



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, June 26th, 2020

Videoconference: ZOOM online meeting

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
Not represented	Mountain View County

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.
Christina Oxley	Financial Administrator

1.0 Call to Order:

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

2.0 Adoption of Agenda

RES 20-42

Moved by Jean Bota

That the Agenda for the Regular Meeting of **June 26th, 2020** be adopted as amended to include agenda items 6.3 – Financial Reports, and 7.0 Confidential Items discussed first in order to accommodate board member availability.

Carried.

6.0 Reports

The Board received the following reports:

6.3 Financial and Other Reports

Administration provided an update on the operating and financial performance for the Commission up to May 31st, 2020. Based on actual expenses incurred to date and remaining identified projects, