

**UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD OCTOBER 13, 2021**

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairperson Grant Creasey at 1:18 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday October 13, 2021.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Neil Maki
Lacombe County	Barb Shepherd
	John Ireland
City of Lacombe	Grant Creasey
	Thalia Hibbs
Town of Eckville	Colleen Ebden
Village of Clive	Luci Henry

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Colin Campbell	Ultimate Services Ltd.

Welcome

Chairman Creasey welcomed the Commission Board to the fifth LRWSC meeting of 2021 in Council Chambers at the Lacombe County Office.

**RWS/51/21  
Agenda**

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

3a. Ultimate Services

***Moved by Ms. Gilliat to approve the agenda as amended.***

***Carried Unanimously.***

**RWS/52/21  
Minutes**

***Moved by Ms. Ebden that the minutes of August 25, 2021 Regular Meeting be approved.***

***Carried Unanimously.***

**RESOURCE RESOLUTION RWS/40/21**

**RWS/53/21  
Ultimate  
Services  
Presentation**

Mr. Campbell of Ultimate Services Ltd. addressed the LRWSC Commission Board in regards to the status of his request to sublease approximately 18 acres from the Commission for the installation of a compost facility on the southeast corner of the LRWSC Prentiss transfer site.

Mr. Campbell reiterated that this would be a sublease of land only, and not a partnership in the actual compost facility, so there would be no risk to the LRWSC if the project was not successful. Approval for the sublease is required before any applications for the facility could proceed.

Mr. Campbell asked the Commission Board if there were any questions and Mr. Creasey responded that this was a great time for the Board members to do so.

Mr. Campbell clarified what material would be utilized at the facility. Anything biodegradable is eligible to be composted and approximately 60% of a standard load of MSW could be diverted to compost. MSW would go to compost facility first for sorting and all MSW not used or rejected at the facility would be hauled to WDML by Ultimate Services, not brought to LRWSC. All wood collected by LRWSC would be ground and utilized by Ultimate Services at no charge to the Commission.

Ultimate Services would be responsible for an additional scale and scale house attendant. There would be no change to current LRWSC operations

All liability in regards to the construction and operations of the compost facility would belong to Ultimate Services. Ultimate Services would be responsible for all applications, permits and approvals from the provincial and/or federal government and regulatory reviews. The Commission would be responsible for the sublease of land application only.

Ms. Hibbs asked if the Commission should put the project out to tender. Mr. Hohn stated that putting the project out for tender would not be necessary as Ultimate Services approached the Commission first in regards to this project, the Commission was not a partner in the facility and the Commission would not be purchasing anything.

Mr. Hohn stated that Administration would apply for the sublease to Ultimate Services only, and would ensure that that lease would be null and void if Ultimate Services does not proceed with the compost facility.

Ms. Gilliat and Ms. Henry felt that this would be a great way to see if a compost facility would be successful endeavor without making any significant investment into the project and Ms. Shepherd felt we would be missing an opportunity if we did not proceed.

***Moved by Ms. Henry that Administration submit a sublease application to sublease a portion of land to Ultimate Services Ltd. located at the Prentiss Transfer site.***

***Carried Unanimously.***

1:53 p.m.

Mr. Campbell withdraws from the meeting.

***RWS/54/21  
Waste Haul  
Summaries***

Administration reviewed the Waste Haul summaries for the months of August and September 2021. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and wood totals and they are on pace to be about the same as last year.

***Moved by Ms. Ebden that the Waste Haul Summaries for the months of August and September 2021 be received as information by the Commission.***

***Carried Unanimously.***

***RWS/55/21  
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, 2021.
- Accounts Payable Cheque Listing from August 1 – September 30, 2021.

***Moved by Mr. Ireland that the YTD Budget Comparative to September 30, 2021, be received as information by the Commission.***

***Carried Unanimously.***

***Moved by Mr. Ireland that the Accounts Payable Cheque Listing from August 1- September 30, 2021 be received as information by the Commission.***

***Carried Unanimously.***

**RWS/56/21  
Budget Highlights**

We are presenting a budget with a 0% change in the per capita requisition rate for 2022.

**Revenues:**

We have increased the revenues for Dry Rubble Disposal Fees from \$300,000.00 to \$330,000.00 to reflect past trends, and from the increase in tipping fees to \$45.00/MT.

Shingle Disposal Fees decreased from \$20,000.00 to \$15,000.00 based on recent volumes.

The interest on investments has decreased by \$7000.00 due to maturity dates.

Recycled waste has increased by \$16,000.00 to reflect past trends.

Other revenue has increased due to the carryover from the DOW Canada Mattress grant of \$13,000.00.

**Expenses:**

Wages have increased by \$42,970.00 from 2021 mainly due to adding a part time position, a 2.0% COLA increase, and employee yearly increments. This also translates to a slight increase of \$8166.00 in the employer contributions.

Site Disposal Contract (WDML) has increased by \$6900 to \$256,500 as per our contract starting January 1, 2022 and is based on 9500MT at \$27.00/MT. This is now what the rate will be for the remaining three years of the contract.

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

Insurance, taxes, and advertising has increased by \$2500.00 due to higher insurance costs.

Fuels and Lubricants has decreased by \$11,067.00 to reflect past trends.

Tires has increased by \$5150.00 due to higher tire costs, timing on tire replacements on our tri-drive trucks and trailers.

Equipment, Vehicle Parts has decreased by \$8,000.00 to reflect past trends.

Site Maintenance Supplies has increased by \$15,000.00 due to needing to have 4 windscreens constructed for around the Rubble area to collect litter.

Bank Charges and Interest has increased by \$3100.00 due to more Visa and Mastercard transactions on the debit machine.

Transfer to Capital Fund has increased by \$3000.00 to cover the cost of the skid steer exchange program.

Capital expenditures from the Capital replacement Reserve include:

Replace 2013 Dodge 3500 (\$30,000 plus trade in) - \$50,000.00

Purchase a flat deck trailer to haul Excavator (\$14,000 plus trade in - \$22,000

***Moved by Ms. Gilliat that the Commission Board approves the 2021 Operating and Capital Budget with a 0% increase in requisitions and a 2% COLA rate as presented.***

***Carried Unanimously.***

**RWS/57/21  
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. Hibbs that the Commission Board approve BDO Canada LLP as the appointed auditor for 2021.***

***Carried Unanimously.***

**RWS/58/21  
Commercial Mattress  
Fee**

Mr. Hohn reported that the Commission has funded the Mattress Recycling program through our budget based on the costs of the first year collecting mattresses.

During this first year, we did not see any bulk commercial mattress loads coming to the Prentiss landfill, however, in previous years we have received them from dormitories, and hotels.

Administration would like to implement a Commercial Mattress charge of \$20.00/Mattress to cover the costs for the bulk loads should they come in, and to cover the cost of separating any mattresses that come in a rubble load from a commercial hauler.

The Commission Board felt an appropriate schedule of fees for any mattresses coming in with a commercial hauler or from a business or dormitory would be \$20.00 for a sorted mattress, and \$50.00 for any mattress that has to be removed from the rubble area.

***Moved by Ms. Ebden that the Commission Board approve a Commercial Mattress Recycling fee of \$20.00 for a sorted mattress and \$50.00 for an unsorted mattress to be effective January 1, 2022.***

***Carried Unanimously.***

**RWS/59/21  
Change of Meeting  
Date**

Due to some scheduling difficulties experienced by a couple of the Commission Board Members, the meeting scheduled for November 24, 2021 has been changed to December 1, 2021.

***Moved by Ms. Shepherd that the next LRWSC Board Meeting be held on December 1, 2021.***

***Carried Unanimously.***

**RWS/60/21  
Manager's Report**

Mr. Hohn reported on the following Manager's Report to September 30, 2021. The highlights are as follows:

- Staff Training.
- Mattress Recycling Program – we have shipped nearly 2500 mattresses since the beginning of the program which started Oct. 5/20. Total weight of diverted mattresses is approximately 74MT. The volume saved in the landfill is approx.2100m3.
- Site Improvements – a loading ramp has been installed in the wood area at Prentiss to assist in loading wood chips. Chain link fencing is currently being installed at the sites.
- Compost Facility – Administration is currently waiting on our Disposition Renewal with Alberta Public Lands.

- Wood Recycling – 450MT of white and green wood were chipped at the end of September and it is being transported to Stickland Farms. The Commission will receive about \$2250.00 for the material depending on final tonnage. Mr. Hohn clarified the difference between green wood (branches) and white wood (pallets and lumber).
- Metal Recycling – All of the waste metal has been baled up and hauled on October 8<sup>th</sup>.

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

***Carried Unanimously.***

Next Meeting

The next regular meeting of the Commission will be held December 1, 2021 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/61/21  
Adjourn***

***Moved by Ms. Gilliat that the meeting adjourns.***

***Time: 3:03 p.m.  
Carried Unanimously.***

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager