

HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

Regular Meeting

**Wednesday, June 16, 2016 at 1:00 p.m.
Highway 14 Regional Water Services Commission Office
Ryley, Alberta**

1. PRESENT:

COMMISSION members PRESENT at commencement:

**Ron Yarham, Chairman, Beaver County
Rod Hunter, Town of Viking
Lavonne Svenson, Village of Ryley
Bernie Marko, Village of Holden
Bernie Perrot, Town of Tofield**

ADMINISTRATION present at Commencement:

**Al Harvey, CAO
Brent Clark, Director of Operations
Shelly Good, Recording Secretary**

Guests PRESENT at Commencement:

**Bob Beck, Beaver County
Brian Strilchuk, For Lands Sake Environmental
Carl Marsh, Village of Holden, Alternate**

2. CALL TO ORDER:

Chairman Ron Yarham called the Regular meeting to order at 1:01 p.m.

3. DELEGATIONS:

Not present

4. ADDITIONS/DELETIONS TO THE AGENDA:

9.8 Ryley, Tofield booster pump stations.



16-29 MOVED by CM Svenson that the agenda be approved, as amended.

CARRIED

5. MINUTES:

5.1 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held March 17, 2016.

16-30 MOVED by CM Marko to approve the minutes of the Regular Meeting held March 17, 2016.

CARRIED

6. FINANCIALS:

6.1 Monthly Bank Reconciliation Statement –April 30, 2016.

16-31 MOVED by CM Hunter to approve the monthly bank reconciliation ending April 30, 2016.

CARRIED

6.2 Budget Report for the Month Ending April 30, 2016.

16-32 MOVED by CM Hunter to accept the Budget Report for the month ending April 30, 2016.

CARRIED

7. ACTION PLAN:

16-33 MOVED by CM Perrott to accept the Action Plan.

CARRIED

8. UNFINISHED BUSINESS:

8.1 Strategic Plan Framework

16-34 MOVED by CM Marko that the Highway 14 Regional Water Services Commission adopts in principle the Strategic Plan Framework dated March 23, 2016, and directs administration to develop an action plan for the topics identified in the report.

CARRIED

8.2 Building Options- Discussed two options.

16-35 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission directs administration to tender the building renovation project subject to the requirements of the North West Trade Partnership Agreement, and that the review of the proposal for the purchase of the existing building continue.

CARRIED

9. NEW BUSINESS:

9.1 Letter from Beaver County- West End Truck Fill Station- Final Costs

The board made a recommendation to receive and file the letter from Beaver County dated May 5, 2016, outlining the final cost of the West End Truck Fill to be \$1,101,603.03.

16-36 MOVED by CM Marko that the Highway 14 Regional Water Services Commission receives the latter from Beaver County dated May 5, 2016 outlining the final cost of the West End Truck Fill to be \$1,101,603.03.

CARRIED

9.2 Automation of Booster Pump for Filling of West End Truck Fill Reservoir.

16-37 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission direct administration to spend a maximum of \$100,000 to automate both of the booster pumps that supply water to the West End Truck Fill thereby best satisfying the water supply needs of our customers.

CARRIED

9.3 Memorandum of Agreement- West End Truck Fill-Review of Annual Payment.



16-38 MOVED by CM Perrott that the Highway 14 Regional Water Services Commission direct administration to notify Beaver County that the Commission would like to maintain the current rate of lease payment for the West End Truck Fill at \$0.75/m³ for the next 12 months (July 1, 2016 to June 30, 2017).

CARRIED

9.4 Letter from Strathcona County- Epcor Rate Increase

16-39 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission approve a revised rate "Schedule A" that reflects the EPCOR increase of \$0.02/m³ in Hwy 14 Water rates as a flow through increase to commodity rates. Also, that the increase be advertised in local media to give the public 30 days notice of the increase. The increase to become effective August 1, 2016. That the Highway 14 Regional Water Services Commission Chairperson send a letter to Strathcona County Mayor, Roxanne Carr, informing her of the importance of the County to inform the Commission of rate increases so that they may take timely action to notify the public and implement those increases.

CARRIED

The Board directed administration to add an insert into the June Utility Bills regarding 0.02/cubic meter increase, and send the notice to Holden and Ryley to insert into the Village Voices.

9.5 Memorandum of Agreement- Upgrading of Kinsella Truck Fill.

16-40 MOVED by CM Marko that the Highway 14 Regional Water Services Commission direct administration to proceed with the upgrading of the Kinsella Truck Fill by relocating the dispensing location to the south side of the station, installing a catch basin, heat tape in catch basin, emergency shut down button on dispensing support and sidewalk to coin box. The maximum cost for this work is estimated at \$25,000.

CARRIED

9.6 Epcor Rate Increase- Bylaw 16-1



16-41 MOVED by CM Svenson to change Schedule "A" Bylaw 16-1.

Distribution Commodity Rate has been increased from \$3.53/m³ to \$3.55/m³.

Bulk Commodity Rate has been increased from \$3.28/m³ to \$3.30/m³.

Non-Member Commodity Rate has been increased from \$3.68/m³ to \$3.70/m³.

Truck Fill Rate has been increased from \$4.43/m³ to \$4.45/m³.

CARRIED

Brian Strilchuk left at 2:25 p.m.

9.7 Asset Management Plan

16-42 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission directs administration to have representatives from DGE Engineering attend the next Commission meeting to further present the idea of an Asset Management Plan.

CARRIED

9.8 Ryley, Tofield Booster pump Stations.

16-43 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission directs administration to set up a meeting with the participating municipalities to review the issue of potable water for the next 25 years.

CARRIED

10. REPORTS:

10.1 CAO Report- Al Harvey

Bob Beck left at 3:02

16-44 MOVED by CM Svenson to accept the CAO report, as presented.

CARRIED

10.2 Director of Operations Report- Brent Clark

16-45 MOVED by CM Marko to accept the Director of Operations Report, as presented.

CARRIED

11. CORRESPONDENCE:

- 11.1 Letter from Customer- Bottle Fill Rate
- 11.2 Email from Customer- Water Restriction
- 11.3 Request for donation for Water-Displaced Fort McMurray Residents- Bulk Water Hauler
- 11.4 Email from Customers- Kinsella Truck Fill

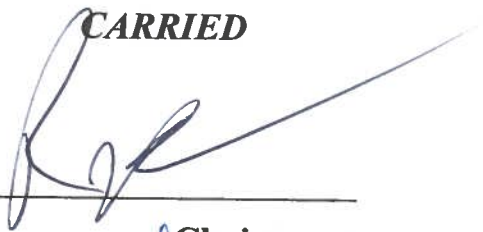
The board made the recommendation to write letters back to the customers who submitted a letter and to receive and file all correspondence.

Next Meeting - The next Regular Commission Meeting is scheduled for September 15, 2016, at 1:00 p.m., Commission office.


12. ADJOURNMENT:

16-46 MOVED by CM Marko to adjourn the Regular Meeting at 3:36p.m.

CARRIED



Chairperson



CAO