



# South Red Deer Regional Wastewater Commission

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## Minutes of the Regular Meeting of the Board

### South Red Deer Regional Wastewater Commission

**Friday, February 19<sup>th</sup>, 2021**  
**via ZOOM Teleconference**

#### **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
Al Kemmere	Mountain View County

#### **Other Elected Officials, Administration, Consultants and Others Present:**

Michael Wuetherick	Chief Administrative Officer
Don Munro	MNP Services – Operations Supervisor
Stephan Weninger	Stantec

#### **1.0 Call to Order:**

Chair Mike Walsh called the meeting to order at 9:00 am.

#### **2.0 Adoption of Agenda**

RES 21-01

##### **Moved by Jean Bota**

That the Agenda for the Regular Meeting of February 19<sup>th</sup>, 2021 be adopted as presented.  
Carried.

#### **3.0 Minutes**

RES 21-02

##### **Moved by Jim Romane**

That the Meeting Minutes of December 11<sup>th</sup>, 2020 Organization Meeting minutes be confirmed as presented.

Carried.

RES 21-03

**Moved by Jim Romane**

That the Meeting Minutes of December 11<sup>th</sup>, 2020 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.

RES 21-04

**Moved by Wanda Blatz**

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

Carried.

Al Kemmere joined the meeting at 9:20 am.

**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 a final project overview and budget estimate for the capital projects completed in 2020 including: SCADA upgrade, Willow Street line replacement, and the Bowden emergency ponds.

A preliminary review of the 2021 projects including replacement of the Biorem tower in Innisfail, re-commissioning of ARV's on the regional line, OMF control valve upgrades, and Innisfail emergency pond was presented. Engineering, procurement and project planning are underway on all projects, with field construction to begin by May-June 2021.

RES 21-05

**Moved by Robb Stuart**

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

Carried.

Stephan Weninger left the meeting at 9:45 am

**5.2 Audit Committee Terms of Reference**

Administration presented an updated draft of Policy 213.90 Audit Committee Terms of Reference for review. The draft policy represented an updated from the precedent policy and procedures used in Mountain View County. The Audit Committee will review the changes with MNP, LLP. and also develop a job description and roles and responsibilities of the financial oversight role.

RES 21-06

**Moved by Jim Romane**

That the SRDRWC Board accept as information the draft Audit Committee Terms of Reference as presented, and direct the Audit Committee to review the draft policy with the Commission's Auditors for final approval.

Carried.

RES 21-07

**Moved by Al Kemmere**

That the SRDRWC Board direct the Audit Committee to develop a job description, define responsibilities and compensation proposal for the financial oversight function.

Carried.

**5.3 Director Orientation Package Update**

Administration reviewed the updated director orientation package to be provided to incoming new directors. A one-page executive summary will be prepared and circulated to member Administration as information.

RES 21-08

**Moved by Wanda Blatz**

That the SRDRWC Board accept as information Administrations' update on the Director Orientation Package.

Carried.

The meeting went into recess at 10:12 am, and resumed at 10:20 am.

## **6.0 Reports**

The Board received the following reports:

### **6.1 Chairman's Report**

RES 21-09

**Moved by Jean Bota**

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

Carried.

### **6.2 CAO Report**

RES 21-10

**Moved by Al Kemmere**

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

Carried.

### **6.3 Financial and Other Reports**

RES 21-11

**Moved by Jim Romane**

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

Carried.

Don Munro left the meeting at 10:35 am.

## **7.0 Confidential Items**

### **7.1 Board In-Camera Session**

RES 21-12

**Moved by Jean Bota**

That the SRDRWC Board move in camera at 10:40 am.

Carried.

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

RES 21-13

**Moved by Jean Bota**

That the SRDRWC Board move out of camera at 11:38 am.

Carried.

The Board moved into Open Session. Michael Wuetherick returned to the meeting.

RES 21-14

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to negotiate with the Town of Innisfail Administration the terms of the proposed Innisfail Emergency Storage Pond lease agreement as discussed.

Carried.

**8.0 Honoraria Motions**

RES 21-15

**Moved by Jean Bota**

That the SRDRWC Board direct Administration to reflect three (3) hours committee of meeting time, no travel costs or travel allowances for Board Honorarium payments for the February 19<sup>th</sup>, 2021 regular meeting in lieu of executed time sheets.

Carried.

RES 21-16

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to reflect Two (2) hours committee of meeting time, no travel costs or allowances for the Environmental Health & Safety Committee meeting held on February 19<sup>th</sup>, 2021 to members Wanda Blatz and Robb Stuart.

Carried.

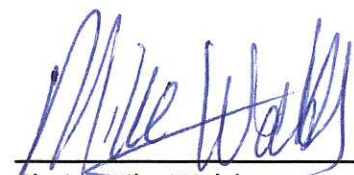
**9.0 Adjournment**

RES 21-17

**Moved by Jim Romane**

That the Regular Meeting be adjourned at 11:40 am

Carried.

  
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Chair, Mike Walsh

  
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CAO, Michael Wuetherick