



AGENDA
Foothills Regional Services Commission
Waste Water Operations
Monday December 15, 2025
Zoom virtual meeting

*enclosure

1. CALL TO ORDER
2. ADDITIONS TO AGENDA
3. ADOPTION OF AGENDA
4. *ACCEPTANCE OF THE FRSC ORGANIZATIONAL MINUTES FROM PREVIOUS MEETING
Recommendation: The minutes of the meeting held on Monday November 24, 2025 be accepted as presented.

*ACCEPTANCE OF THE FRSC MINUTES FROM PREVIOUS MEETING
Recommendation: The minutes of the meeting held on Monday November 24, 2025 be accepted as presented.
5. *ACCOUNTS PAYABLE
Recommendation: The Accounts Payable dated December 15, 2025 in the amount of \$5,559.93 be accepted for payment.
6. BUSINESS
 - A. Frank Lake Lift Station/Pipeline Update – Harry Riva Cambrin.
 - B. *Waste Water Flow Table – November 2025 – Harry Riva Cambrin.
 - C. *2026 Frank Lake Operating Budget – Reginald Hammond.
 - D.
 - E. Round Table Discussion.
7. NEXT MEETING
Next scheduled regular meeting held on January 26, 2026, immediately following the Landfill Operations meeting via Zoom virtual meeting.
8. ADJOURNMENT



MINUTES
Foothills Regional Services Commission
Waste Water Operations Organizational Meeting
Monday November 24, 2025
Zoom Virtual Meeting

Officers: Harry Riva Cambrin, CAO
Reginald Hammond, Director of Corporate

Directors: Michael Nychyk, Chair, High River Director
Benita Estes, Vice-Chair, Foothills County Director
Oliver Hallmark, Okotoks Director

Staff: Reginald Hammond, Deputy Director of Corporate Services
Courtney Russell, Commissions Coordinator
Felica Fairweather, Legislative Services Assistant

Guest: Jason London, Manager Waste Solutions, Town of Okotoks

ORGANIZATIONAL MEETING

Call to order: CAO Harry Riva Cambrin called the meeting to order at 10:35 a.m.

Adoption of Agenda: **RESOLUTION 116/2025**
Moved by Director Michael Nychyk that the organizational meeting agenda be accepted as presented.

CARRIED

Chair Nominations: Director Benita Estes nominated Michael Nychyk as Chair.
Director Michael Nychyk accepted the nomination.

No further nominations were received.
Director Michael Nychyk was declared Chair by acclamation.

Vice-Chair
Nominations: Director Michael Nychyk nominated Benita Estes as Vice-Chair.
Director Benita Estes accepted the nomination.

No further nominations were received.
Director Benita Estes was declared Vice-Chair by acclamation.

Banking/Signing
Officers: **RESOLUTION 117/2025**
Moved by Director Oliver Hallmark that the banking/signing officers shall be the Chair, Vice-Chair, CAO & Director of Corporate Services.

CARRIED



MINUTES
Foothills Regional Services Commission
Waste Water Operations Organizational Meeting
Monday November 24, 2025
Zoom Virtual Meeting

Meeting Time and
Date:

RESOLUTION 118/2025

Moved by Director Benita Estes that the meeting time and date remain the fourth Monday of each month, immediately following the Landfill Operations meeting or at the call of the Chair.

CARRIED

Adjournment:

RESOLUTION 119/2025

Moved by Director Michael Nychyk that the meeting be adjourned at 10:40 a.m.

CARRIED

Chairman

CAO



MINUTES
Foothills Regional Services Commission
Waste Water Operations
Monday November 24, 2025
Zoom Virtual meeting

Officers: Harry Riva Cambrin, CAO
Reginald Hammond, Director of Corporate Services

Directors: Michael Nychyk, Chair, High River Director
Benita Estes, Vice-Chair, Foothills County Director
Oliver Hallmark, Okotoks Director

Staff: Wiaan Kruger, Director of Public Works
Courtney Russell, Commissions Coordinator
Felicia Fairweather, Legislative Services Assistant

Meeting
Call to Order: Chair Michael Nychyk called the meeting to order at 10:41 a.m.

Additions: There were no additions to the agenda.

Agenda Adoption: **RESOLUTION 120/2025**
Moved by Director Michael Nychyk that the agenda be accepted as presented.

CARRIED

Minutes: **RESOLUTION 121/2025**
Moved by Director Oliver Hallmark that the minutes of the meeting held Monday September 22, 2025 be accepted as presented.

CARRIED

Accounts Payable: **RESOLUTION 122/2025**
Moved by Director Oliver Hallmark that the accounts payable dated October 27, 2025 in the amount of \$5,119.11 be accepted for payment.

CARRIED

RESOLUTION 123/2025

Moved by Director Oliver Hallmark that the accounts payable dated November 24, 2025 in the amount of \$4,468.98 be accepted for payment.

CARRIED

Operations Update: Frank Lake Lift Station/ Pipeline Update – Harry Riva Cambrin
1. No issues to report.

Waste Water Flows: Discussed the Waste Water flows for September 2025 & October 2025.

Next Meeting: Next scheduled virtual meeting held on Monday December 15, 2025, immediately following the Landfill Operations meeting.



MINUTES
Foothills Regional Services Commission
Waste Water Operations
Monday November 24, 2025
Zoom Virtual meeting

RESOLUTION 124/2025

Moved by Director Michael Nychyk that the Foothills Regional Services Commission –Waste Water Operations meeting of November 24, 2025 be adjourned at 10:56 a.m.

CARRIED

Chairman

CAO

Foothills Regional Services Commission - Frank Lake
Accounts for Approval
December 15, 2025

<u>Cheque #</u>	<u>Vendor Name</u>	<u>Cheque Amt</u>
1798	Foothills County property & liability insurance	\$1,376.30
1799	Town of High River Nov/25 maintenance	\$1,014.94
Cheque Total		<u>\$2,391.24</u>

Preauthorized Payments

12-29-25	Alberta Municipal Services (power)	\$3,168.69
		<u>\$3,168.69</u>
Pre-Authorized Payment Total		<u>\$5,559.93</u>
Grand Total		<u><u>\$5,559.93</u></u>

Table 1: 2025 YTD Breakdown of Wastewater Pumped to Frank Lake

2025	Total Flow to Frank Lake 000,000 IG	Average Flow to Frank Lake IGPM	Total Flow from Cargill 000,000 IG	Average Flow from Cargill IGPM	Total Flow from High River 000,000 IG	Average Flow from High River IGPM	Total Flow from F.C. 000,000 IG	Average Flow from F.C. IGPM
Jan-25	89.1	1996	34.6	775	54.2	1214	0.3	7
Feb-25	58.8	1458	28.0	670	30.5	756	0.4	10
Mar-25	63.3	1418	33.7	755	29.0	719	0.5	11
Apr-25	59.1	1368	33.3	771	25.2	583	0.5	12
May-25	62.3	1396	32.2	721	29.3	678	0.7	16
Jun-25	63.3	1465	34.5	799	27.9	646	0.9	21
Jul-25	71.8	1608	38.0	851	32.2	721	1.6	36
Aug-25	70.2	1573	34.9	782	34.3	768	0.9	20
Sep-25	68.0	1523	35.3	791	32.3	724	0.4	9
Oct-25	59.1	1324	32.8	735	26.0	582	0.2	4
Nov-25	61.9	1387	35.9	804	25.7	576	0.2	4
Dec-25	0.0	0	0.0	0	0.0	0	0.0	0
YTD Totals	727		373		347		6.6	

Table 2: Historical Flows to Frank Lake

Month	2016 Total Flow 000,000 IG	2017 Total Flow 000,000 IG	2018 Total Flow 000,000 IG	2019 Total Flow 000,000 IG	2020 Total Flow 000,000 IG	2021 Total Flow 000,000 IG	2022 Total Flow 000,000 IG	2023 Total Flow 000,000 IG	2024 Total Flow 000,000 IG
January	65	60	54	60	60	60	64	69	68
February	57	55	52	55	57	57	57	59	62
March	65	64	61	65	66	65	65	67	69
April	61	62	65	58	43	61	64	61	65
May	65	67	67	65	61	64	68	65	74
June	65	71	62	67	71	66	76	62	71
July	67	63	58	72	68	71	75	62	68
August	71	62	58	67	62	69	67	59	87
September	65	60	57	67	61	60	64	63	63
October	69	62	58	67	64	65	68	67	57
November	62	61	59	64	64	60	66	67	60
December	60	58	57	58	62	58	63	67	60
Totals:	772	745	708	765	739	756	797	768	804

**Foothills Regional Services Commission
Frank Lake Operations
2026 Operating Budget
December 15, 2025
Final**

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue					
Pumping Revenue	141,567	193,390	179,590	152,343	156,152
Other Interest	30,000	33,000	24,000	24,600	25,215
Other Income	7,500	7,500	7,500	7,500	7,500
Total Revenues	179,067	233,890	211,090	184,443	188,867
Expenditures					
Power and Heat	42,000	43,050	43,050	44,126	45,229
Phone	1,700	1,743	1,743	1,786	1,831
Maintenance Contract	22,000	22,550	22,550	23,114	23,692
Insurance	1,200	1,500	1,875	1,922	1,970
Audit & Legal	2,000	2,050	2,500	2,563	2,627
Administration	10,300	10,506	10,506	10,716	10,984
Amortization	129,467	129,467	129,467	129,467	132,704
Repairs	25,000	25,625	30,000	30,750	31,519
Engineering Services	5,000	5,000	5,000	5,000	5,125
Bank Charges	0	0	0	0	0
Miscellaneous	0	49,000	30,000	0	0
Total Expenditure	238,667	290,491	276,691	249,444	255,680
Excess of Revenues over Expenditures	-59,600	-56,600	-65,600	-65,000	-66,813
Add Back Amortization	129,467	129,467	129,467	129,467	132,704
Transfer From (To) Reserves	-69,867	-72,867	-63,867	-64,467	-65,891
Surplus (Deficit)	0	0	0	0	0

Frank Lake Operations

Equipment Replacement Reserve

Balance December 31, 2024	\$ 682,253.00
2025 budgeted transfer to reserve	72,866.75
2026 budgeted transfer to reserve	<u>63,867.00</u>
Projected Balance December 31, 2026	<u><u>\$ 818,986.75</u></u>