

HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

Regular Meeting

**Thursday, June 15th, 2017 at 1:00 p.m.
Village Office
Ryley, Alberta**

1. PRESENT:

COMMISSION members PRESENT at commencement:

**Ron Yarham, Beaver County
Rod Hunter, Town of Viking
Lavonne Svenson, Village of Ryley
Bernie Marko, Village of Holden
Deb Dueck, Alternate, Town of Tofield**

COMMISSION members ABSENT at Commencement:

Bernie Perrot, Town of Tofield

ADMINISTRATION present at Commencement:

**Al Harvey, CAO
Kevin Davey, Operations Supervisor
Bev Hutton, Recording Secretary**

ADMINISTRATION absent at Commencement:

**Brent Clark, Director of Operations
Shelly Good, Recording Secretary**

2. CALL TO ORDER:

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

3. ADDITIONS/DELETIONS TO THE AGENDA:

N/A

17- 24 MOVED by CM Hunter that the agenda be approved, as presented.

CARRIED

4. MINUTES:

4.1 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held March 16, 2017.

17-25 MOVED by CM Svenson to approve the minutes of the Regular Meeting of March 16, 2017.

CARRIED

5. FINANCIALS:

5.1 Monthly Bank Reconciliation Statement –April 30, 2017.

17-26 MOVED by CM Svenson to approve the monthly bank reconciliation ending April 30, 2017.

CARRIED

5.2 Investment Report- May 31, 2017

17-27 MOVED by CM Svenson to accept the Investment Report for the month ending May 31, 2017.

CARRIED

5.2.1 Investment Options

17-28 MOVED by CM Hunter that the Highway 14 Regional Water Commission directs the CAO to provide a recommended investment policy to the next meeting of the Commission.

CARRIED

5.3 Budget Report

17-29 MOVED by CM Dueck to accept the Budget Report for the month ending May 31, 2017.

CARRIED

6. UNFINISHED BUSINESS:

6.1 Engineer Update
(a) Equity Park

17-30 MOVED by CM Marko to accept for information the draft report on the Equity Industrial Park water supply analysis, and directs administration to look at pricing out the scenarios listed in the report.

CARRIED

(b) Interim Report – Supply/storage Evaluation

17-31 MOVED by CM Hunter that the Highway 14 Regional Water Services Commission directs administration to develop an afternoon workshop with Commission members, Commission

Staff as well as DGE Engineering to map out a strategy for applying for assistance related to the Commissions needs for water storage and volumes.

CARRIED

7. NEW BUSINESS:

7.1 Costs to Date for New Office Building – first cut

17-32 MOVED by CM Marko that the Highway 14 Regional Water Services Commission receives the initial costing report for the new office building for information.

CARRIED

17-33 MOVED by CM Dueck that the CAO be directed to review the costing with the Auditors for coding to capital.

CARRIED

17-34 MOVED by CM Svenson that CAO be directed to provide a more detailed report once all of the costs are in.

CARRIED

7.2 Building Works

17-35 MOVED by CM Dueck that the Highway 14 Regional Water Services Commission directs the CAO to develop a list of projects and estimated costs for the completion of the new office/shop subject to the auditors assessment of capital assets and the status of projects planned as per the budget.

CARRIED

7.3 New Office- Open House – Date set for September 14, 2017 from 4:00 p.m. to 7:00 p.m.

17-36 MOVED by CM Marko that the Highway 14 Regional Water Services Commission directs the CAO to organize an open house for September 14, 2017 from 4:00 p.m. to 7:00 p.m. for the member municipal councils, CAO's and the public. The open house to have a budget up to \$3,000.00.

CARRIED

7.4 Draft Policy- Service Fee

17-37 MOVED by CM Dueck that the Highway 14 Regional Water Services Commission directs administration to develop a policy and set of fees for the Commissions consideration as an addition to Schedule "A".

CARRIED

8. **REPORTS:**

- 8.1 CAO Report- Al Harvey
- 8.2 CAO Evaluation
- 8.3 Director of Operations Report – Brent Clark

17-38 **MOVED by CM Marko to accept the CAO report and that August 3, 2017 be set aside as a date to conduct a strategic planning workshop.**

CARRIED

17-39 **MOVED by CM Hunter that the Highway 14 Regional Water Services Commission direct the Chairman to conduct a review of the CAO.**

CARRIED

17-40 **MOVED by CM Marko to accept the Director of Operations Report, as presented.**

CARRIED

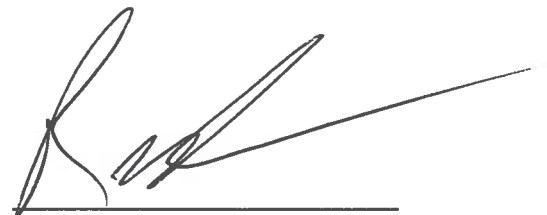
Next Meeting - The next Regular Commission Meeting is scheduled for September 14th, 2017, at 1:00 p.m., Commission office.

9. **IN CAMERA:**

10. **ADJOURNMENT:**

17-41 **MOVED by CM Svenson to adjourn the Regular Meeting at 3:54 p.m.**

CARRIED



Chairperson



CAO