



**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
TO BE HELD THURSDAY, SEPTEMBER 21, 2023
DINNER AT 5:30 P.M., MEETING AT 6:00 P.M.,
BEAUMONT COLONIALE GOLF CLUB
10 COUNTRY CLUB DR, BEAUMONT, AB T4X 1M1**

1. CALL TO ORDER

Chair Bill Daneluik called the meeting to order at 6:02 p.m.

PRESENT:

Mayor Bill Daneluik	City of Beaumont
Councillor Steven vanNieuwkerk	City of Beaumont
Councillor Krista Gardner	Town of Calmar
Councillor Don Faulkner	Town of Calmar
Councillor Lars Hansen	City of Leduc
Councillor Beverly Beckett	City of Leduc
Councillor Doug Lyseng	Camrose County
Councillor Jordon Banack	Camrose County
Councillor Clifford Heinz	Village of Hay Lakes
Councillor Paul Patterson	Village of Hay Lakes
Mayor Ron These	Village of Hay Lakes
Councillor Kelly-Lynn Lewis	Leduc County
Councillor Rick Smith	Leduc County
Mayor Doug Peel	Town of Millet
Councillor Mathew Starky	Town of Millet

ALSO PRESENT:

Roger Steele, Manager, Technical & Utilities	EIA
Kristofer Johnson, GM, Infrastructure	City of Camrose
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Lauren Padgham, Treasurer	City of Leduc
Elie Tymchyshyn, Accountant	City of Leduc
Mark D'aoust, Commission Technician	City of Leduc
Pam Regier,	City of Leduc
Katherine O'Dwyer, Recording Secretary	City of Leduc

WITH REGRETS:

Councillor Ashley Miller	City of Beaumont
Mayor Tanni Doblanko	Leduc County
Mayor Sean Carnahan	Town of Calmar
Ed Melesko	Town of Calmar
Reeve Cindy Trautman	Camrose County
Councillor Rebecca Frost	Town of Millet
Councillor Lana Broker	City of Camrose
Councillor Kevin Hycha	City of Camrose
Des Mryglod	Leduc County
Shailesh Modak, Utilities Manager	Leduc County

2. ADOPTION OF AGENDA

30-23 **Motion:** It was **Moved** by Councilor Rick Smith that the agenda for the May 18, 2023 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

3. APPROVAL OF MINUTES

A. Minutes of the May 18th, 2023

31-23 **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the meeting minutes of the May 18th, 2023 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

4. PUBLIC COMMENTARY

There was no public commentary.

5. REPORTS OF OFFICERS

A. Manager's Report

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.

Nisku Booster Station Land Acquisition and RFP

Construction

Tunnel boring of both waterline casing pipes is complete across northbound QEII lanes to the median. The contractor experienced challenges with boring from the median to the west across the southbound highway lanes, however they have switched boring methodologies and have now completed the crossing of the discharge line across the highway and have recommenced the supply line casing from the median to the west. Carrier pipe installation has commenced for the south line (discharge pipe).

Demolition of the old booster station is completed and construction of the new station is underway. Building excavation, mud slab and basement raft slab is complete. The basement walls are currently being formed. A photo of building construction is attached for reference.

Leduc County has tendered a construction project to their reservoir pump station and coordination with them is ongoing to mitigate any scope and schedule impacts between their contractor and the Commission's. Most notably, the Commission was scheduled to connect temporary pipe within the County station to supply water to their reservoir in mid-August, but the CRSWSC Administration was able to reschedule our scope to overlap with the County's to eliminate duplication and rework due to the County's piping replacement inside the station. Administration worked with the County to modify the County piping design to include a connection point for the Commission and install a valve necessary for the Commission's new temporary water supply. The County also has a provisional scope for replacement of the water distribution main exterior to the building, pending the results of a condition assessment. This line crosses the Maple Reinders temporary road and site access for the tunnel boring work to the west. If the event County decides to proceed CRSWSC Administration has coordinated a staged approach to this replacement to ensure access for both contractors.

