



# 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, October 8<sup>th</sup>, 2021

Mountain View County 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 9:04 am.

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

RES 21-97

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

That the Agenda for the Regular Meeting of October 8<sup>th</sup>, 2021 be adopted as adopted to defer the discussion to appoint financial auditors.

Carried.

#### **3.0 Minutes**

RES 21-98

##### **Moved by Wanda Blatz**

That the meeting minutes of August 20<sup>th</sup>, 2021 Regular Meeting 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 21-99

**Moved by Al Kemmere**

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

Carried.

RES 21-100

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to prepare a summary report of the Waskasoo plugging issue with recommendations for discussion in closed session.

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. Director Al Kemmere reviewed the discussions with the Operations and Technical Committee regarding scope for the group and recommendation to reduce meeting frequency.

Res 21-101

**Moved by Robb Stuart**

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

Carried.

**5.2 SRD 2021 Meter Calibration Report**

Administration presented the Board with a summary of the annual meter calibration reports. All of the meters used for accounting purposes were found to be in calibration, although Administration will investigate the 3% meter error at Waskasoo LS3 for possible improvements. The Waskasoo LS2 meter failed the calibration test but is not an accounting meter. Operations is working on repairs to restore the Waskasoo LS2 meter.

RES 21-102

**Moved by Wanda Blatz**

That the SRDRWC Board accept Administration's as information Administration's report on the 2021 Meter Calibration Reports.

Carried.

**5.3 Emergency Storage Pond Funding**

Administration presented conceptual design options for potential emergency storage ponds for Olds and Penhold/Springbrook regions. The Board was supportive of the revised design basis and proposed solutions, however a decision to apply for Water-for-life funding was deferred pending additional preliminary design work and consultation with affected municipalities.

RES 21-103

**Moved by Al Kemmere**

That the SRDRWC Board direct Administration to review the Olds and Springbrook ESP design parameters, and consult with affected municipalities to review land-use bylaws.

Carried.

The meeting went in recess at 10:23 am, and reconvened at 10:34 am. Don Munro left the meeting at 10:26 am.

**5.4 Audit Committee – Revised Terms of Reference**

Administration reviewed the revisions from the Terms of Reference. The Board recommended two minor revisions to the sections 1. c.) and 2. e) to add clarity to the Committee's responsibilities.

RES 21-104

**Moved by Jim Romaine**

That the SRDRWC Board adopt the revised Audit Committee Terms of Reference as amended.

Carried.

### **5.5 Preliminary 2022 Operating and Capital Budget**

Administration presented the preliminary 2022 Operating and Capital Budget for discussion. Administration discussed the primary drivers impacting the rate of service include wastewater volume assumptions and potentially volatile inflation rates. The preliminary budget will be forwarded to member communities for feedback before finalizing the 2022 budget at the December regular meeting.

RES 21-105

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

That the SRDRWC Board accept as information the Preliminary 2022 Business Plan Financial model outlining operating and capital forecasts and proposed rate for the 2022 rate bylaw, and to circulate to the budget to member municipalities for feedback.

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 review of auditor proposals following the RFP submissions, and preparation of the CAO appraisal.

RES 21-106

#### **Moved by Wanda Blatz**

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

Carried.

### **6.2 CAO Report**

RES 21-107

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

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

Carried.

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

RES 21-108

**Moved by Jean Bota**

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

Carried.

The meeting went in recess at 11:27 am, and reconvened at 11:34 am.

### **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 discussion of the CAO evaluation and services agreement.

RES 21-109

**Moved by Al Kemmere**

That the SRDRWC Board move in camera at 11:35 am.

Carried.

CAO, Michael Wuetherick left the meeting at 11:35 am, and returned at 12:27 pm.

RES 21-110

**Moved by Jean Bota**

That the SRDRWC Board move out of camera at 12:34 pm.

Carried.

RES 21-111

**Moved by Wanda Blatz**

That the SRDRWC Board direct Chair, Mike Walsh to extend the existing contract with Racin Management Consulting Inc. for provision of Management, Financial and Administrative services by one-year to expire on June 30<sup>th</sup>, 2023.

Carried.

RES 21-112

**Moved by Jim Romaine**

That the SRDRWC Board direct the Chair and Vice-Chair to approve the CAO performance evaluation as presented.

Carried.

RES 21-113

**Moved by Al Kemmere**

That the SRDRWC Board review the CAO evaluation form and process to remove the HR management section and replace with contract/contractor management.

Carried.

**8.0 Honoraria Motion**

An honoraria motion was passed to recognize the Director honoraria for those who attended the meeting via ZOOM.

RES 21-114

**Moved by Wanda Blatz**

That the SRDRWC Board direct Administration to reflect four (4) hours of meeting time, with no travel costs or travel allowance for Directors Bota and Stuart.

Carried.

**9.0 Adjournment**

RES 21-115

**Moved by Jim Romane**

That the Regular Meeting be adjourned at 12:45 pm

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick