



# 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, August 20<sup>th</sup>, 2021

Bowden Town Office

#### **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	Operations Supervisor

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

Chair Mike Walsh called the meeting to order at 9:01 am.

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

RES 21-82

##### **Moved by Al Kemmere**

That the Agenda for the Regular Meeting of August 20<sup>th</sup>, 2021 be adopted as presented.

Carried.

#### **3.0 Minutes**

RES 21-83

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

That the meeting minutes of June 18<sup>th</sup>, 2021 Annual General Meeting be confirmed as presented.

Carried.

RES 21-84

**Moved by Jean Bota**

That the meeting minutes of July 27<sup>th</sup>, 2021 Special 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 21-85

**Moved by Wanda Blatz**

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 a final project overview and budget estimate for the 2021 capital projects. The Board discussed the need to develop an operations contingency plan for the Operations Supervisor role.

RES 21-86

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to develop an interim operations contingency plan and a succession plan for operations supervision.

Carried.

Res 21-87

**Moved by Robb Stuart**

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

Carried.

The meeting went in recess at 10:15 am, and reconvened at 10:25 am.

**5.2 RFP for Provision of Independent Financial Auditors**

Administration presented the Board with a draft RFP outlining the scope of work for appointment of an independent Financial Audit for the 2021 fiscal year audit. The board requested a revision to reference the SRD Audit Committee and its role in selecting the successful proponent. Finally the term was changed to a 3-year commitment plus 2-year option for SRD to continue to contract.

RES 21-88

**Moved by Wanda Blatz**

That the SRDRWC Board direct Administration to post the RFP for provision of audit services to the Alberta Purchasers Connection website as amended.

Carried.

**6.0 Reports**

The Board received the following reports:

**6.1 Chairman's Report**

The Chair updated the Board with activity over the period focused on the resolution of the Innisfail mediation process, and a need to initiate ESP's to service Penhold and Red Deer County regions.

RES 21-89

**Moved by Jim Romane**

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

Carried.

## **6.2 CAO Report**

RES 21-90

**Moved by Robb Stuart**

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

Carried.

## **6.3 Financial and Other Reports**

The board inquired about the status of some long-term accounts receivables and suggested that consideration be given to writing-off uncollectable accounts as part of 2021 year-end financials.

RES 21-91

**Moved by Al Kemmere**

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

Carried.

## **7.0 Confidential Items**

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

The board moved into closed session (FOIP Section 16 – Disclosure harmful to business interests of a third party) for a general discussion without Administration present.

RES 21-92

**Moved by Jean Bota**

That the SRDRWC Board move in camera at 11:28 am.

Carried.

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

RES 21-93

**Moved by Robb Stuart**

That the SRDRWC Board move out of camera at 11:39 am.

Carried.

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

RES 21-94

**Moved by Wanda Blatz**

That the SRDRWC Board direct Administration to provide the current Audit Committee Terms of Reference in the October 8<sup>th</sup>, 2021 meeting agenda for review and adoption.

Carried.

RES 21-95

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to provide the current Management, Administration and Financial Services contract in the October 8<sup>th</sup>, 2021 meeting agenda for discussion and review.

Carried.

**8.0 Honoraria Motion**

An honoraria motion was not required as all members attended in person and completed a time sheet.

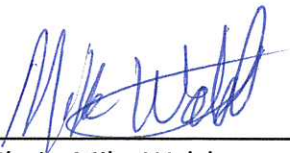
**9.0 Adjournment**

RES 21-96

**Moved by Jim Romane**

That the Regular Meeting be adjourned at 11:50 am

Carried.

  
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Chair, Mike Walsh

  
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CAO, Michael Wuetherick