

**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC) COMMITTEE MEETING HELD ON WEDNESDAY, FEBRUARY 6, 2008 COMMENCING AT 6:15 P.M. AT THE CASTOR LEGION IN CASTOR, ALBERTA**

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PRESENT: Bill Knight, County of Lacombe  
Wayne Richardson, County of Paintearth  
Earl Marshall, County of Stettler  
Stephan Weninger, Stantec Consulting  
Don Monroe, Stantec Consulting  
Sara LaBrash, Stantec Consulting  
Lorne Thurston, Summer Village of White Sands  
Darcy Wetter, Town of Castor  
Darrell Szott, Village of Bawlf  
Jody Yuha, Village of Bawlf  
Gerald Rehman, Village of Consort  
Jay Slemp, Special Areas  
Dennis Cordel, Village of Halkirk  
Jim McTavish, Village of Rosalind  
Pat Gorcak, Village of Veteran  
John Van Doesburg - Project Manager, Crystal Consulting  
Tim Fox - Administrator, County of Stettler

REGRETS: Don Gregorwich, County of Camrose  
Mark Stannard, Town of Coronation  
Walter Stefanik, Village of Big Valley  
Paul McKay, Village of Donaldald  
Bonnie Sansregret, Special Areas  
Shane Menard, Summer Village of Rochan Sands

**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 February 6, 2008 Shirley McClellan Regional Water Services Commission Committee agenda as presented.” Carried

**ADOPTION OF MINUTES**

**Moved by Gerald Rehman**

“that the minutes of December 19, 2007 Shirley McClellan Regional Water Services Commission Meeting Minutes be approved as presented.” Carried

**REPORTS**

Chairperson:

Chairperson Wayne Richardson had no report.

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. Concerns were raised about the rising costs of the Water Treatment Plant by the Town of Stettler. There was a Tech Meeting held early this afternoon and a meeting has been set-up with Environment and AIT to have a scope review of the Water Treatment Plant later in February. Confident that the price of pipeline construction should come in under budget. Present projects Highway 12/21, etc., have just come in under budget.

Engineering:

Stephan Weninger, Stantec Consulting and Sara LaBrash updated the Board on the engineering activities of the past month, report is attached and forming part of these minutes.

**FINANCIAL:**

Accounts Payable:

**Moved by Bill Knight**

“that the accounts payable, attached and forming part to these minutes, be approved for payment as presented.”

Carried

**NEW BUSINESS**

Tender Timeline:

**Moved by Earl Marshall**

“that tender time lines as presented and forming a part of these minutes, be approved.”

Carried

Water Transfer Agreement:

**Moved by Earl Marshall**

“that the Water Transfer Site Agreement, as presented, be approved for submission to the Town of Stettler for their approval.”

Carried

Appointment of Auditor:

**Moved by Bill Knight**

“that the Gitzel Krejci Dand Peterson of Stettler, Alberta, be appointed as the Auditor for the Shirley McClellan Regional Water Services Commission.”

Carried

**NEXT MEETING DATE**

Next meeting of the Shirley McClellan Regional Water Services Commission Meeting will be held on March 19, 2008 at 6:00 p.m. at the County of Stettler No. 6 Office in Stettler, Alberta.

**ADJOURNMENT**

Chairperson Wayne Richardson adjourned the Shirley McClellan Regional Water Services Commission Meeting at 7:40 p.m.

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Chairperson (Wayne Richardson)

\_\_\_\_\_  
Secretary Treasurer (Tim Fox)

## MANAGERS REPORT – January 30, 2008

1. Administration
  - a. General items
  
2. Interbasin -Water License
  - a. Diversion License Process has started
  
3. Funding
  - a. Funds are in bank account
  - b. Discussion underway with Province for the construction phase
  
4. Engineering
  - a. Project Mtgs
  - b. Tech Mtg to be held on Feb 6
  - c. 90% Design Meeting held on Jan 29
  
5. Financial
  - a. Bank Accounts set up
  - b. Borrowing from ACFC
  - c. Billings sent out
  
6. Negotiation – Water Transfer Station
  - a. Water Transfer Use agreement is on agenda
  
7. Stettler Treatment Plant Upgrades
  - a. Upgrade is the design process
  - b. Costs for the upgrade have gone up dramatically
  
8. Next Months Activities
  - a. Financial Process Continued
  - b. Funding and Cash Flow
  - c. Tech Mtg
  - d. Engineering liaison
  - e. Tenders Process Started



