

HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

Regular Meeting

**Wednesday, June 17, 2015 at 3:00 p.m.
Highway 14 Regional Water Services Commission Office
Ryley, Alberta**

COMMISSION members PRESENT at commencement:

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

ADMINISTRATION present at commencement:

**Brent Clark, Director of Operations
Shelly Good, Recording Secretary
Cindy Neufeld, CAO**

1. CALL TO ORDER:

Chairman Ron Yarham called the Regular meeting to order at 3:01 p.m.

2. ADDITIONS/DELETIONS TO THE AGENDA:

- 5.5 WETF Open House
- 5.6 Holden Reservoir Request
- 5.7 Communications to Board members

15-24 MOVED by CM Marko that the agenda be approved, as amended.

CARRIED UNANIMOUSLY

3. MINUTES:

- 3.1 Minutes of the Highway 14 Regional Water Services Commission Regular Meeting held June 17, 2015.

15-25 MOVED by CM Hunter to approve the minutes of the Regular Meeting March 18, 2015.

CARRIED UNANIMOUSLY

4. FINANCIALS:

- 7.1 Monthly Bank Reconciliation Statement –May 31, 2015.

15-26 MOVED by CM Perrot to approve the May 2015 monthly bank Reconciliation statement.

CARRIED UNANIMOUSLY

4.2 Budget Report for Month Ending May 31, 2015.

15-27 MOVED by CM Svenson to accept the Budget Report for the month ending May 31, 2015.

CARRIED UNANIMOUSLY

5 NEW BUSINESS:

5.1 Policies

(a) Customer Billing and Collections

15-28 MOVED by CM Hunter to approve policy ADM 1.01 Customer Billing and Collections as presented.

CARRIED UNANIMOUSLY

(b) Payment Deemed Received

15-29 MOVED by CM Perrot to approve policy ADM 1.02 Payments Deemed Received, as presented.

CARRIED UNANIMOUSLY

(c) Refundable Deposit Fee

15-30 MOVED by CM Svenson to approve policy ADM 1.03 Refundable Deposit Fee, as presented.

CARRIED UNANIMOUSLY

(d) Turnoff for Nonpayment

15-31 MOVED by CM Yarham to approve policy ADM 1.04 Turnoff for Nonpayment, as presented.

CARRIED UNANIMOUSLY

(e) Purchasing

15-32 MOVED by CM Marko to approve policy ADM 1.05 Purchasing, as presented.

CARRIED UNANIMOUSLY

(f) Vehicle Use

15-33 MOVED by CM Hunter to approve policy HUM 1.04 Vehicle Use Policy, as presented.

CARRIED UNANIMOUSLY

(g) Health and Wellness

15-34 MOVED by CM Perrot to approve policy HUM 1.05 Health and Wellness, as presented.

CARRIED UNANIMOUSLY

15-35 MOVED by CM Hunter to approve \$500.00 dollars per employee for the Health and Wellness Policy.

CARRIED UNANIMOUSLY

5.2 Request for Decision

15-36 MOVED by CM Perrot that Bylaw 15-3 being a bylaw to amend Bylaw 13-1 was presented be read a first time.

CARRIED UNANIMOUSLY

15-37 MOVED by CM Hunter that Bylaw 15-3 being a bylaw to amend Bylaw 13-1 was presented be read a second time.

CARRIED UNANIMOUSLY

15-38 MOVED by CM Marko that Bylaw 15-3 being a bylaw to amend Bylaw 13-1 was presented for third reading.

CARRIED UNANIMOUSLY

15-39 MOVED by CM Svenson that Bylaw 15-3 being a bylaw to amend Bylaw 13-1 was presented be read a third time.

CARRIED UNANIMOUSLY

5.3 Request for Decision-Holden Services

15-40 MOVED by CM Marko to correct the urban distribution concerns in Holden for two customers and fund the repairs from reserves.

CARRIED UNANIMOUSLY

5.4 Transmission Line Capacity Report

- (a) Line Capacity Policy –Strategic Planning Session to discuss line capacity and water supply be held for September 3, 2015 at 9:00 a.m., location to be determined.

15-41 MOVED by CM Hunter to approve policy OP 1.02 Line Capacity, as presented.

CARRIED UNANIMOUSLY

5.5 WETF Open House – Grand Opening dates will be available at a later date.

5.6 Holden Reservoir Request- Holden to consider delaying the selling of the Holden Reservoir until after the Strategic planning Session in September. Administration to draft a letter to Holden Council with possible prices.

5.7 Communication to Board Members – Chairman Yarham brought forward some concerns regarding the protocol of communication to the board members. Requested that when a water ban is put in place that board members are made aware by email. Also requested that all board members be provided a monthly report.

15-42 MOVED by CM Marko that board members be advised by email when a water ban is put in place and be provided a monthly activities report.

CARRIED UNANIMOUSLY

6. REPORTS:

6.1 Director of Operations- Brent Clark

- West End Truck fill Update
- Jensen Insertion
- Strategic Planning/Policy Development

- Leak Repair Holden
- North Cooking Lake Power Surge
- Kinsella
- New Services
- SCF Grant Application
- Training

15-43 MOVED by CM Marko to accept the Director of Operations report, as presented.

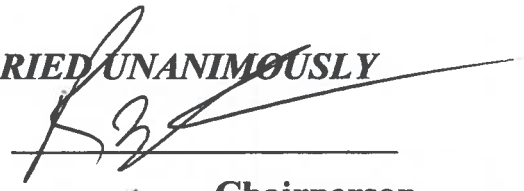
CARRIED UNANIMOUSLY

Next Meeting - The next Regular Commission Meeting is scheduled for September 16, 2015, at 3:00 p.m., Commission office.

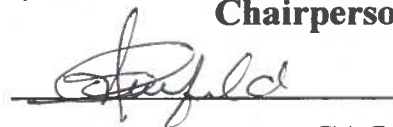
7. ADJOURNMENT:

15-44 MOVED by CM Marko to adjourn the Regular Meeting at 5:02 p.m.

CARRIED UNANIMOUSLY



Chairperson



CAO