

**Flagstaff Waste Regular Board Meeting
 April 28, 2025
 Sterling Room, Flagstaff County office
 Minutes**

1.0) Attendance

BOARD MEMBERS:

John Cole	Village of Lougheed
Elaine Fossen	Village of Forestburg
Larry Hiller	Flagstaff County
Kevin Kinzer	Town of Killam
Wade Kroening	Town of Hardisty
Brandon Martz	Village of Heisler
James Robertson	Town of Daysland
Stephen Wyse	Village of Alliance

REGRETS:

Stephen Levy	Town of Sedgewick
Janice McTavish	Village of Rosalind

STAFF:

Harriet Amundson	Staff
Murray Hampshire	Staff
Kevin Luntz	Executive Director

2.0) Call to Order

Chair E. Fossen called the meeting to order at 7:01 p.m. with a quorum.

3.0) Agenda

The proposed agenda was reviewed. Chair E. Fossen moved to add item 7.7) in camera session, to the agenda.

Resolution # 852/2025. Board member K. Kinzer moved to approve the amended agenda attached to and forming part of these minutes.

CARRIED

4.0) Delegations

Chair E. Fossen introduced new participants to the meeting, including new Executive Director Kevin Luntz, and representative for Gitzel & Co., Scott St. Arnaud. At this point, the meeting was turned over to S. St. Arnaud to present the annual financial review and audit findings. Mr. St. Arnaud presented the findings and answered several questions related to the audit.

Resolution # 853/2025. Board member W. Kroening moved to accept the 2024 Financial review as presented.

CARRIED

A short recess was called to allow the Board chair and Executive Director to sign various documents and reports related to the audit. Copies of documents were received, and Mr. St. Arnaud left the meeting.

Discussion ensued about one of the findings, re: the relatively dated engineering report upon which closure/post-closure calculations are based. Executive Director M. Hampshire provided information that the last time we did the engineering update (2019) the cost estimates were within 10% of the 2011 cost estimate adjusted for inflation. M. Hampshire pointed out that the engineering estimate contained a 20% contingency. There was considerable discussion about the current world financial uncertainty and potential impacts on costs (Inflation or Recession?).

Resolution # 854/2025. Chair E. Fossen summarized the discussion with a motion to delay the new engineering cost estimate for the next year or two of uncertainty, but to ensure we complete the new estimate before 10 years (i.e. 2029).

CARRIED

5.0) Adoption of Minutes

The minutes of March 24, 2025, regular meeting were reviewed.

Resolution # 855/2025. Board member J. Robertson moved to adopt the minutes of March 24, 2025, regular meeting, attached to and forming part of these minutes.

CARRIED

6.0) Reports

6.1) Operations update: Executive Director M. Hampshire provided operations update attached to and forming part of these minutes.

Resolution # 856/2025. Board member W. Kroening moved that the board accept the operations report as presented.

CARRIED

6.2) Financial Reports: Board members reviewed the March 31 profit & loss statement and the April 24, 2025, Cash Position Statement for review and discussion.

Resolution # 857/2025. Board member. Martz moved that the board accept the two Financial Reports as presented.

CARRIED

7.0) Business

7.1) EPR update. Executive Director M. Hampshire reviewed recent Environmental Liability issues between RMA insurance and Circular Materials. This insurance 'grab' will cost us about \$19,000 per year. General discussion about the environmental risk of the depot program we have already been running for 17 years without incidents.

Resolution # 858/2025. Board member W. Kroening moved that the Flagstaff Waste approve RMA quotation option 2 (\$18,270 per year with \$50,000 deductible)

CARRIED

7.2) GFL/Sunset Renewables Proposal. Executive Director provided a quick overview of a proposal brought forward by waste management company Good For Life (GFL). They are bidding on a tender to receive PPP materials within a large collection area, consolidate and load trucks and haul the material to a Material Recovery Facility (MRF) in Edmonton. The Flagstaff Waste landfill is central to this large collection area and GFL has proposed they would build a large building on our site, replace scales, and hire our equipment and staff to manage the facility on their behalf. There was much discussion about the impact of this service. The tender is scheduled to be offered in early summer, with preparation of site starting as soon as early fall.

