



**Wheatland Regional Corporation**  
**Board Meeting**  
**Tuesday September 15, 2020 6:30PM, Video Conference**

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**Attendance:**

Leah Jensen	WRC	<a href="mailto:leah@wrc-ab.ca">leah@wrc-ab.ca</a>
Darcy Burke	Rockyford	<a href="mailto:dlburke@rockyford.ca">dlburke@rockyford.ca</a>
Scott Klassen	Wheatland Cty	<a href="mailto:scott.klassen@wheatlandcounty.ca">scott.klassen@wheatlandcounty.ca</a>
Martin Gauthier	Standard	<a href="mailto:marty.gauthier@icloud.com">marty.gauthier@icloud.com</a>
Glenn Koester	Wheatland Cty	<a href="mailto:glenn.koester@wheatlandcounty.ca">glenn.koester@wheatlandcounty.ca</a>
Tim Frank	Hussar	<a href="mailto:pshop@telusplanet.net">pshop@telusplanet.net</a>
Tom Ikert	Whtland Cty	<a href="mailto:tom.ikert@wheatlandcounty.ca">tom.ikert@wheatlandcounty.ca</a>
Elaine Macdonald	Rockyford	<a href="mailto:cao@rockyford.ca">cao@rockyford.ca</a>
Bryce Mackan	Whtland Cty	<a href="mailto:bryce.mackan@wheatlandcounty.ca">bryce.mackan@wheatlandcounty.ca</a>
Matt Boscariol	Whtland Cty	<a href="mailto:matt.boscariol@wheatlandcounty.ca">matt.boscariol@wheatlandcounty.ca</a>
Brian Henderson	Whtland Cty	<a href="mailto:brian.henderson@wheatlandcounty.ca">brian.henderson@wheatlandcounty.ca</a>

**Guests:** Colin McNab & Sarah Fratpietro – MPE Engineering

**Location:** Video Conference

**Distribution:** All Present and:

Russ Drummond	Whtld Cty	<a href="mailto:russ.drummond@wheatlandcounty.ca">russ.drummond@wheatlandcounty.ca</a>
Adam Sommerfeldt	Standard	<a href="mailto:sommerfeldt.a@gmail.com">sommerfeldt.a@gmail.com</a>
Dalia Cheshire	Rockyford	<a href="mailto:daliacheshire@gmail.com">daliacheshire@gmail.com</a>
Les Schultz	Hussar	<a href="mailto:les.schultz@telus.net">les.schultz@telus.net</a>
Yvette April	Standard	<a href="mailto:cao@villageofstandard.ca">cao@villageofstandard.ca</a>

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Chairman D. Burke called the meeting to order at 6:31pm

**1.0 Administrative Items:**

- 01-09-15-20 1.1 Meeting Agenda:  
Moved by T. Frank to adopt the agenda as amended: Carried.
- 02-09-15-20 1.2 Minutes of August 18, 2020 Board meetings:  
Moved by G. Koester to adopt the minutes of August 18, 2020 as circulated: Carried.

## 2.0 Truck Fill Station – South

### 2.1 Change Order #3 – Discussion with MPE

D. Burke welcomed MPE to the meeting and turned the meeting over to S. Fratpietro to explain change order 3. S. Fratpietro explained that the additional time and amount of work to obtain the land approvals for the south truck fill project were contributing factors to the additional engineering fees. They predicted it would take three to four months and it took two years. There were eight conditions to the subdivision approval and it took a year to meet all the conditions. The tight timeline to use the Government grant meant splitting the project into two phases which then meant creating two different drawings and two tenders, all extra work that was not anticipated. D. Burke asked why at the time change order 1 was presented to extend the timeline of the project, should there not been an indication that there would be additional engineering costs. S. Fratpietro commented that at that time she was optimistic that there may not be additional costs and she was hoping to split the cost of having an engineer on site with phase 3, and she didn't know what the extra costs would be until May. C. McNab admitted that the additional engineering should have been flagged sooner, but they wouldn't have been able to estimate the cost to be what it ended up to be. They were falsely optimistic they could accommodate the changes. D. Burke explained that he understands the additional costs, but just because the project took longer is not a good reason by itself. He understands that something has to be paid for the additional work, but not the full change order request of \$48,000. C. McNab acknowledged the comments and agreed that the figure could be negotiated. G. Koester acknowledged that the project was funded 50% by the Wheatland County and 50% by the Federal Government. Perhaps MPE should engage the County in discussion regarding the change order. S. Klassen expressed his opinion that the change order was not presented when it should have been, but if MPE would like to speak with the County they are welcome to do so.

03-09-15-20

Moved by M. Gauthier that MPE Engineering should have a further discussion explaining the additional costs of the south truck fill station with Wheatland County: Carried, One Opposed

### 2.2 Update on Project

- *Extended Warranty from Flowpoint*

Knibb Developments contacted Flowpoint and requested a price for an extended warranty. The original one-year manufacturer's warranty began when Knibb took possession of the building and pre-commissioned it over a year ago, so the warranty is now done. Flowpoint responded with a price of \$14,796.10 for a one-year extended warranty. S. Klassen asked what pre-commissioning meant. S. Fratpietro explained that the skid was built in Edmonton and they ran water through

the system and turned components on and off as much as they could. C. McNab offered that MPE will contact Flowpoint to find out what a new Flowpoint system would cost in order to compare it to the cost of the extended warranty.

S. Fratpietro and C. McNab left the meeting at 7:40PM

- *Update on Project*

The site has now been energized and an electrical meter installed. The fascia has been repaired as well. The pipelines into the site have been pressure tested and flushed and but the vault still needs to be hydrostatically tested and disinfected and water samples will be taken. The road ditch along Range Road 222 still requires the County to clean out the build-up dirt and debris to ensure proper drainage and flow. The substantial completion walk through will take place Thursday September 17<sup>th</sup>.

- *How Water is Loaded*

The current design of the truck fill station is an overhead load out. The issue is for anyone who can't fill their tank from the top and for fire department vehicles. Knibb Developments is working a few design ideas to create a side camlock load out and will provide a cost estimate to review in the future.

- *Additional Storage Fees*

At the last site meeting Knibb Developments verbally requested additional storage fees for the truck fill station. Change order #2 was to cover storage up to April 2019 which cost \$12,500. Additional storage fees from April 2019 to May 2020 would be \$21,666.71. No formal request has been submitted to date. T. Frank suggested that we wait to see what happens and if a formal request is made as he is not in favour of paying additional fees at this point.

## 2.3 Landscaping at Truck Fill Site

In the board package a copy of the drawing of how the truck fill site will look with the proposed landscaping as per the contract. The landscape plan was part of the subdivision approval and development approval with Wheatland County. If WRC were not to proceed with the landscaping, the potential savings on the project could be \$20,000 (\$10,000 for plants and material and \$10,000 for labor). D. Burke expressed his concerns regarding the ongoing expenses that will result with the landscaping such as mowing grass, weed control, watering and care of the trees and shrubs, as well as dust control on the gravel roads of the two sides of the site. G. Koester suggested that L. Jensen contact the County to find out what the process is if

WRC would like the conditions of the subdivision and development agreement changed. S. Klassen asked if Knibb Developments will still charge for the cost of ordering the trees and is there a cost to changing the contract at this point, as he doesn't want to see any additional costs for the project.

04-09-15-20 Moved by M. Gauthier that WRC staff gather information to find out if there would be additional costs to cancelling the landscape portion of the contract with Knibb Developments for the south truck fill site, and to contact the Wheatland County to begin the process and make application to change the conditions of subdivision and development of the site: Carried, unanimously.