**East Leg – Phase 1  
February 6, 2008  
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 C& R report, alignment map, tender information, meeting minutes, land assembly status (password protected), and Commission information (smrwsc.com)
- b. Operators Meeting to review community tie-ins on February 6
- c. Water Transfer Station and Metering Stations Information Meeting February 7, 2008

**2. Land Assembly**

- a. Three outstanding landowners on waterline
- b. Castor supply line review
- c. Appraisal of the WTS site is underway

**3. Detailed Design**

- a. Detailed design for WTS underway – 98% review of drawing set
- b. Contract E – Veteran to Consort out for Tender on January 28
- c. Contract D – Coronation to Veteran out for Tender February 4
- d. Contract C, B, and A in detailed design
- e. SCADA Master Plan and Operations Philosophy in final review
- f. Data Status
  - i. LiDAR Data – Orthophotos and contours are completed
  - ii. Parkland Geotechnical – Received Borelog Data Sheets and Geotechnical Report
  - iii. Paragon Soil Survey – Completed
  - iv. LineFind – Data complete for Contract E, D, and C
    - 1. Substantial unknown locates found at Castor, Coronation, and Consort

**4. Regulatory and Environmental Issues**

- a. Conservation and Reclamation Plan Advertisement in progress, document posted on website as per Alberta Environment’s request.
- b. Water license construction works advertised with Conservation and Reclamation plan
- c. Alberta Infrastructure and Transportation paralleling issues resolved

**5. Tendering and Scheduling**

- a. Proposed Master Tender Schedule

Commission	Alignment	Tender Out	Pretender Meeting	Tender Close
Highway 12/21 RWSC	Bashaw to Ferintosh	Tender Awarded – Nu Edge		
	Alix to Mirror	February 7	February 14	February 22,
SMRWSC	Contract E (Veteran/ Consort)	January 28	January 31	February 15
	Contract D (Coronation/ Veteran)	February 4	February 7	February 20
	Contract C (Castor/ Coronation)	February 11	February 13	February 27
	Contract B (Gadsby/ Castor)	February 19	February 21	March 5
	Contract A (Stettler/ Gadsby)	February 25	February 28	March 12
	Water Transfer Station/ Metering Stations	February 19	February 7	March 12
	Water Treatment Plant	May 2008		

- b. Contracts to be awarded at the same time to ensure line size optimization

**Shirley McClellan Regional  
Water Services Commission**

Jan. 31, 2008	C & J Vanco Services RE: Commission Management Fees Invoice 138	\$2,173.50
Jan. 31, 2008	C & J Vancso Services RE: Commission Management Fees Invoice 139	\$5,191.75
Jan. 17, 2008	Stantec Land Solutions RE: SMRWSC Land Assembly Invoice 22113	\$26,332.05
Jan. 17, 2008	Stantec RE: SMRWSC Invoice 283906 Invoice 283916	\$134,708.51 \$37,341.50
Nov. 5, 2007	Stantec Land Solutions RE: SMRWSC Land Assembly Invoice 21337	\$4,056.62
Dec. 20, 2007	Stantec RE: SMRWSC Invoice 279862	\$114,855.31
Jan. 4, 2008	Reynolds Mirth Richards & Farmer LLP	\$1,788.33
Dec. 31, 207	County of Paintearth No. 18 RE: Meetings	\$861.38
Feb. 6, 2008	Wayne Richardson RE: Remuneration	<u>\$500.00</u>
	<b>TOTAL</b>	<b><u>\$327,808.95</u></b>

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## January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24 Contract E Review	25	26
27	28 Contract C Out	29 Slantec Tech Mtg	30 Commission Mtg	31 Contract E Pretender Mtg Contract D Review		

## February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Contract C Out	5	6 General Tech Mtg Operators Mtg	7 Contract D Pretender Mtg Contract C Review Commission Mtg Alix to Mirror Out	8	9
10	11 Contract C Out	12	13 Contract C Pretender Mtg	14 Contract B Review Alix to Mirror Pretender Mtg	15 Contract E Close Alix to Mirror Out	16
17	18 Statutory Holiday Family Day	19 Contract B Out	20 Contract D Close	21 Contract B Pretender Mtg Contract A Review	22 Alix to Mirror Close	23
24	25 Contract A Out	26	27 Contract C Close	28 Contract A Pretender Mtg	29	

## March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Contract B Close	6	7	8
9	10	11	12 Contract A Close WTS/MS Close	13	14	15
16	17	18	19 Tentative Commission Mtg - Tender Award	20	21 Good Friday	22
23 Easter	24 Easter Monday	25	26	27	28	29
30	31	 <b>SMRWSC</b> Tender Schedule   <span style="float: right;">06/02/08</span>				