

UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD OCTOBER 09, 2019

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:00 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday October 09, 2019.

Present

Commission Members:

Present:

Village of Alix	Barb Gilliat
Town of Bentley	Neil Maki
Village of Clive	Susan Russell
Town of Eckville	Colleen Ebden
City of Lacombe	Grant Creasey
	Thalia Hibbs
Lacombe County	Barb Shepherd
	Keith Stephenson

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the eighth LRWSC meeting of 2019 at the Administration Office at the Prentiss site.

**RWS/78/19
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda.

4a. Managers Evaluation Report

Moved by Mr. Stephenson to approve the agenda as amended.

Carried Unanimously.

**RWS/79/19
Minutes**

Moved by Ms. Gilliat that the minutes of September 18, 2019 Regular Meeting be approved.

Carried Unanimously.

Business Arising from the September 18, 2019 Minutes

No business arising from previous minutes

**RWS/80/19
Managers Evaluation**

Chairman Creasey reported to the Commission Board that the Executive Committee met with Mr. Hohn and performed his 6-month job performance evaluation. Mr. Hohn has now completed his probation period satisfactorily and has been awarded a permanent position as Commission Manager.

Moved by Ms. Russell to receive as information.

Carried Unanimously.

**RWS/81/19
Waste Haul
Summaries**

Administration reviewed the Waste Haul summary for the month of September, 2019. Clarification was given in the following areas:

- Compactor totals – there has been a rise in compactor totals attributed to increased compactor garbage from the City of Lacombe.
- Dry rubble – Dry rubble numbers are up due to an increase of demolitions coming in. Commission Board member asked if there is a special rate for demolitions, Administration reported there is not, but we will work with the contractors and try to get loads separated and divert as much as possible from the rubble area.
- Waste metal numbers are higher than 2018.
- Wood product weights are higher than 2018.
- Shingles weights are down from 2018.

Moved by Ms. Ebden that the Waste Haul Summary for the month of September 2019 be received as information by the Commission.

Carried Unanimously.

***RWS/82/19
Accounts Paid
YTD Budget
Comparative List
Acct. Payable
Cheque Listing***

Administration reported on the following with the Commission:

- Year to Date Budget Report September 30, 2019
- Accounts Payable Cheque Listing from September 1, 2019 to September 30, 2019. Clarification given on the Administration and Payroll amount.
- Chairman Creasey reported that the Minister of Environment has agreed to take a trip to look at the Systane Facility in Nova Scotia. He asked if anyone from the Commission Board would like to accompany Mr. Nixon to Chester Nova Scotia and felt that two representatives from the Commission could accompany Mr. Nixon on the trip. The date for the trip has yet to be determined.

Moved by Mr. Maki that the YTD Budget Comparative to September 30, 2019, be received as information by the Commission.

Carried Unanimously.

Moved by Ms. Gilliat that the Accounts Payable Cheque Listing from September 1, 2019 to September 30, 2019 be received as information by the Commission.

Carried Unanimously.

***New Business
RWS/83/19
Additional Capital
Replacement
Funding***

According to the Capital Replacement Schedule, the purchase price of the new 2020 Track Loader was to be approximately \$475,000, with a residual value from the 2014 Track Loader being \$99,500. This would equate to a \$375,500 withdraw from the Capital Replacement Fund to purchase the 2020 Track Loader.

Due to the rise in steel prices and the current exchange rate, the purchase of a new 2020 Track Loader is \$565,000, and the Commission will receive approximately \$80,000 from the sale of the 2014 Track Loader. This leaves the Commission having to fund approximately \$485,000 from the Capital Replacement Fund which is a difference of \$110,000 from the original anticipated purchase price calculated in the Equipment Replacement Reserve spread sheet.

Administration is requesting that the Commission Board approve a one-time transfer of \$110,000 from the Unrestricted Surplus Reserve to the Capital Replacement Fund to keep the reserve at proper funding for future scheduled Capital replacements.

