



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board South Red Deer Regional Wastewater Commission Friday, April 21, 2017

Mountain View Regional Water Services Commission Board Room

Board Members Present:

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|-----------------|------------------------------|
| Robb Stuart | Town of Bowden (Chair) |
| Dennis Cooper | Town of Penhold (Vice Chair) |
| Brian Spiller | Town of Innisfail |
| Connie Huelsman | Red Deer County |
| Harvey Walsh | Town of Olds |
| Angela Aalbers | Mountain View County |

Municipal Council Members, Administration, and Consultants Present:

| | |
|-------------------|------------------------------|
| Robert Jenkins | Chief Administrative Officer |
| John Van Doesburg | Project Manager |
| Todd Simenson | Stantec Consulting Ltd. |
| Darwin Durnie | Stantec Consulting Ltd. |
| Joel Sawatsky | Stantec Consulting Ltd. |
| Cody Gillrie | Stantec Consulting Ltd. |

1.0 Call to Order:

Robb Stuart, Chair, called the Meeting to order at 10:30 A.M. following the Annual Meeting.

2.0 Adoption of Agenda

RES 17-015

Moved by Brian Spiller

THAT the Agenda for the Regular Meeting of April 21, 2017 be adopted as presented.
Carried.

3.0 Minutes

RES 17-016

Moved by Connie Huelsman

THAT the February 10, 2017 Regular Board Meeting Minutes be confirmed as circulated.
Carried.

4.0 Delegations

There were no delegations in attendance

5.0 Business

**5.1 Bylaw 2017-01 Amendment to Commission Governance and Administration
Bylaw 2014-020**

The Board gave Bylaw 2017-01 first reading at the February 10, 2017 regular meeting. The CAO reviewed the submission of Red Deer County with the Board.

RES 17-017
Reference – 111.01.2017

Moved by Connie Huelsman

THAT the wording of Section 11.2 set out in Section 4 of proposed Bylaw 2017-01 be amended by deleting the words “In the fall of each year” and substituting the words “By July 31 in each year”

Carried

RES 17-018

Moved by Brian Spiller

THAT Bylaw 2017 – 01, a bylaw to amend Bylaw 2014 – 02 be given second reading as amended.

Carried

RES 17-019

Moved by Angela Aalbers

THAT Bylaw 2017 – 01 be given third and final reading.

Carried

5.2 Risk Management and Emergency Planning Reference: 912.01

The Chief Administrative Officer presented an initial draft of the Emergency Plan for the Board’s information and subsequent review. The Emergency Plan will be again addressed at the June 16, 2017 meeting of the Board.

5.3 Approach to Appointment of Auditor for 2017

RES 17-020
Reference 802.02

Moved by Angela Aalbers

THAT the Commission request a proposal from MNP LLP for the continuation of audit services for 2017 and 2018 financial years.

Carried

5.4 Membership Agreement

The Board reviewed an initial draft of a proposed Membership Agreement to be put in place with each Municipal Member of the Commission.

RES 17-021
Reference 353.01

Moved by Connie Huelsman

THAT that the draft Membership Agreement with such changes as may be appropriate to reflect the consensus of Board on the intent of a number of provisions raised during review, be sent to the Members of the Commission for consideration.

Carried

Private Session

RES 17-022

Moved by Connie Huelsman

THAT the Board move *in camera* to consider the following Business Items:

- 7.1 Odor Management Facility
- 7.2 Future Management, Administration and Operations
- 7.3 Chief Administrative Officer's Report on Confidential Matters

Carried

The Board continued the meeting in private session. The Board was joined by representatives from the Commission's Engineers, Stantec Consulting Ltd. for the consideration of item 7.1

The private session was adjourned for a luncheon break from 12:15 to 1:00 PM at which time the Board continued in private session. On the conclusion of consideration of Business Item 7.1 Stantec representatives withdrew from the meeting. John Van Doesburg withdrew from the meeting after of consideration of Business Item 7.2.

RES 17-023

Moved by Connie Huelsman

THAT the Board reconvene in open session.

