



MEETING MINUTES

January 28, 2026

Wednesday @ 9:00 am

LLRIB Public Works Board Room

Chair: Ty Roberts

In Person: Ty Roberts, Joe Hordyski, Juan Portilla

Online: Dave Smallwood, Brad Henry, Melissa McNeil, Erica Bailey

Regrets: Tayven Roberts

Meeting was brought to order at 9:14 am

1. MNP 2025 Audit – Erica Bailey joins the meeting to discuss the Audit Plan for year 2025. **AI: Juan will send 2025 Trial Balance at latest by the 30th of January and MNP will provide Draft Financial Statements by End of February and Final Financial Statements by March.**
2. Adoption of Agenda **MOVED: Joe SECOND: Dave**
3. Minutes of December 12, 2025, meeting – Action items listed below
 - AI: New Truck for Recycling Depot and Landfill. Juan should look for quotes on a new truck with a flatbed to be used at the Recycling Depot and pass on the current truck to the landfill
 - AI: Rock Truck and Excavator: Juan should look into the lifetime left on the pit where we get cover from to analyze the financial and operational viability of purchasing a rock truck and an excavator – AE will provide an estimate of the lifespan of the pit included in the D&R Plan for the NWC, which would help make a decision on any capital purchases.
 - AI: Water Truck: Water truck option is not approved, but Juan should consider getting a tank that could fit on the new truck to be purchased for the depot or a trailer with a tank. **Ty Roberts suggested to look at tanks LLRIB has in Area 51 to see if one would fit LLRRWMC's needs.**
 - AI: AEDs: Juan can purchase the AEDs from the Operations & Maintenance budget – Juan is looking into quotes
 - AI: SK Recycles and Recycling Depot – We are waiting on SK Recycles to reach out to analyze the possibilities for the depot.
 - AI: Look for new quotes for next year GWM once the fall measurement gets done – Still pending. Once fall measurements are received Juan will request for new quotes for next year to compare.
 - AI: Regarding email from ISC about 2023 and 2024 money received – Juan sent General Ledger to ISC. They replied approving the GL to determine funds were received and spent on eligible activities.

Motion to accept Minutes of December 12, 2025 MOVED: Melissa SECOND: Brad
4. Administration & Financials:
 - a. Financial Reports
 1. Trial Balance and Budget Compare

2. Income Statement
3. Bank Reconciliation - December
4. Cheque Log from December to January
5. Customer Aged Summary Report

Motion to accept Financial Reports as presented. MOVED: Joe SECOND: Melissa

- b. Chris Parr from Suncorp Valuations visited the corporation and did Insurance Valuation Inspections both at the Landfill and the Recycling Depot.
- c. Annual Report 2025 – Still working on it. Trying to get the 2025 numbers from all other companies we work with to get everything updated. Once complete, will send to board members for approval.

5. Human Resources:

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6. Recycle Depot

- a. The shredder is back and running. We cleared up all the pending shredding by hiring a shredding truck so that we can start from scratch. Suggesting a motion to update pricing of shredding prices.
Motion to increase shredding prices to \$1.50 /Kg MOVED: Melissa SECOND: Brad
- b. Baler has been getting a few minor repairs. We have replaced some hoses and have been tightening bolts and nuts to get rid of leaks.
- c. Forklift was down for two weeks with a starter issue. For that time, Lloyd was coming from the landfill in the afternoons with the mini loader to help clear bins and move bales.
- d. Diabetes Canada picked up clothes for donation in December. We are looking to get some new bins which are more secure to prevent people from trying to get in them.
AI: Juan should advertise the donation bins for clothes are located inside the yard now.
- e. Eco-Center: Protex has planned to pick up oil and empty containers on the week of January 26.
- f. New Truck Quotes. Motion to approve one of them. **AI: Juan brought to the meeting the option of purchasing a used vehicle, but the board decided that new vehicles should be explored to be able to have a full warranty or even extended one. Juan should provide the board with quotes for new vehicles and request approval either on the next meeting or by email.**
- g. Co-Op Cardboard Analysis **AI: Request meeting with Jody (Co-Op manager) to analyze the possibility of them dealing with their cardboard.**

7. Landfill

- a. AE came to the landfill to meet and get the D&R Plan for the New Waste Cell started. They will survey with a drone and give a lifespan of cover pit, New Waste Cell and Old Mound if possible. Survey will get done once the snow melts; in the meantime, they will get everything else started.
- b. Operations Plan under review for any changes. **AI: Update quote for Grizzly Plates and send request for approval of the board by email.**
Motion to open a sub chequing account for Capital Expenses within the same existing account and analyze the possibility of setting up a term deposit account next meeting. MOVED: Joe SECOND: Brad
- c. Southend's Mack Truck update – Still have no transfer of ownership. Should we keep on charging them for maintenance? **AI: Comments requested by email. Board agreed**

that they should keep on paying for R&M of Mack Truck until the transfer of ownership is completed.

- d. PWML wants to renew agreement – revision and comments. AI: Board requests to have an idea of when we will be reaping the benefits of having extra cover material from that.

8. Other

- a. Next meeting date is March 10, 2026, at 9:00 am
 - 1. Annual Report 2025
 - 2. Operations Plan Update
 - 3. HR Policy Update
 - 4. General updates.

9. Adjournment

Motion to adjourn meeting at 10:46 am MOVED: Ty