EPCOR Amending Agreement

As part of the EPCOR asset transfer, an amendment was signed for the Water Supply Agreement given the change in points of service. This interim agreement identified the new points of water transfer, however there was no meter at this location to identify consumption. Consumption volume was identified in the agreement as the water flowing through Boundary Station (now EPCOR property), less the volume supplied and metered at Discovery Park (also EPCOR property). A new amendment was to be completed when the Nisku Booster Station is commissioned as this station will have a flow meter

and can be used as a demarcation point. EPCOR flow meters will ultimately be required at Leduc County East Reservoir and the Beaumont Reservoir in order to accurately capture all points of sale from EPCOR for the agreement.

A piping upgrade to the City of Beaumont reservoir is being undertaken and the modifications to accommodate the EPCOR meter were accounted for as part of this design. This work is being performed by Maple Reinders as part of the Nisku Booster Station contract and is scheduled for Winter 2024 due to long lead times on some of the valves required for the project.

Administration had Associated Engineering (AE) complete a design for the necessary piping modification required in the Leduc County East Reservoir to accommodate a meter from EPCOR. This design has been issued to Maple Reinders for pricing as part of the Nisku Booster Station project. The intent is to have this work completed by the time the Nisku Booster Station is commissioned so that the three demarcation points for water metering are in place and no further amendments are required to the Water Supply Agreement until the next water supply line is constructed to Beaumont. While the meters are being paid for by EPCOR, it's the Commission's responsibility to ensure it will fit within the station.

EPCOR Secondary Supply Line to Beaumont

In Spring 2023, Administration had Associated Engineering review and confirm the requirement timelines for the secondary City of Beaumont water supply line. In the Water Master Plan it was projected to be required in 2028 and the CRSWSC must provide a 5 year notice for this connection based on the current Water Supply Agreement Amendment. The requirement for the second line is dependent upon the capacity of the existing supply line to Beaumont and EPCOR's pumping limitations at the Blackmud Booster Station (formally the Commission Boundary Station). A discussion was held with EPCOR on July 26, 2023, where they indicated they wished to delay the construction of the second supply line to Beaumont as long as possible and that increased pumping pressure at the Boundary Station by EPCOR may be necessary to do so.

Administration received a draft technical memo from Associated in August indicating that it is still required in 2028 due to forecasted pumping limitations rather than capacity constraints. The hydraulic gradeline requirements for Beaumont were included in the technical memo which was circulated to EPCOR for review. Another meeting is scheduled with EPCOR on September 14, 2023 to discuss these findings and if it is operationally feasible for them to increase supply pressures to Beaumont. If EPCOR can maintain the required pumping pressure, it is possible that the need for this line could be pushed out as far as 2038. This would significantly delay the need for EPCOR and Commission capital investment to connect this new supply line to a City of Beaumont reservoir and loop it to the existing supply line. Once EPCOR's input has been provided, the memo will be finalized by Associated Engineering and included in the next Manager's Report.

City of Beaumont Utility Master Plan

On June 23/23, Administration received an email inquiry from WSP if the second EPCOR supply connection to the Commission at the North boundary of 50th and City of Beaumont is still planned for 2028 and asked for the status of land acquisition. A response was provided on the same day advising that the Commission's Consultant, Associated Engineering, is in the process of re-examining the limitations of the existing supply line to Beaumont and confirming the forecasted date this secondary supply line would be required, but anticipate that it could be pushed back. The email correspondence is attached for reference.

EPCOR Looping

On May 23, 2023, Leduc County forwarded a map received from EPCOR for proposed water line routing along 41Ave. Administration forwarded the map to Associated Engineering to ensure there is no impact to the Commission, specifically the future water connection point at north of Beaumont. AE provided a response indicating the line is a benefit to the Commission as it provides a second supply to the existing 750mm waterline that currently supplies the Commission. This information was provided to Leduc County on June 6, 2023. The map and Associated Engineering's comments are attached to this report for reference.

Leduc County Property Assessment and Tax Notice

On May 23, 2023, the Commission received the property tax notices from Leduc County for the Highway 21 and new Nisku Booster Station properties in the amount of \$0.

Leduc County Park Space Development (Yardley Jones)

The County of Leduc requested information on May 2, 2023 with regards to development restrictions around the Commission's waterline as they investigate development of Yardley Jones Park in New Sarepta. Administration directed the County to the Commission website for crossing agreement requirements and advised any crossing or ground disturbance within 5m of the pipe requires an agreement.

City of Beaumont Development

On May 23, 2023 Administration received notice of a Subdivision Approval Extension SDA-21-07 for Dansereau Meadows Phase 13. Administration had no concerns with the subdivision and no concerns were noted to the City of Beaumont.

June 6 notice of decision on two development permits within Le Reve, 2022-737 and 2022-739 with appeal deadlines of June 19, 2023. As these developments are not adjacent to existing CRSWSC infrastructure or along the intended alignment for the future EPCOR supply line, Administration did not submit any response.

On June 22, 2023 Administration received notice of ASP Amendment Application (2023-02) for Azur/Lakeview with July 19, 2023 as the deadline for any comments. Administration had no concerns with the ASP Amendment and no concerns were noted to the City of Beaumont.

On July 13, 2023 Administration received notice of two proposed subdivisions, Triomphe Estates Phase 11 and 12 (SDA-23-01 and SDA-23-02) with comment deadline of August 10, 2023. Administration had no concerns with the subdivisions and no concerns were noted to the City of Beaumont. On September 6, 2023, Administration received notice that Triomphe Estates Phase 11 (SDA-23-01) was approved.

On August 2, 2023 Administration received notice of a Subdivision Approval Timeline Extension for Coloniale Phase 17B, expiring July 26, 2024. This has previously been reviewed by Administration and is of no concern to the Commission.

Development notices will no longer be attached to the Manager's report unless they impact future commission infrastructure, due to length, but will be provided upon request.

Statistics Canada Job Vacancy Survey

Administration received two more Statistics Canada Job Vacancy Surveys on June 1 and September 1, 2023 that were required to be completed within 7 days. These surveys were completed on June 5 and September 5.

Calmar IDP

On June 26, 2023 Administration received a letter from the Town of Calmar advising that they are pursuing an amendment to the Intermunicipal Development Plan (IDP) between Calmar and Leduc County as well as the Intermunicipal Collaboration Framework (ICF). The relevant bylaws were enclosed with any comments concerns to be provided by July 17, 2023. These documents were

reviewed and no comments were provided. Due to length, this document has not been included in the Manager's report, but is available upon request to Administration.

City of Leduc Expropriation

On June 21, 2023 the CRSWSC received a letter from RMRF on behalf of the City of Leduc regarding notice of intent to expropriate which has been registered against the intended land parcel. The Commission is an affected party as the Calmar transmission main runs along the north and west borders of the subject parcel. At these locations, the Commission's asset is protected by a Utility Right of Way (Registration Number 822 015 114) and Administration has no concerns to note with regards to this expropriation. The notice is attached to this report for reference.

Village of Hay Lakes Reservoir Capacity

The Village of Hay Lakes reservoir capacity was noted as under capacity during the 2020 Masterplan exercise and a letter from Associated Engineering was issued on January 16, 2019 to the Village advising of such. The Village of Hay Lakes contacted Administration in April 2023, inquiring as to the source of the reservoir capacity noted on the letter as they completed their infrastructure study. The Village provided actual measurements of their reservoir in May 2023 and further clarifications on May 16, 2023. Based on this new information, Administration had Associated Engineering review and update their previous analysis on the capacity of the Village of Hay Lakes reservoir. A revised letter was sent to the Village on July 10, 2023 (attached) confirming that based on the new information provided, the Village reservoir capacity is sufficient to meet Commission requirements.

Town of Calmar Truck Fill Station

Administration received a request from the Town of Calmar for a copy of the agreement for water supply between the Town and the Commission for confirmation on volume of water allocated to them on July 11, 2023 as they were contemplating another truck fill station on their water distribution system. Administration advised that water allocations to each municipality were removed in the last bylaw update and that the Commission's engineer, Associated Engineering, would have to undertake a review of system capacity based on the Town's proposed demands. The Town further clarified the new truck fill is to replace the existing and volumes are anticipated to remain similar. They did note, however, that they are entering an agreement with a private entity to provide bulk water services in the community and surrounding area. Administration advised that though there is no individual water supply agreements with each Member municipality, they are bound by the Commission's bylaw(s), Water Supply Policy, and the EPCOR Water Supply Agreement and Amendment. The documents were sent to the Town to ensure they are in compliance with Commission regulations as they review this new agreement for bulk water services. This correspondence is attached for reference.

Town of Calmar Land Use Bylaws

On July 25, 2023 Administration received notice of redistricting. Bylaws 2023-23 and 2023-24 were provided with comment deadline of August 17, 2023 and public hearings scheduled for August 21, 2023. Administration had no concerns with the subdivision and no concerns were noted to the Town of Calmar.

CRSWSC Policies

At the May 18, 2023 Board Meeting, Administration was directed to provide a list of all current policies. Below is a list of current policies which are now available on the Commission website as well as the board orientation manual that is provided to new board members.

Policy	Date
Water Vault Meter(s) Responsibility Policy	July 3, 2003
Remuneration and Expenses Policy	January 17, 2019
Procurement Policy	2019
Investment Policy	September 17, 2020
Reserve Policy	March 18, 2021
Board & Administration Training and Development Policy	May 20, 2021
Water Supply Policy	November 2021

November 2023 Meeting

Board Meeting will return to the City of Leduc Golf Course Meeting Room for the November 16, 2023 Administrative and Regular meeting.

Building Valuation & Loss Control Program

The CRSWSC was contacted by Suncor Valuations, to be part of their Building Valuation & Loss Control Program. As part of the program, Suncor Valuations sent a building evaluator to visit all 14 of the Commission owned buildings. The visit was set up and completed on April 18th, 2023. Commission representatives are still awaiting the results.

EIA Reservoir 2

In 2021, the CRSWSC initiated communication with Edmonton Airport concerning the finalization of the FAC for EIA Reservoir 2. EIA was provided with a copy of the CRSWSC FAC form with the expectation

of its completion. However, EIA has encountered difficulties in reaching out to the original engineer of record for their approval of the FAC. To facilitate the transfer of the asset to CRSWSC, it is imperative to ensure that the asset's construction and design align with established standards. To find a compromise, EIA has agreed to cover the costs of an assessment conducted by the Commission's engineer, Associated Engineering, with the aim of mitigating risks associated with CRSWSC taking ownership of the asset. This inspection took place on May 4, 2023 and inspection results were shared at the end of June. The Commission is working with Associated Engineering and the EIA to address the outstanding items which include concerns with the existing meter sizing and flushing of the system.

Commission Facility Locates

Commission operators have completed 479 Utility Safety Partner locates in 2023 on Commission facilities, as compared to 241 at this time in 2022.

Councillor Rick Smith advised he would request Leduc County Administration to notify the Commission that they are reviewing a proposal to increase the size of the reservoir in New Sarepta.

- 32-23** **Motion:** It was **Moved** by Mayor Doug Peel of 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

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.

2023 Financial Update

The financial reports have been prepared up to Aug 31, 2023. After eight months of operations, there should be approximately 67% of the budget spent/earned. Management expenses are under budget with 56% of the budget spent and operating expenses are on track for the year with 68% of the budget spent.

Water sales and purchases

- Water sales are slightly over budget with 72% of the budget earned. This is due to the seasonality of water sales in the summer months.

