

**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC) COMMITTEE MEETING HELD ON WEDNESDAY SEPTEMBER 24, 2008 COMMENCING AT 6:30 P.M. AT THE CASTOR CURLING RINK IN CASTOR ,ALBERTA**

**PRESENT:** Bill Knight, Lacombe County  
Wayne Richardson, County of Paintearth  
Earl Marshall, County of Stettler  
Bonnie Sansregret, Special Areas  
Darcy Wetter, Town of Castor  
Dale Kent, Village of Halkirk - Alternate  
Jim McTavish, Village of Rosalind  
Darrel Szott, Village of Bawlf  
Darwin Durnie, Stantec  
Lorne Thurston, Summer Village of White Sands  
Herb Rock, Town of Coronation  
Paul McKay, Village of Donalda  
Terry McMahon, Village of Consort  
Dennis Cordel, Village of Halkirk  
Don Munroe, Stantec  
Jordon Thompson, Stantec  
John Van Doesburg - Project Manager, Crystal Consulting  
Tim Fox - CAO, County of Stettler

**REGRETS:** Walter Stefanik, Village of Big Valley  
Stephan Weninger, Stantec Consulting  
Pat Gorcak, Village of Veteran  
Shane Menard, Summer Village of Rochan Sands  
Don Gregorwich, County of Camrose

**CALL TO ORDER**

Wayne Richardson called the meeting to order at 6:30 p.m.

**ADOPTION OF AGENDA**

**034.09.24.08 Moved by Earl Marshall**

"that the September 24, 2008 Shirley McClellan Regional Water Services Commission Committee agenda be approved as presented." Carried

**ADOPTION OF MINUTES**

**035.09.24.08 Moved by Bonnie Sansregret**

"that the April 17, 2008 Shirley McClellan Regional Water Services Commission Meeting Minutes be approved as presented." Carried

**036.09.24.08 Moved by Bill Knight**

"that the June 18, 2008 Shirley McClellan Regional Water Services Commission Meeting Minutes be approved as corrected deleting Water Stefanik as he was recorded twice." Carried

**REPORTS**

**Chairman's Report:**

N/A

**Project Manager's Report:**

**037.09.24.08 Moved by Earl Marshall**

"that the Project Manager's Report for September, 2008, attached and forming part of these minutes, be received for information." Carried

**Engineer's Report:**

**038.09.24.08 Moved by Terry McMahon**

"that the Shirley McClellan Regional Water Services Commission Engineer's Report up to September 18, 2008 be received for information." Carried

Financial:

**039.09.24.08 Moved by Bill Knight**

"that the Monthly Bank Reconciliation for the period ending June 30, July 31 and August 31, 2008, attached and forming part of these minutes, be approved as presented."

Carried

Cheque Register:

**040.09.24.08 Moved by Bill Knight**

"that the Accounts Payable cheque register (cheque 38 to 82 and 104 to 133), attached and forming part of these minutes, be approved as presented."

Carried

Monthly Budget Report:

**041.09.24.08 Moved by Bill Knight**

"that the Monthly Budget Report for the period ending August 31, 2008, attached and forming part of these minutes, be approved as presented."

Carried

**NEW BUSINESS**

Financial Plan - Three Year Plan:

**042.09.24.08 Moved by Bill Knight**

"that the Shirley McClellan Regional Water Services Commission receive for information the Financial Plan – Three Year Plan as presented and forming a part of the minutes."

Carried

Financial Plan - Debenture Borrowing:

Discussion took place on what needs to be considered in borrowing.

Update RE: Stettler Water Treatment Plant:

Discussion took place on the tender results of the Town of Stettler Water Treatment Plant upgrade. The Province rejected the tenders due to the cost coming in considerably over budget. The tender will be going back out for the upgrade needs.

Operations – Process for Operator Selection:

Operations – Enhanced Operations – Municipal Operations

Discussion took place on the SMRWSC line and individual municipal operations. It was suggested that this should be taken back to your municipalities for a recommendation to be brought back to the Commission. It was felt that a decision should be made by January 1, 2009. One model discussed was the Highway 12/21 operation where all municipalities share in the operation of the line. One of issues in the SMRWSC may be the length of the line.

**CORRESPONDENCE**

**043.09.24.08 Moved by Dale Kent**

"that the Shirley McClellan Regional Water Services Commission receive the Shirley McClellan Regional Waterworks System, Application No. 001-249384 correspondence for information."

Carried

**NEXT MEETING DATE**

Next meeting of the Shirley McClellan Regional Water Services Commission Meeting will be held on Thursday, November 20, 2008 at 6:00 p.m. at the Castor Legion in Castor, Alberta.

**ADJOURNMENT**

The Shirley McClellan Regional Water Services Commission Committee Meeting adjourned at 8:30 p.m.

---

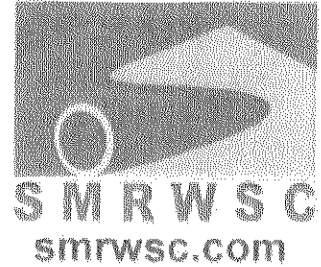
Chairperson (Wayne Richardson)

---

Secretary Treasurer (Tim Fox)

## MANAGERS REPORT – September, 2008

1. Administration
  - a. General Items
  - b. Debt Documents
  - c. Continues Discussion with Province
  
2. Funding
  - a. Funds are in bank account
  - b. Discussion underway with Province for the final funding
  
3. Engineering
  - a. Project Mtgs
  - b. Tech Mtg held on September 15- Operational Philosophy
  - c. Day to Day Items
  
4. Financial
  - a. Cash Flow being monitored
  - b. Bank material for Construction loan and line of Credit being finalized
  - c. Issues with Bank
  
5. Water Transfer Station
  - a. Operations being discussed
  
6. Stettler Treatment Plant Upgrades
  - a. Upgrade is the tender phase
  - b. Tender will be retendered
  - c. Issues with Scope
  
7. Next Months Activities
  - a. Financial Process Continued
  - b. Project Meetings with Construction Firms
  - c. Funding and Cash Flow
  - d. Tech Mtg
  - e. Engineering Liaison



**Shirley McClellan Regional Water Services Commission  
Engineer's Report  
September 18, 2008**

**Report C- 06/08  
2008/09/24**

**Submitted To:** Wayne Richardson – SMRWSC Chairman  
John Van Doesburg – SMRWSC Project Manager

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

**FILE:** V:\1139\active\113927053-SMRWSC\08-Meeting Minutes\SMRWSC\_Engineers Report\_18Sept2008.doc

**1. Administration**

1. Progress Payment # 3 submitted for each of Contracts D and WTS.
2. Progress Payment #2 submitted for each of Contracts C and E.
3. Progress Payment #1 submitted for each of Contracts A and B.
4. BI-Weekly Site Meetings for Contracts A-E held on September 10, 2008.
5. Site Meeting for WTS held on September 11, 2008.
6. Construction Progress Photos placed on website as .pdf files.
7. Progress Payment Summaries to August 15 (all Contracts, GST excluded):

Contract Amount	\$ 36,842,330.32
Progress Certified	\$ 10,730,914.00
Lien Fund Total	\$ 1,073,091.41
Additional Work Authorized	\$ 521,969.50

**2. Right of Way Assembly**

1. Alignment has been changed as per the landowner's request on Parcel 103, Contract A – Stettler to Gadsby, and an agreement has been signed. Dower right issue for parcel # 103. Letter of understanding has been issued to landowner for parcel # 1004.

**3. Regulatory and Environmental**

1. The following tables list the outstanding environmental issues for each of the contracts:

**Contract A – Steffler to Gadsby**

	Issue	Location	Mitigation
1	Brood Rearing Pond	A3-PP44 BTW – 142+960 and 143+080	Stay on rail bed to avoid.
2	Aggressive Swainson hawk, nest site nearby	A3-PP46 BTW – 144+000 and 144+200 UTM (Nad 83) 403088, 5795581	Nest site suspected north of fence line. Construction can proceed by limiting duration of activities in the immediate area around the nest site. No storage or temporary workspace areas are to be located near this nest site.
3	Brood Rearing Pond	A3-PP47 BTW – 144+640 and 144+880	Stay on rail bed to avoid.
4	Wetland area, avian activity	A3-PP48 BTW – 145+480 and 145+600	Avoid south side of rail bed.
5	Brood Rearing Pond	A3-PP40 BTW – 140+080 and 140+240	Stay on rail bed and avoid north side.
6	Brood Rearing Pond	A2-PP38 BTW – 132+560 and 132+680	Avoid south side of rail bed.
7	Cliff swallows in culverts	A2-PP39 BTW – 132+280 and 132+360	Culvert where sparrows are nesting cannot be disturbed or removed until fall migration. However, activities over and adjacent the culvert are permitted.
8	Wetland area	A2-PP38 BTW – 131+920 and 132+000	Wetland area shortened, stay on rail bed to avoid.
9	Red-tailed hawk nest site	A2-PP35 BTW 130+200 and 130+360 UTM 397167, 5795706 (Nad 83)	Nest site in trees north of alignment RoW. Construction can proceed by limiting duration of activities in the immediate area around the nest site. No storage or temporary workspace areas are to be located near this nest site.
10	Wetland area	A2 –PP27-28 BTW 125+160 and 125+400	No drill required, area heavily grazed and impacted by livestock.

11	Breeding area	A2 PP25-26 BTW 123+760 and 124+160	Drill or avoid: wetland ID # 125 shifted on alignment sheet, active breeding/brooding/rearing site.
12	Wetland area	A2-PP24 BTW 123+200 and 123+280	Wetland ID # 124 shifted on alignment sheet. No drill required.
13	Hawk	A2 PP21 BTW 120+800 and 120+960	Hawk nesting requires verification, avoid tree removal until authorized to proceed.
14	Red tailed hawk nest.	A1-PP12 BTW 107+600 and 107+800	Nest site in trees north of alignment RoW. Construction can proceed by limiting duration of activities in the immediate area. No storage or temporary workspace areas are to be located here.
15	Wetland	A1-PP11 BTW 107+160 and 107+240	Immediately north of a resident, avoid disturbance to the wetland.
16	Hawk nests	A1-PP09 BTW 105+700 and 105+840	Route waterline to avoid tree cluster if practicable. No tree cluster disturbance (i.e., mulching, etc.) until September 30.
17	Hawk nests	A1-PP07 BTW 104+080 and 104+400	Route waterline to avoid tree cluster if practicable. No tree cluster disturbance (i.e., mulching, etc.) until September 30.
18	Raptor Nest Sites	A1-PP14 BTW 108+760 and 108+960	Route waterline to avoid tree cluster if practicable. No tree cluster disturbance (i.e., mulching, etc.) until September 30.

**Contract B – Gadsby to Castor**

	Issue	Location	Mitigation
1	Breeding pond	Contract B Pg B3-PP43 BTW – 244+120 and 244+400	Avoid north side wetland during construction.
2	Red Tall Hawk Nest	Contract B Pg B1-PP01 BTW – 200 + 460 and 200 + 660	Nest site south of fence line. Construction can proceed by limiting duration of activities in the immediate area. No storage or temporary workspace areas are to be located near here.

4 of 7

3	Breeding pond	Contract B B2-PP20 and B2-PP21 BTW – 221+200 and 221+400	See C & R report: Appendix B, Figure 1.6, Locator ID 7, Appendix D, Table D.1. Figure 1.6, Identifier 7.
4	Breeding pond	Contract B B2-PP22 BTW – 222+120 and 222+260	See C & R report: Appendix B, Figure 1.6, Locator ID 8, Appendix D, Table D.1. Figure 1.6, Identifier 8.

Contract C – Castor to Coronation

	Issue	Location	Mitigation
1	Breeding pond	Contract C C1-PP21 BTW – 313+420 and 313+600	See C & R report: Appendix B, Figure 1.12, Locator ID 1, Appendix D, Table D.1. Figure 1.12, Identifier 1.
2	Breeding pond	Contract C C2-PP23 BTW – 321+120 and 321+260	See C & R report: Appendix B Figure 1.12, Locator ID 3, Appendix D, Table D.1. Figure 1.12, Identifier 3.
3	Breeding pond	Contract C C2-PP39 BTW – 331+220 and 331+340	Avoid north side. Also see C & R report: Appendix B, Figure 1.13, Locator ID 4, Appendix D, Table D.1. Figure 1.13, Identifier 4.