Moved by Mr. Stephenson that the Commission approves a one-time transfer of \$110,000.00 from Unrestricted Surplus to the Capital Replacement Fund.

Carried Unanimously.

**RWS/84/19
2020 Budget
Highlights**

We are presenting an Operating Budget with a 2.5% increase in the per capita requisition rate for 2020. Taking into consideration that the West Dried Meat Lake contract tipping fees will increase from \$18MT to \$25MT in 2020, \$26MT in 2021 and \$27MT in 2022, future proposed budgets for 2021 & 2022 are based on a 2.3% and 2% increase to gradually transition to the higher tipping fees the Commission will be charged.

Revenues:

Shingle Disposal Fees have increased to \$30,000 due to the increase in disposal fee charges of \$75.00/MT.

Contribution from Unrestricted Surplus in the amount of \$16,900 to help offset the steep jump of the WDML contract from \$18.00MT to \$25.00MT.

Expenses:

Wages have been increased by \$40,000 to reflect a 2.0% (as per the consumer price index in Alberta) COLA increase, and employee yearly increments. This also translates to a \$10,000 increase in the employer contributions.

Travel and Subsistence was reduced by \$5000 to reflect past/current spending.

Administration was reduced by \$11,000 as we moved the Auditor expense into Professional Services.

Professional Services was reduced by \$4500 to reflect past/current spending even with the addition of the Auditor expense added.

Site Disposal Contract (WDML) has been increased to \$240,000 as per our contract starting January 1, 2020 and is based on 9600MT at \$25.00/MT.

Repair and Maintenance for the sites was reduced by \$52,000 to reflect past/current spending.

Repair and Maintenance for equipment was reduced by \$10,000 to reflect past/current spending.

Goods and Supplies account was reduced by \$6840 based on past/current spending and the decrease in the number of Christmas Gift Certificates.

Non-Capital Equipment Purchases has been decreased as we purchased the equipment that we wanted in 2019. The anticipated future purchases will be smaller in nature.

Site Maintenance Supplies was decreased by \$8180 to reflect past/current spending.

Capital expenditures from the Capital replacement Reserve include:

Two compactor bins	\$49,000
Site truck replacement	\$10,000
2020 Track Loader	\$375,000
2 Roll Off Trailers	\$140,970

2.5% increase to 2020 requisitions proposed.

The Commission Board requested that Administration amend the requisition rate increase to a 1.9% increase from 2.5% resulting in a requisition rate of \$68.81 per capita.

Moved by Ms. Russell that the Commission Board approves the amended 2020 Operating Budget with a 1.9% requisition rate increase as presented.

Carried Unanimously.

Moved by Ms. Gilliat that the Commission Board approve the 2020 Capital Budget as presented.

***RWS/85/19
Auditor Appointment***

Mr. Hohn reported that Lacombe Regional Waste Services Commission is required by Bylaw 2-2013 to retain the services of an accounting firm to complete our annual audit and prepare our financial statements and financial information return.

Moved by Ms. Shepherd that the Commission Board approve BDO as the appointed auditor.

Carried Unanimously.

***RWS/86/19
Manager's Report***

Mr. Hohn reported on the following Manager's Report to September 2019. The highlights are as follows:

- Alix/Mirror Burn Pit
- Shingle Recycling/Disposal – final cost \$187,500.
- Cell 3 Height Compliance
- Prentiss Compactor Engine
- Prentiss Compactor Equipment Repairs
- Vehicle Incident
- Site Hour Change
- Tire Marshalling Area Grant

Moved by Ms. Hibbs that the Managers Report be received as information by the Commission.

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be November 27, 2019 at 1:00 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/87/19
Adjourn***

***Moved by Ms. Gilliat moves that the meeting adjourns.
Time: 3:14 p.m.***

Carried Unanimously.

Chairperson

Manager