- Water purchases are slightly over budget with 74% of the budget spent. Reminder from the April Board meeting, as of July 1, the Commission is purchasing water at \$0.90/m³ to utilize money in the balancing fund.
- To date the Commission has recorded a line loss of 2.85%.

Revenue Variances

- Interest earned exceeds the budget for the year due to interest earned on investments and bank deposits. Investment and bank balances will continue to decline as spending on the Nisku Booster Station continues throughout 2023 & 2024.

Expenditure Variances

- Insurance is over budget as it is paid in full at the beginning of the year.
- Audit fees came in slightly over budget this year due to additional work required for new auditing standards.
- Seminar and Conference fees are under budget with 15% of the budget used to date. Additional costs in the fall expected with Board and Administration attendance at WEFTEC.
- Materials and Supplies are over budget due to supplies related to the annual general meeting.
- There are a couple of line items with 0% of the budget spent due to the timing of when work is completed, and expenditures occur.

Capital Expenditures

Capital expenditures are below budget with 11% of the budget spent due to timing of capital projects.

- Air Release Manhole Rehab – this project is a multi-year ongoing project of which 2 valves have been replaced this year. Delays due to parts coming in from over seas and arranging work to be completed on landowners' property.
- Beaumont Piping Upgrades – have been integrated into the Nisku Booster Station Contract which is scheduled for completion by end of 2024.
- Nisku Booster Station – construction is ongoing and is scheduled for completion by the end of 2024. Information has been provided in the Managers report.
- Highway 21 Booster Pump Station Repairs – waiting on installation of equipment purchased and expected to be completed this year.
- SCADA Computer Replacement – Computer has been purchased and installed. Additional equipment to be purchased to support the new computer which will be within budget.

Board Travel

At the April Board meeting, a request was made to investigate other Commissions' board travel and remuneration policies. The following Commissions provided their policies, and these are the results:

Commission	Allows Business Class Travel
Alberta Capital Region Wastewater Commission	Y
Capital Region Northeast Water Services Commission	N
Capital Region Parkland Water Services Commission (Parkland County) ¹	N
Highway 14 Regional Water Services Commission	N
Leduc & District Regional Waste Management Commission	N

Note 1: The Commission does not have their own policy but follows the policy of Parkland County.

Per review of the policies of the Commissions above, common wording noted was that Board members/Councilors were expected to find the most economical travel available.

33-23 **Motion:** It was **Moved** by Councillor Don Faulkner that the Capital Region Southwest Water Services Commission Board of Directors receive as information the Treasurer's Report as presented by Lauren Padgham, Treasurer, CRSWSC.

Motion Carried Unanimously

6. UNFINISHED BUSINESS

There were no unfinished business items presented.

7. NEW BUSINESS

Councillor Ashley Miller from the City of Beaumont resigned from Beaumont Council and will no longer be serving as a board member. Alternate board member Councillor Steven vanNieuwkerk will now assume her role on the Capital Region Southwest Water Services Commission Board of Directors.

34-23 **Motion:** It was **Moved** by Councillor Rick Smith that the Capital Region Southwest Water Services Commission Board of Directors accept Ashley Miller's resignation and Steve vanNieuwkerk as her replacement.

Motion Carried Unanimously

Chair Bill Daneluik directed administration to add travel allocations as a new business item for the next meeting. He advised the Board to review current policies that they are aware of in preparation for the discussion next meeting.

Councillor Kelly Lynn-Lewis volunteered to chair the Policy Review sub committee approved by the Board as per motion 28-23 from the May 18, 2023 meeting.


8. NEXT MEETING

The next meeting of the Capital Region Southwest Water Services Commission will be the Organizational and Regular meetings, scheduled for November 16, 2023.


9. ADJOURNMENT

35-23 **Motion:** It was **Moved** by Councillor Lars Hansen to adjourn the meeting at 6:42 p.m.

Motion Carried Unanimously



CHAIRMAN



MANAGER