4	Red Tail Hawk Nest	Contract C C1-PP04 BTW – 302+560 and 302+660	Nest site north of fence line. Construction can proceed by limiting duration of activities in the immediate area. No storage or temporary workspace areas are to be located near here.
---	--------------------	--	--

No outstanding issues on Contract D – Coronation to Veteran.  
 Contaminated Soils at Coronation found on railbed have been tested and can be disposed of in the local landfill. Construction will now proceed through the contaminated area.

Contract E – Veteran to Consort

	Issue	Location	Mitigation
1	Active Swainson's Hawk Nest Site	Contract E Pg 1E-PP12 BTW – 517+120 and 517 + 320	The hawk nest site within construction zone must not be disturbed or removed. The nest site is to be flagged off prior to any activities. Construction can then proceed by limiting duration of activities in the immediate area. No storage or temporary workspace areas are to be located near here.
2	Cliff Swallow Colony in Culvert	Contract E Pg 2E-PP14 BTW – 528-320 and 528-360 UTM 506030 5759126 Nad 83	Culvert where sparrows are nesting cannot be disturbed or removed until fall migration. However, activities over and adjacent the culverts are permitted.
3	Active Swainson's Hawk Nest Site	Contract E Pg 3E-PP7 BTW – 544 + 080 and 544 + 280 12U 511390 5758375 NAD83	The hawk nest site within the construction zone must not be disturbed or removed. The nest site is to be flagged off prior to any activities. Construction can then proceed by limiting duration of activities in the immediate. No storage or temporary workspace areas are to be located near here.
4	Cliff Swallow Colony in Culvert	Contract E Pg 3E-PP9 BTW – 545 + 080 and 545 + 120	Culvert where sparrows are nesting cannot be disturbed or removed until fall migration. However, activities over and adjacent the culverts are permitted.

5	Active Swainson's Hawk Nest Site	Contract E Pg 3E-PP10 BIW – 545 + 760 and 545 + 880	Nest site south of fence line. Construction can proceed by limiting duration of activities in the immediate area around the nest site. No storage or temporary workspace areas are to be located near here.
---	----------------------------------	---	---

2. Paleontology Review has been completed by Dr. Len Hills; all sensitive areas have been cleared for construction. If contractor discovers something of interest, construction can continue if the item(s) are be placed away from immediate construction activity.

**4. Design Clarifications**

1. Fusible PVC pipe is currently being fused Contract A – this is the first application of the material in Alberta.
2. Alignment shifts to avoid tree disturbance.

**5. Construction**

1. Construction is approximately 55% complete for the pipeline.
  - 1.1. **Contract A – Stettler to Gadsby**  
 Schedule: August 2008 – December 2008  
 Approximately 9,300 meters completed.
  - 1.2. **Contract B – Gadsby to Castor**  
 Schedule: June 2008 – October 2008  
 Approximately 6,000 meters completed.
  - 1.3. **Contract C – Castor to Coronation**  
 Schedule: June 2008 – November 2008  
 Contractor has removed 1 crew, changing the project completion date.  
 Approximately 17,200 meters completed.
  - 1.4. **Contract D – Coronation to Veteran**  
 Schedule: 95% Complete  
 Deficiency list has been issued to the Contractor.  
 Approximately 26,000 meters completed.
  - 1.5. **Contract E – Veteran to Consort 18000**  
 Schedule: May 2008 – November, 2008  
 A very wet gravel pit was encountered and has reduced the construction progress. Pumps are working and the circumstance is being mitigated and about 80m/day is

being progressed.  
Approximately 18,000 meters completed.

**1.6. Contract Water Transfer Station**

Schedule: Underway – March 2009

Pumphouse building to be erected by the end of October.

Reservoir Tank 60% complete.

Pouring Structural Slab for Pumphouse this week.

**1. Asbuilts and Reporting**

1. Utility marker balls have arrived and will be installed.
2. GPS locations of facilities taken at 40m intervals plus fittings.

**2. Next Steps**

1. Construction Completion: March 15, 2009
2. Commissioning Completion: April 19, 2009
3. Water On Ceremony: June 5, 2009