Resolution # 859/2025. Chair E. Fossen moved that staff continue working with GFL and partners should they ‘win’ the tender. This is a novel business opportunity for Flagstaff Waste that will not impact the life of the landfill. CARRIED

7.3) Purchase of Burro Chassis – Budgeted. With US Tariffs and supply chain concerns Flagstaff initiated purchase investigation for the chassis for our new Burro. This is a very specific equipment (Class 5 with standard cab) which is very rare in western Canada. A proposal to purchase was presented.

Resolution # 860/2025. Board member W. Kroening moved that Flagstaff Waste approve the purchase of a 2024 Dodge Ram 5500 Tradesman at price of \$87,509 + gst, with intent to provide the ‘Burro Apparatus’ in mid-summer when manufactured. Total cost is estimated at \$177,509 + gst (14.5%) over budget, with funding entirely from Capital Reserves. CARRIED

7.4) Purchase of Roll-off Truck – Budgeted. A tender for 2025 roll off truck was let with two bids offered. The 2025 Peterbilt 548 with UHE roll-off hoist was over \$20,000 less than the comparable Freightliner with G&H Roll-off hoist.

Resolution #861/2025. Board member K. Kinzer moved that Flagstaff Waste approve the purchase of the 2025 Peterbilt 548 with UHE Roll-off hoist at total cost of \$298,650 + gst. The board further recognizes this cost is 14.9% over budget. Funding will be from Capital Reserves as needed. CARRIED

7.5) Hotsy car wash replacement – unbudgeted. The current hotsy, purchased new in 2003 requires major overhaul of motor and pump at cost of over \$4,500. Due to the age of the item, it is prudent to consider the cost of full replacement with a new Hotsy. The exact same model which has served us so well, is priced at \$12,874.26 + gst installed.

Resolution #862/2025. Board member Larry Hiller moved that Flagstaff Waste purchase a new Hotsy from Water Blast manufacturing at cost of \$12,874.26 + gst. Funding will be from general operating account. CARRIED

7.6) Signing Authorities. Now that executive director K. Lundy is on staff, it is necessary to approve his signing authority in the official minutes.

Resolution #863/2025. Board member B. Martz moved that Flagstaff Waste replace Resolution #810/2024 and authorize Executive Director K. Lundy, staff member M. Hampshire, Chair E. Fossen, Board member K. Kinzer and board member S. Levy as the signing authorities for Flagstaff Waste for all matters for the balance of the 2025 fiscal year. For cheques and online banking, any two of the five electronic signatures are required. CARRIED

7.7) Resolution #864/2025 Chair E. Fossen moved that the meeting go in-camera with all members in attendance except M. Hampshire at 8:40 p.m. CARRIED

Resolution #865/2025. Chair E. Fossen moved that the meeting return to a regular meeting at 9:00 p.m. CARRIED

8.0) Adjournment **Resolution # 866/2025.** Chair E. Fossen moved to adjourn the meeting at 9:05 p.m.

Next Meeting – May 26, 2025. 7:00 p.m. Sterling room, Flagstaff County

Chair

Executive Director

A community partnership providing high quality regional waste management services and optimizing value to consumers, the environment, and partners.

Regular Board Meeting
April 28, 2025
Sterling Room, Flagstaff County
7:00 p.m.

- 1) Attendance
- 2) Call to Order
- 3) Approval of Agenda
- 4) Delegation - Scott St. Arnaud, Gitzel & Co - Annual Financial Review - 2024
- 5) Adoption of Minutes of March 24, 2025, Regular Meeting
- 6) Reports
 - 6.1) Manager/Operations Update
 - 6.2) Financials
 - a) March 31, 2025 - Profit & Loss
 - b) April 24, 2025 - Cash Position
- 7) Business
 - 7.1) EPR Updates
 - 7.2) GFL Proposal
 - 7.3) New Burro purchase
 - 7.4) New Roll-off purchase
 - 7.5) Hotsy replacement
 - 7.6) Signing Authorities
 - 7.6)
- 8) Correspondence and Information
 - 7.1)
- 9) Adjournment

Next meeting: May 26, 2025 - 7:00 p.m.