



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, December 11th, 2020
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 |
| Julie Oliver | MNP LLP, Auditor |

1.0 Call to Order:

Chair Mike Walsh called the meeting to order at 9:26 am.

2.0 Adoption of Agenda

RES 20-140

Moved by Wanda Blatz

That the Agenda for the Regular Meeting of December 11th, 2020 be adopted as presented.

Carried.

3.0 Minutes

RES 20-141

Moved by Jean Bota

That the Meeting Minutes of October 16th, 2020 Regular Meeting minutes be confirmed as presented.

Carried.

RES 20-142

Moved by Wanda Blatz

That the Meeting Minutes of November 5th, 2020 Special Meeting minutes be confirmed as presented.

Carried.

Julie Oliver with MNP LLP joined the meeting at 9:30 am

4.0 Delegation

The board received a presentation from Julie Oliver, CPA, CA of MNP LLP, and Jim Romane, Audit Committee Chair, of the draft form of the Audit Committee Terms of Reference. The audit plan for the upcoming independent audit of the 2020 financial statements was also reviewed.

RES 20-143

Moved by Jim Romane

That the SRDRWC accept the draft Audit Committee Terms of Reference as information.

Carried.

RES 20-144

Moved by Jean Bota

That the SRDRWC direct Administration to prepare a revised policy statement and Audit Committee Terms of Reference as amended to be reviewed at the next regular meeting.

Carried.

RES 20-145

Moved by Jean Bota

That the SRDRWC direct Administration to accept the 2020 Audit Plan as presented as information.

Carried.

Julie Oliver left the meeting at 10:36 am.

The meeting went into recess at 10:36 am. The meeting reconvened at 10:45 am.

5.0 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 20-146

Moved by Wanda Blatz

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

Carried.

6.0 Business

6.1 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.

Results of the tender proposals for the Bowden Emergency Storage pond project were reviewed, with Administration recommending acceptance of the bid from Pidherney's Inc. as the low bid from a total of nine proposals received.

RES 20-147

Moved by Jim Romane

That the SRDRWC Board direct Administration to accept the tender proposal from Pidherney's Inc. to complete the Bowden Emergency Storage Pond project.

Carried.

RES 20-148

Moved by Jean Bota

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

Carried.

6.2 Preventative Maintenance Management System Development

Administration presented an overview of the PMMS program using the Limble software package, and provided an update of the application of the system in current operations.

RES 20-149

Moved by Wanda Blatz

That the SRDRWC Board accept as information Administrations' update on the preventative maintenance management system.

Carried.

6.3 Emergency Response Reserve Fund Policy Review

Administration reviewed the current Emergency Response Reserve Fund Policy, and proposed several updates to reflect the changes in risk and adequacy of current insurance coverage.

RES 20-150

Moved by Jim Romane

That the SRDRWC Board accept as information Administrations' update on the Emergency Response Reserve Fund Policy.

Carried.

RES 20-151

Moved by Jean Bota

That the SRDRWC Board direct Administration to obtain an additional \$20 million of Excess Liability coverage.

Carried.

RES 20-152

Moved by Jim Romane

That the SRDRWC Board direct Administration to revise Policy 213.73 - Emergency Response & Operations Reserve Fund to cap the target reserves balance at \$850,000.

Carried.

6.4 2021 Business Plan Financial Model – Final Budget

Administration presented the revised 2021 Operating and Capital budget incorporating several minor adjustments and comments from members. No changes were proposed to the rate charged to members and SRS customers from the preliminary budget.

RES 20-153

Moved by Al Kemmere

That the SRDRWC Board approve the 2020 Financial Budget outlining the operating and capital budget provisions as presented.

Carried.

RES 20-154

Moved by Jean Bota

That the SRDRWC Board approve the first reading of Bylaw 2020-02 Rates and Fees Bylaw.

Carried.

RES 20-155

Moved by Wanda Blatz

That the SRDRWC Board approve the second reading of Bylaw 2020-02 Rates and Fees Bylaw.

Carried.

RES 20-156

Moved by Al Kemmere

That the SRDRWC Board proceed to third and final reading based upon unanimous consent.

Carried.

RES 20-157

Moved by Jim Romane

That the SRDRWC Board approve the third reading of Bylaw 2020-02 Rates and Fees Bylaw.

Carried.

7.0 Reports

The Board received the following reports:

7.1 Chairman's Report

RES 20-158

Moved by Jim Romane

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

Carried.

7.2 CAO Report

RES 20-159

Moved by Jean Bota

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

Carried.

7.3 Financial and Other Reports

RES 20-160

Moved by Jean Bota

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

Carried.

Don Munro left the meeting at 12:03 pm.

8.0 Confidential Items

8.1 Board In-Camera Session

RES 20-161

Moved by Jean Bota

That the SRDRWC Board move in camera at 12:03 pm.

Carried.

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

RES 20-162

Moved by Jean Bota

That the SRDRWC Board move out of camera at 12:59 pm.

Carried.

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

RES 20-163

Moved by Jean Bota

That the SRDRWC Board accept the CAO evaluation as presented.

Carried.

RES 20-164

Moved by Al Kemmere

That the SRDRWC Board direct the Chair to execute the revised Administrative and Financial Services Agreement with Racin Management Consulting Inc., and its principle Michael Wuetherick effective December 11th, 2020.

Carried.

9.0 Honoraria Motions

RES 20-165

Moved by Wanda Blatz

That the SRDRWC Board direct Administration to reflect two (2) hours committee of meeting time, travel costs and allowances for Audit Committee meeting held on November 12th, 2020 to members Jim Romane, Wanda Blatz and Mike Walsh.

Carried.

RES 20-166

Moved by Jean Bota

That the SRDRWC Board direct Administration to reflect four (4) hours committee of meeting time, no travel costs or travel allowances for Board Honorarium payments for the December 11th, 2020 regional meeting in lieu of executed time sheets.

Carried.

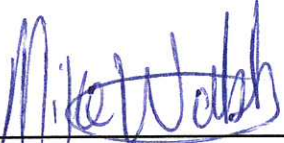
10.0 Adjournment

RES 20-167

Moved by Jim Romane

That the Regular Meeting be adjourned at 1:05 pm

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick