

**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC) COMMITTEE MEETING HELD ON WEDNESDAY, DECEMBER 19, 2007 COMMENCING AT 6:15 P.M. AT THE CASTOR LEGION IN CASTOR, ALBERTA**

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PRESENT: Don Gregorwich, County of Camrose  
Rod McDermid, County of Lacombe  
Wayne Richardson, County of Paintearth  
Earl Marshall, County of Stettler  
Darwin Durnie, Stantec Consulting  
Stephan Weninger, Stantec Consulting  
Don Monroe, Stantec Consulting  
Lorne Thurston, Summer Village of White Sands  
Darcy Wetter, Town of Castor  
Mark Stannard, Town of Coronation  
Walter Stefanik, Village of Big Valley  
Paul McKay, Village of Donalda  
Dennis Cordel, Village of Halkirk  
Pat Gorcak, Village of Veteran  
John Van Doesburg - Project Manager, Crystal Consulting

REGRETS: Bill Knight, Lacombe County  
Bonnie Sansregret, Special Areas  
Shane Menard, Summer Village of Rochan Sands  
Darrell Szott, Village of Bawlf  
Gerald Rehman, Village of Consort  
Jim McTavish, Village of Rosalind  
Tim Fox - Administrator, County of Stettler

**CALL TO ORDER**

Chairperson Wayne Richardson called the meeting to order at 6:15 p.m.

**ADOPTION OF AGENDA**

**Moved by Pat Gorcak**

“that we accept the December 19, 2007 Shirley McClellan Regional Water Services Commission Committee agenda with the addition of:

1. 2008 Capital and Operating Budgets.” Carried

**ADOPTION OF MINUTES**

**Moved by Darcy Wetter**

“that the minutes of November 24, 2007 Shirley McClellan Regional Water Services Commission Meeting Minutes be approved as presented.” Carried

**REPORTS**

**Chairperson:**

Chairperson Wayne Richardson confirmed community member representatives for Alberta Municipal Affairs.

**Manager/Project Manager:**

John Van Doesburg presented a report to the Board on activities in the past month, attached and forming part of these minutes.

**Engineering:**

Darwin Durnie, Project Engineer, updated the Board on the engineering activities of the past month, report is attached and forming part of these minutes.

Concern was expressed with the requirements of Alberta Transportation and Environment for the transmission line location. Tender strategy was discussed with the Veteran to Consort section being the first portion to be tendered in January.

**FINANCIAL:**

Accounts Payable:

**Moved by Earl Marshall**

“that the accounts payable to C & J Vanco Services (Invoice 120 - \$7,561.20 and 129 - \$5,172.58), and Stantec (Invoices in the amount of \$542,653.92; \$3,529.72, \$64,028.08, and \$21,953.29), attached and forming part of these minutes, be accepted as presented.” Carried

2008 Budgets:

The 2008 Operating and Capital Budgets were presented and discussed.

**Moved by Don Gregorwich**

“that the 2008 Operating Budget, attached and forming part of these minutes, be adopted as presented.” Carried

**Moved by Dennis Cordell**

“that the 2008 Capital Budget, attached and forming part of these minutes, be adopted as presented.” Carried

Operating Funds:

**Moved by Don Gregorwich**

“that the Commission bill members for 50% of the annual operating fee for 2008.” Carried

**Moved by Pat Gorcak**

“that any outstanding invoices for 2007 be reviewed and approved by the Chairperson and Vice Chairperson.” Carried

**NEW BUSINESS**

Tender Timeline:

Interbasin Transfer:

Water Transfer Agreement:

**Moved by Earl Marshall**

“that the Commission move into the Committee of the Whole at 7:51 p.m. to discuss the Water Transfer Station Agreement.” Carried

**Moved by Dennis Cordel**

“that the Commission move out of Committee of the Whole at 8:14 p.m.” Carried

Rates Update:

The Commission was presented with a list of rates from various commissions in Alberta.

Water Plants – (Castor/Veteran/Consort)

**NEXT MEETING DATE**

Next meeting of the Shirley McClellan Regional Water Services Commission Meeting will be held on January 30, 2008 at 6:00 p.m. in Castor, Alberta.

**ADJOURNMENT**

Chairperson Wayne Richardson adjourned the Shirley McClellan Regional Water Services Commission Meeting at 8:40 p.m.

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Chairperson (Wayne Richardson)

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Secretary Treasurer (Tim Fox)

## MANAGERS REPORT – November 24, 2007

1. Administration
  - a. General items
  - b. Commission Finalization
  - c. Bank Tenders and Interviews
  
2. Interbasin -Water License
  - a. Bill 55- East Central Alberta Introduced in the Legislature on Thursday Nov 22. Second Reading is slated for early next week
  
3. Funding
  - a. Funds are in bank account
  
4. Engineering
  - a. Project Mtgs
  - b. Tech Mtg will be held in early December
  
5. Financial
  - a. Process for the financial issues is being set up
    - i. Banking on agenda
    - ii. Borrowing from ACFC
    - iii. Cash Flow
    - iv. Budget
    - v. Administration System
  
6. Negotiation – Water Treatment Facilities
  - a. Water Transfer Use agreement is at the Lawyers for review and clean up
  
7. Stettler Treatment Plant Upgrades
  - a. Upgrade is the design process
  - b. Costs for the upgrade have gone up dramatically and will be an issue for discussion at the Tech Mtg
  
8. 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



**SMRWSC  
East Leg – Phase 1  
November 24, 2007  
Engineer's Report**

**Submitted To:** John Van Doesburg – Project Manager

**Submitted by:** Stantec Consulting Ltd. - Red Deer  
Per: D.K. Durnie RET  
S. Weninger P. Eng

**FILE 113927053**

**1. Administration**

- a. Website hosting meeting minutes, land assembly status (password protected), and Commission information (smrwsc.com).
- b. Logo:



- c. Ongoing Project Manager Meetings.

**2. Land Assembly**

- a. Land Acquisition commenced on private land from Botha west.

**3. Design Parameters**

- a. Pipe Size: 300 mm reducing to 150 mm
- b. Flow: 6,000 m<sup>3</sup>/day (69 L/sec, 917 gal/min)
- c. Water Transfer Station Size: 4,500 m<sup>3</sup>

**4. Detailed Design**

- a. Progressing in accordance with Master Tender Schedule.
- b. Basic system parameters set for controls architecture with Stettler WTP/ Associated Engineering.
- c. Data Status
  - i. LIDAR Data – Contract A Data Received
  - ii. Paragon Soil Survey – Field work completed, Reviewing Alignment Sheets
  - iii. LineFind – Commenced Survey in Field
- d. Determining alignment near the Town of Stettler.
- e. Successful Meetings with Utilities, Town Operators, and Contractors held in Halkirk on November 1

**5. Regulatory and Environmental Issues**

- a. Paleontological evidence found in Historical Resources Assessment
- b. AEnv/SRD meeting – All Class 3 or better wetlands must be directionally drilled.
- c. Conservation and Reclamation plan is being finalized.

**6. Tendering and Scheduling**

- a. Master Tender Schedule

| Commission            | Alignment                                    | Tender Out           |
|-----------------------|--|----------------------|
| Highway 12/21<br>RWSC | Bashaw to Ferintosh                          | November 2007        |
|                       | Alix to Mirror                               | January 2008         |
| SMRWSC                | Contract A (Veteran/Consort)                 | December 2007        |
|                       | Contract B (Coronation/Veteran)              | January 2008         |
|                       | Contract C (Castor/ Coronation)              | January 2008         |
|                       | Contract D (Gadsby/ Castor)                  | February 2008        |
|                       | Contract E (Stettler/ Gadsby)                | February 2008        |
|                       | Water Transfer Station/ Metering<br>Stations | February/ March 2008 |
|                       | Water Treatment Plant                        | May 2008             |

- b. Contracts B, C, D, and E will be awarded at the same time to ensure optimization of line sizing.