Carried

Open Session

The Board continued the meeting in Open Session at 2:00 PM.

7.1 Odor Management Facility

RES 17-024

Reference: 611.1102

Moved by Connie Huelsman

THAT

1. While Odor Management Facility (OMF) has generally been meeting the performance parameters expected of it, there have been occasions where the volumes of gas (H₂S) reaching the OMF facility have at times been significant, especially during summer flow periods and when the facility has experienced operational impairment,
2. As a precaution now to ensure that there is no risk to the safety of the Commission's operators at the site, and those others of the public who might be in the immediate vicinity of the site from any excessive release of gas from the OMF, the Board authorizes Chief Administrative Officer to make immediate arrangements to put in place a flaring or incineration capacity at the OMF to be able to burn and render harmless any gas that the OMF cannot otherwise handle until the planned enhancements are in place, and.
3. The Board authorize an expenditure of to \$100,000 to put this initial flaring or incineration capacity in place.

Carried

RES 17-025

Moved by Harvey Walsh

THAT the Board:

- a. authorize Stantec Consulting Ltd. to continue the planning and engineering work for the installation of additional bio-filter capacity and enhanced carbon filter treatment at an estimated cost of \$1.65 Million,
- b. request Alberta Transportation to consider these costs as eligible costs under the Water for Life Funding for the Regional Project, and
- c. direct the implementation of the recommended optimization and procedural changes.

Carried

7.2 Future Commission Management, Administration and Operations

RES 17-026

References: 121.02, 771.02

Moved by Brian Spiller

THAT the Board invite the Commission Members and the Mountain View Regional Water Services Commission to submit proposals for the consideration of the Board at its September 15, 2017 meeting to provide either or both:

1. Operational services for the Commission's Regional and Waskasoo Transmission Systems for a 5 year period beginning April 1, 2018 upon completion of the current operating services agreement with the Mountain View Regional Water Services Commission, and
2. Management and Administrative Services for the Commission for a 5 year period beginning July 1, 2018 upon completion of the current management agreement services agreement with R. Jenkins Consulting Ltd. and the current administrative and financial services agreement with the Mountain View Regional Water Services Commission

Carried

5.5 Town of Bowden - Proposed Annexation and West Area Development

RES 17-027

Reference 181.03

Moved by Dennis Cooper

That the Board:

1. Advise the Town of Bowden that the Commission has no objection to the annexation of lands which include the Commission's Bowden Lift Station Site (Plan 121-2736) provided
 - the existing wastewater lift station are not encroached upon by incompatible uses. and
 - the existing wastewater lagoons remain available for use by the Commission for equalization storageand further
2. Advise Red Deer County that the Commission has no objection to the Value Added Agriculture Development proposed on Block OT, Plan 2369JK adjacent to the Commission's Bowden Lift Station Site provided that:
 - the existing wastewater lift station are not encroached upon by incompatible uses, and
 - the proposed development does not interfere with the Commissions use of the existing wastewater lagoons for equalization storage

Carried

6.0 Reports

RES 17-028

Moved by Dennis Cooper

THAT the Chairman's Report be accepted for information

Carried

RES 17-029

Moved by Angela Aalbers

THAT the following reports be accepted for information

- i. Chairman's Report
- ii. CAO Report
- iii. Legislative Timetable
- iv. Project Manager's Report
- v. Engineer's Report
- vi. SRD System Operations Report
- vii. Financial and Other Reports

Carried

8.0 General Policy Review

Given the length of the meeting, the Board agreed to defer the planned general policy review to a special meeting of the Board on Wednesday, May 18, 2017 at 9 AM at the MV Commission Board Room.

9.0 Next Meeting, Events

Special Meeting – Wednesday, May 18, 2017 – 9:00 AM at the Mountain View Regional Water Services Commission Board Room

Regular Board Meeting – Friday, June 16, 2017 - 9:00 AM at the Mountain View Regional Water Services Commission Board Room

10. Adjournment

RES 16-030

Moved by Connie Huelsman

THAT the Regular Meeting be adjourned at 2:38 p.m.

Carried.