

MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC) EXECUTIVE COMMITTEE MEETING HELD ON THURSDAY, APRIL 5, 2007 COMMENCING AT 1:00 P.M. AT THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA

PRESENT: Earl Marshall, County of Stettler
Wayne Richardson, County of Paintearth
Jay Slemp, Special Areas
Darwin Durnie, Stantec
Pat Gorcak, Veteran
John VanDoesberg - Project Manager, Crystal Consulting
Tim Fox - Administrator, County of Stettler

REGRETS: Bill Knight, Lacombe County

CALL TO ORDER

Wayne Richardson called the meeting to order at 1:00 p.m.

ADOPTION OF AGENDA

08.04.05.07 Moved by Pat Gorcak

“that we accept the April 5, 2007 Shirley McClellan Regional Water Services Commission Executive Committee agenda with the following additions:

1. Botha/Gadsby Water Coop
2. Nichols Applied Management.” Carried

ADOPTION OF MINUTES

09.04.05.07 Moved by Earl Marshall

“that the March 1, 2007 Shirley McClellan Regional Water Services Commission Executive Committee Meeting and the January 24, 2007 East Central Alberta Regional Water Commission Meeting minutes be approved as presented.”

Carried

REPORTS

Chairperson:

N/A

Project Manager:

John VanDoesburg presented the Project Manager's Report for April 5, 2007 noting that the Diversion License application has been sent into the Province and that we will need to start the process in seeking banking institutions for the project.

SMRWSC Administrator's Report:

Financial:

10.04.05.07 Moved by Wayne Richardson

“that the financial statements for August 31, 2006, December 31, 2006 and February 28, 2007, attached and forming a part of these minutes, and payments to C & J Vanco Services \$4,375.32, and Campbell Ryder Consulting Group Ltd. \$5,982.16 (Invoice 2006-02) and \$4,898.57 (Invoice 2006-03), be approved as presented.” Carried

BUSINESS

11.04.05.07 Moved by Earl Marshall

“that the terms of reference to provide project management services by C & J Vanco Services be brought back to the next Shirley McClellan Regional Water Services Commission Executive Committee Meeting, in the form of a contract, for approval.”

Carried

Engineering:

Inter Basin Transfer:

Award of Tender - Environment Assessment:

12.04.05.07 Moved by Pat Gorcak

“that the Shirley McClellan Regional Water Services Commission Executive Committee approve the services of Stantec Engineering to provide the Environment Assessment for the interbasin transfer in the Amount of \$40,000.00 and that the County of Stettler No. 6 be authorized to execute the agreement on behalf of the Shirley McClellan Regional Water Services Commission.” Carried

Water Plants Assessment - Community Reservoirs:

13.04.05.07 Moved by Earl Marshall

“that the Shirley McClellan Regional Water Services Commission Executive Committee send out the summary of the water treatment plants for Castor, Veteran and Consort to those communities.” Carried

Commission Status Update:

Highway 12/21 Update:

Stantec Engineering Contract Ratification and Approval:

13.04.05.07 Moved by Wayne Richardson

“that the Shirley McClellan Regional Water Services Commission Executive Committee approve the Professional Services Agreement/SMRWSC System Design, Stettler to Consort, as presented and that the County of Stettler No. 6 be authorized to execute the agreement on behalf of SMRWSC.” Carried

14.04.05.07 Moved by Pat Gorcak

“that a letter be provided by Stantec to clarify the clause referencing to Environmental on page 2 of 5 of the Professional Services Contract.” Carried

Botha/Gadsby Water Coop:

15.04.05.07 Moved by Earl Marshall

“that administration be authorized to investigate the value of the Botha/Gadsby water line and that an opinion be sought on the agreement between the Coop and the Town of Stettler.” Carried

Nichols Applied Management:

16.04.05.07 Moved by Pat Gorcak

“that the Shirley McClellan Regional Water Services Commission Executive Committee proceed with an analysis of a new Water Treatment Plant for the Shirley McClellan Regional Water Services Commission.” Carried

Adoption of Minutes:

17.04.05.07 Moved by Earl Marshall

“that the February 12 and March 22, 2007 Shirley McClellan Regional Water Services Commission Tech. Committee Meeting minutes be approved as presented.” Carried

NEXT MEETING

The next meeting of the Shirley McClellan Regional Water Services Commission Executive is scheduled for April 19th, 2007 at 1:00 p.m. at the County of Stettler No. 6 Administration Building, Stettler, Alberta.” Carried

ADJOURNMENT

18.04.05.07 Moved by Wayne Richardson

“that the Shirley McClellan Regional Water Services Commission Executive Meeting adjourned at 5:00 p.m.” Carried

Chairperson (Wayne Richardson)

Administrator (Tim Fox)

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PROJECT MANAGERS REPORT – April 5, 2007

1. Administration
 - a. General items
 - b. Review of Budget
 2. Water License
 - a. Diversion License- Discussion held with Environment on the Process for the Licensing
 - b. Process for public input is being developed
 3. Funding
 - a. Contracts with Province signed – Funds will be forwarded shortly
 4. Engineering
 - a. Proposal for Interbasin environmental on agenda
 - b. Tech Mtg started – Items for discussion on Agenda
 5. Financial
 - a. Process for the financial issues is being set up
 - i. Banking
 - ii. Borrowing form ACFC
 - iii. Cash Flow
 - iv. Budget
 - v. Administration System
 6. Water Plant Evaluations
 - a. Evaluation for Castor, Veteran, Consort have been completed
 7. Negotiation – Water Treatment Facilities
 - a. Mtg Consort and Veteran need to set up new meeting time
 8. Stettler Treatment Plant Upgrades
 - a. Mtg Set up for the review of data and timelines
 9. Commission Start Up
 - a. Still waiting for material
 10. Next Months Activities
 - a. Financial Process Continued
 - b. Funding and Cash Flow
 - c. Tech Mtg
 - d. Engineering liaison
 - e. Commission Start Up
 - i. Bank
 - ii. Office
 - iii. Process
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