## 2.4 Rates for Truck Fill Station

L. Jensen reported that the truck fill site could be ready for operation within the week, but the bulk water policy has yet to be approved and rates have not been set. L. Jensen reviewed the rates proposed in the policy and made mention that WRC had not received a response from the County in regards to the letter sent by WRC requesting that the County cover the cost of water dispensed by fire departments within the County. G. Koester reported that County Council discussed the matter and passed a motion to pay for water used by the fire departments. This rate would be the same rate charged to the partners for water at the clear well, and each fire department should have their own individual account and pin number in order to track usage. S. Klassen asked who will be doing the billing for water taken from the truck fill, and L. Jensen explained that it was her understanding that the project was paid for 50/50 by the Federal Government and Wheatland County, but once the project was complete WRC would own, operate, and receive revenue from the truck fill station.

05-09-15-20 Moved by T. Frank that WRC staff work with County staff to develop an agreement in writing which clearly acknowledges ownership and operation of the south truck fill station: Carried Unanimously

06-09-15-20 Moved by G. Koester that the WRC board accept rates for water at the south truck fill station as presented with the rate for water used by local volunteer fire departments to be charged at the same rate as the cost to the clear well: Carried Unanimously

## 3.0 Project: Phase 3

### 3.1 Phase 3 Project - Update

Locates are being performed and the first 7 kms have been surveyed and staked. Tollifson started mobilizing equipment September 8<sup>th</sup>, and pipe fusing is to begin September 14<sup>th</sup>. WRC received a construction schedule, and the resident notification letter. The



notification letter has been added to the WRC website. The first phase 3 construction meeting is scheduled to take place Tuesday September 22<sup>nd</sup>. T. Frank requested that progress pictures of the project could be taken and sent out to the board and placed on the website.

### 3.2 Project Financial Statement – August 2020

In the board package the truck fill spreadsheet showing the latest invoices for the project, which brings the total as of the end of August to \$826,781.58. The phase 3 spreadsheet also showed the project total to the end of August as being \$351,497.14. The Village of Rockyford received a payment from the Province of \$196,912.53 from phase 1, this amount is not reflected in the spreadsheets.

07-09-15-20 Moved by D. Burke that the Board accept the project financial statement as presented: Carried Unanimously

### 3.3 Ratification for Payment of Project Invoices

The following invoices were presented for ratification

- Phase 3 engineering for the month of August 2020 Invoice 2300-031-08-14 for \$8,446.
- Progress Certificate #4 south truck fill station site works for Knibb Developments - \$95,087.79

08-09-15-20 Moved by M. Gauthier that the Board approve ratification of payment as presented: Carried Unanimously

## 4.0 Corporate Business:

### 4.1 Operations Status Report – R. Drummond read report

- We had Westron do some preventive maintenance on the aeration blowers: three at the new reservoir and one that services the old reservoir. The regular maintenance for these involves oil and filter changes every six months. There are some check valves and air relief valves that still need repair but we are waiting for a quote on that.
- We have had some taste complaints over the last two weeks. It first showed up in Rockyford, but we have also noticed it in the plant and Standard. It has not reached Gleichen yet. We have been recirculating the raw water reservoir all summer as usual, but with the hot, dry, and sunny weather in August, the reservoir turned over. We started feeding KMNO<sub>4</sub> in the pre-treatment room, and that seems to have helped.
- There was Microcystin testing done in Speargrass and the regional plant last week. This test needs to be completed during the first two weeks of September.

- We've had a check valve malfunction in Speargrass lift station and have isolated it for now, but will have a contractor look at it early next week.
- There was a reservoir control valve that regulates level in cell one that malfunctioned. A part was ordered and installed last week.

09-09-15-20 Moved by G. Koester that the Board adopt the Operation Manager's status report as presented: Carried Unanimously

#### 4.2 Administration/Financial Report – Leah Jensen

- Reviewed revenue and expenses for August and noted in expenses \$235.20 for weed spraying at the pressure reducer site south and east of Rockyford.
- Reviewed the cash flow projection spreadsheet for the month of August and again it was better for WRC because the revenue was higher than expenditures. At the bottom left corner of the sheet, a comparison chart to show to date this year totals compared to the same time last year.
- L. Jensen reported that on September 16<sup>th</sup> the office staff will be receiving training on the new Neptune meter reading system, and they will be able to use it for the meter reading at the end of the month.
- Thursday staff will be receiving training on the Flowpoint system for the truck fill. They will learn how to create customer accounts and how to pull reports for billing purposes.
- A lot of outstanding accounts within the Villages, and letters have been sent out to customers giving them until the 28<sup>th</sup> to bring their account back into good standing. Letters were sent Friday and already quite a few people have paid their outstanding accounts.

10-09-15-20 Moved by S. Klassen that the Board adopt the administration and financial report for the WRC operations as presented: Carried Unanimously

### 5.0 New Business

#### 5.1 Avail Audit Shield

Avail Audit Shield information was presented to the board. The audit shield is where WRC pays \$798.00 to Avail to take all necessary actions to prepare a response on WRC's behalf and manage the response process in case the CRA were to perform an audit. S. Klassen commented that B. Henderson with the County felt it was not necessary, and D. Burke also commented that other boards in which he sits on do not purchase the audit shield.

11-09-15-20 Moved by M. Gauthier that the board accept the Avail Audit Shield as information: Carried Unanimously

## 5.2 Lakes of Muirfield

- *Meter Reading*

Currently the County is working with Accuflow to retro fit the existing water meters in Muirfield so the meters can be read and billed with the existing software. The changeover/retro fit is scheduled to be complete or close to completion by the end of October, as which time WRC will use the shared Neptune meter reader and do the reading for the County just like WRC currently does in the other hamlets. A separate account code on the operator's time sheets and mileage sheets has been created to track Muirfield time and mileage.

12-09-15-20 Moved by M. Gauthier that WRC read water meters in Muirfield at the current rate, with the understanding that this rate could change with next year's budget: Carried Unanimously

- *Operations*

D. Burke asked the County representatives on the board if there has been any discussion or decision regarding who will operate the Muirfield water treatment plant. S. Klassen replied that there is no decision yet, and County staff are still trying to gather information regarding costs.

There was discussion regarding the signed service agreements between WRC and the all the partner municipalities and that these agreements do not represent accurately how WRC currently bills the partners. The history of why the billing structure was changed, and how the rates were established was reviewed. The original service agreements and billing structure was not fair and equitable for all the partners and the actual costs and cost of water was not transparent. This is the second year WRC has used a more transparent budget and cost analysis to arrive at rates that the board approved for all the partners to be billed the same.

13-09-15-20 Moved by G. Koester that the WRC board gave direction for WRC staff to work with the partners to establish a new water and service agreement: Carried Unanimously

### 5.3 Letters from Wheatland County

- *Request for Meeting with WRC Board and all Partner Municipalities*

L. Jensen reviewed the letter received from Wheatland County requesting a meeting with the WRC board and all the partner councils to discuss concerns that have been raised and matters of interest pertaining to the corporation. L. Jensen suggested that an agenda for the meeting be provided firstly in order for WRC to be prepared to answer or address concerns so as to make the meeting a productive one. There was further discussion questioning why the County is asking for the meeting.

14-09-15-20

Moved by D. Burke that staff reply to B. Henderson, CAO for Wheatland County requesting that the County contact the partners and request agenda items and prepare a proposed agenda. Once an agenda is presented the WRC board will consider attending the proposed meeting with the County and partner councils: Carried Unanimously

- *Response to the Village of Rockyford Letter*  
Letter was presented as information.

### 5.4 Cost of Water

G. Koester spoke to a discussion that took place during a County Council meeting regarding what the true cost of water is in Speargrass. G. Koester requested that L. Jensen work with B. Henderson to review and share budget information to be able to compare the WRC water treatment plant and the Speargrass water treatment plant costs.

### 6.0 Next Meeting

Next Board meeting to take place Tuesday October 20, 2020 at 6:30PM.

### 7.0 Adjourn

15-09-15-20 Moved by G. Koester that the meeting be adjourned at 9:26PM: Carried

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Chairman

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General Manager