

**Minutes of the Regular Meeting of the Board
South Red Deer Regional Wastewater Commission**

**Friday, February 21st, 2020
Town of Olds**

Board Members Present:

Mike Walsh	Town of Penhold (Chair)
Jean Bota	Red Deer County (Vice Chair)
Wanda Blatz	Town of Olds
Jim Romane	Town of Innisfail
Robb Stuart	Town of Bowden

Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
Don Munroe	Operations Supervisor (Contract: MNP Projects)
Stephan Weninger	Stantec Consulting Ltd.

1.0 Call to Order:

Mike Walsh, Chair, called the Meeting to order at 9:02 AM

2.0 Adoption of Agenda

RES 20-01

Moved by Jean Bota

That the Agenda for the Regular Meeting of **February 21st, 2020** be adopted as presented.

Carried.

3.0 Minutes

RES 20-02

Moved by Wanda Blatz

That the Regular Meeting Minutes of December 17th, 2019 Organization Meeting minutes be confirmed as presented.

Carried.

RES 20-03

Moved by Jean Bota

That the Regular Meeting Minutes of December 17th, 2019 Regular Meeting minutes be confirmed as presented.

Carried.

4.0 Business Arising from Previous Meetings

Administration presented a summary of business arising from previous meetings. The report tracks ongoing initiatives and resolutions and provide a means of prioritizing administrative and legislative direction for the Commission. The “What-not-to-Flush” program will be presented on the SRDRWC.com website, but the Commission chose to limit direct communication to member Administration only.

RES 20-04

Moved by Robb Stuart

That the SRDRWC Board accept as information Administrations’ update on business arising from previous meetings.

Carried.

5.0 Business

5.1 Operations and Project Manager’s Update

CAO Michael Wuetherick and Operations Supervisor, Don Munro provided an update on the operations, and ongoing maintenance issues. CAO, Michael Wuetherick provided an update on the 2020 capital projects including: SCADA upgrade, Willow Street line replacement, and the Bowden and Innisfail emergency ponds which remain contingent on ICIP grant funding approval.

RES 20-05

Moved by Jean Bota

That the SRDRWC Board accept as information Administrations’ update on operations and project manager’s update.

Carried.

5.2 ICIP Grant Application for Equalization Storage Ponds

Administration presented an update on the status of the ICIP grant applications submitted for the Bowden and Innisfail Equalization pond projects. Both applications have been endorsed at the Provincial level, and are now awaiting Federal approval before being

released for engineering and tendering. Administration requested a budget provision for up to \$15,000 to complete the Federal Application Climate Lens Assessments. Following the meeting the Province advised that Climate Lens Assessments would not be required for projects under \$10 million.

RES 20-06

Moved by Jim Romane

That the SRDRWC Board accept as information Administrations update on the Operating and Maintenance contracts.

Carried.

RES 20-07

Moved by Wanda Blatz

That the SRDRWC Board approve Administrations recommendation to approve a provision for up to \$15,000 to prepare the Federal Climate Lens Assessment (if required).

Carried.

RES 20-08

Moved by Jim Romane

That the SRDRWC Board direct the Chair to send a letter to all MLA's and MP's requesting continued support of the ICIP funding requests.

Carried.

5.3 Revised CAO Leave of Absence Policy

Administration presented an updated CAO Leave of Absence Policy incorporating the revisions to the original draft presented at the December 17th, 2019 meeting.

RES 20-09

Moved by Wanda Blatz

That the SRDRWC Board adopt Policy 211.13 - CAO Leave of Absence Policy as presented.

Carried.

5.4 Operating Committee Terms of Reference

Administration presented Policy 133.01 – Operations Committee Terms of Reference for discussion. Several changes are required to update the member definitions, and revise the board membership to include an annual rotation of board members.

RES 20-10

Moved by Wanda Blatz

That the SRDRWC Board accept as information Administrations update on the Operating and Maintenance contracts.

Carried.

RES 20-11

Moved by Jim Romane

That the SRDRWC Board direct Administration to revise Policy 133.01 – Operations Committee Terms of Reference to remove reference to Contract Manager, Operations Contract Wastewater Supervisor and Contract Lead Operator.

Carried.

RES 20-11

Moved by Jim Romane

That the SRDRWC Board direct Administration to revise Policy 133.01 – Operations Committee Terms of Reference to include an annual rotation of the Director appointed to the Committee.

Carried.

The meeting went into recess at 10:35 am. Stephan Weninger left the meeting at 10:40 am. The meeting reconvened at 10:40 am.

6.0 Business

6.1 Board In-Camera Session

RES 20-12

Moved by Jean Bota

That the SRDRWC Board move in camera at 10:41 am.

Carried.

Michael Wuetherick left the meeting. The Board moved to Closed Session.

RES 20-13

Moved by Wanda Blatz

That the SRDRWC Board move out of camera at 11:05 am.

Carried.

The Board moved into Open Session. Michael Wuetherick rejoined the meeting. The board asked Administration and Operations for an update on the Safety program and monitoring of performance by all contractors.

7.0 Reports

The Board received the following reports:

7.1 Chairman's Report

RES 20-14

Moved by Robb Stuart

That the SRDRWC Board accept as information the Chair's report.

Carried.

7.2 CAO Report

RES 20-15

Moved by Wanda Blatz

That the SRDRWC Board accept as information the CAO's report.

Carried.

7.3 Financial and Other Reports

RES 20-16

Moved by Robb Stuart

That the SRDRWC Board accept as information the CAO's financial and other reports as presented.

Carried.

8.0 Future Meetings

Regular Board Meetings

- Annual meeting, 9:00 am Friday April 24th, 2020 (Red Deer County)
- Regular meeting, following annual Friday April 24th, 2020 (Red Deer County)
- Regular meeting, 9:00 am Friday June 19th, 2020 (Innisfail)
- Regular meeting, 9:00 am Friday August 21st, 2020 (Bowden)
- Regular meeting, 9:00 am Friday October 16th, 2020 (Mountain View County)
- Organizational meeting, 9:00 am Friday December 18th, 2020 (Penhold)
- Regular meeting, 9:00 am Friday December 18th, 2020 (Penhold)

9.0 Adjournment

RES 20-17

Moved by Jim Romane

That the Regular Meeting be adjourned at 11:50 am

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick