.m.

Motion Carried Unanimously

CHAIRMAN



MANAGER

