

**MINUTES**  
**COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**  
**MONDAY, JUNE 1, 2020 6:00 PM**  
**CITY HALL – COUNCIL CHAMBERS – 5513 – 48<sup>TH</sup> AVE.**

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<b>PRESENT</b>	Bob Buckle, Councillor – City of Cold Lake Chris Vining, Councillor - City of Cold Lake Duane Lay, Councillor – City of Cold Lake Jürgen Grau, Councillor – City of Cold Lake Dana Swigart, Councillor – MD of Bonnyville Kevin Nagoya, Commission Manager Azam Khan, General Manager, Infrastructure Services – City of Cold Lake Denise Pollard, Recording Secretary
<b>ABSENT</b>	Lee Angelopoulos, 4-Wing Roy Dell, CLFN
<b>CALL TO ORDER</b>	B. Buckle called the meeting to order at 6:03 p.m.
<b>ADOPTION OF AGENDA</b>	Moved by D. Lay that the agenda be accepted as presented.  <div style="text-align: right;"><b>Carried Unanimously</b></div>
<b>ADOPTION OF MINUTES</b>	Moved by C. Vining that the minutes of February 24, 2020 be accepted as presented.  <div style="text-align: right;"><b>Carried Unanimously</b></div>
<b>PUBLIC QUESTION PERIOD</b>	None.
<b>DELEGATION</b>	<b>Faber LLP, Chartered Professional Accountants</b> Peter Johnson presented the 2019 Financial Statements via telephone.
<b>OLD BUSINESS</b>	<b>Cold Lake Regional Water Supply Expansion Updates</b> A. Khan provided a financial update on the project, noting that the majority of SITE Resources claims have been resolved. He also provided a summary of progress for all 4 contracts: <ul style="list-style-type: none"><li>• Contract 01 Transmission Main – SITE Resources<ul style="list-style-type: none"><li>○ Approx. 87% complete based on project cost; 100% complete based on length of pipe.</li><li>○ All pipe is installed, pressure tested and swabbed between the WTP and the Transfer Station. Map showing summary of pressure tested sections was provided.</li><li>○ Remaining work includes finishing the connection at Building No. 5, Braeman Place parking lot &amp; electrical, Drake service connection, disinfecting the pipeline, street paving and roadworks and project clean up (final grading, seeding, fencing, tree planting, installation of ball markers, marker posts).</li></ul></li><li>• Contract 02 Transfer Station – Alpha Construction<ul style="list-style-type: none"><li>○ Approx. 87% complete based on project cost.</li><li>○ Most work is complete inside the building including installation of process pumps.</li><li>○ The duty pumps start-up is delayed until new shafts are provided by the pump supplier.</li><li>○ Commissioning plans are being finalized.</li><li>○ Two issues impacting the schedule are the delay in start-up of the duty pumps and approval of PLC/HMI programming.</li><li>○ Completion of outside work including final grading and access road is underway.</li></ul></li><li>• Contract 03 WTP Upgrades – Sure-Form Construction<ul style="list-style-type: none"><li>○ Approx. 79% complete based on project costs.</li><li>○ Both building expansions are nearly complete with exterior cladding and interior finishing remaining.</li><li>○ Majority of process pumps and piping are installed and initial start-ups are being completed.</li><li>○ Membranes installed in the third train, but not started up yet. Once commissioned, the other trains will be upgraded one at a time.</li></ul></li></ul>

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- Staged commissioning is anticipated to start in June.
- Contract 04 Transmission Main – SITE Resources
  - Approx. 98% complete based on project cost; 100% complete based on length of pipe.
  - All pipe is installed and is currently being filled, swabbed and pressure tested between the Transfer Station and Bonnyville Pump House and Reservoir. Map showing summary of pressure tested sections was provided.
  - Section 2, Beaver River, will be pressure tested last.
  - Remaining work includes finishing connections, disinfecting the pipeline, project clean up (final grading, seeding, fencing, trail aggregate, tree planting, installation of ball markers, marker posts).
  - CLFN connection design is also in progress.

Discussion ensued.

- D. Swigart asked for clarification on the Transfer Station with regards to the Ardmore/Fort Kent line.  
A. Khan clarified that Transfer Station has been sized and plumbed to connect the Ardmore/Fort Kent line in the future.
- D. Swigart asked how long does the MD has to connect the  
A. Khan advised that:
  - It can happen any time but it has to be coordinated.
  - The Ardmore/Fort Kent tie in to the Transfer Station is not necessary for the Regional Line to become operational.
  - The MD will continue to receive water from the City of Cold Lake's distribution system until the tie in occurs. If they tie into the new transfer station they will become customers of the Bonnyville Regional Water Services Commission.
- D. Swigart asked about the benefits of tying in the Ardmore/Fort Kent line to the Transfer Station.  
A. Khan advised:
  - The MD will likely be able to purchase water at a cheaper rate from the Bonnyville Water Commission;
  - The water will be treated with chloramines which will provide longer-lasting disinfection as the water moves through the pipe.
- B. Buckle asked about the Iron Horse Trail concerns previously raised by Muni-Corr.  
A. Khan advised:
  - The contractors are aware of the concerns and a change order is in the works.
  - The dirt works profile being worked on.
  - The trail will be returned to its original condition or better.

**Waste Water Treatment Plant MBRR Pilot Project Update**

K. Nagoya advised:

- The pilot study ended in May 28, 2020.
- The results of the pilot study will be summarized in a draft report that AECOM expects to submit to the CLRUSC by the end of June. The report will include:
  - Commentary on the results of the study;
  - Recommendations for the full-scale system to be designed and constructed;
  - A conceptual site plan identifying the location of the proposed new equipment;
  - Updated cost estimates;
  - Commentary on equipment procurement options; and
  - Updated project completion schedules.
- Decommissioning of the pilot project is in progress.
- Environment Canada are keeping tabs on the Commission and their wastewater treatment progress.

Discussion ensued.

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- B. Buckle asked if we have tapped into any funding.  
K. Nagoya advised:
  - FCMS Green Municipal Fund provided funding for the pilot project.
  - An application has been submitted to AMWWP for the Wastewater Treatment Facility – Mechanical Upgrade; no response to date.
  - The Wastewater Treatment Facility – Mechanical Upgrade project was listed in a letter to Government of Alberta regarding shovel-ready projects for consideration as a means of economic stimulus once the COVID-19 response winds down; no response to date.

**NEW BUSINESS**

**2019 Financial Statements**

Move by C. Vining that the 2019 Financial Statements be accepted as presented.

**Carried Unanimously**

**Building 4 Force Main Condition Assessment and Feasibility Study**

K. Nagoya advised:

- CLRUSC completed an overall of Building 4 a few years ago. Now the force main leaving the building requires assessment.
- The force main assessment from Building 4 to Building 9 was approved in CLRUSCs 2020 capital budget.
- Annexation catchment areas will be reviewed as part of the assessment.
- RFP closed on May 8, 2020; 4 proposals were received and are under review.

**Building 9 Force Main – Phase 4**

K. Nagoya advised:

- Construction tender closes on June 15, 2020 at 2pm.
- AECOM is the Engineering Consultant.
- Project scope will take the pipe to the south end Crawford Estates.
- Provisional costs have been included in the tender; may be advantageous to do more if budget allows.
- Very tight utility corridor.
- License agreement was proposed/provided to the MD; no response to date.

Discussion ensued.

- D. Swigart noted that MD residents are interested in servicing options.  
K. Nagoya advised that he had a meeting with the MD; the MD wants to establish a mandate/level of service before pursuing servicing options.

**Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20**

K. Nagoya presented Borrowing Bylaw No. 017-FN-20 for the Building 9 Force Main – Phase 4 project.

Moved by D. Lay that Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20 be given First Reading.

**Carried Unanimously**

**CORRESPONDENCE**

**Letter From CLFN Re Member Appointment (Dell)**

The Board received a letter from CLFN dated May 27, 2020 regarding member appointment Roy Dell.

**QUESTIONS**

None

Moved by C. Vining that the meeting be recessed at this time being 6:57pm and reconvened at the call of the Chair.

**Carried Unanimously**

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Chair, B. Buckle reconvened the meeting at this time being 7:06pm.

**IN-CAMERA**

**Water Rate Study**

Present:

Bob Buckle, Councillor – City of Cold Lake  
Chris Vining, Councillor – City of Cold Lake  
Duane Lay, Councillor – City of Cold Lake  
Jürgen Grau, Councillor – City of Cold Lake  
Dana Swigart, Councillor – MD of Bonnyville  
Kevin Nagoya, Commission Manager  
Azam Khan, General Manger, Infrastructure Services – City of Cold Lake  
Denise Pollard, Recording Secretary

That the following sections of the FOIP Act apply for exemption of the disclosure:

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Moved by C. Vining that the meeting go "In-Camera" at this time being 7:06pm pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to a Water Rate Study.

**Carried Unanimously**

Moved by C. Vining that the meeting come "Out-of-Camera" at this time being 7:44pm.

**Carried Unanimously**

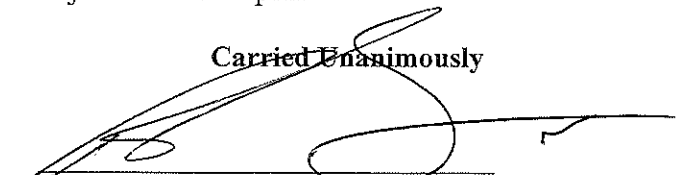
**NEXT MEETING**

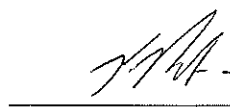
July 27, 2020 at 6:00 p.m.

**ADJOURNMENT**

Moved by J. Grau that the meeting be adjourned at 7:44 p.m.

**Carried Unanimously**

  
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Robert Buckle, Chair

  
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Kevin Nagoya, Commission Manager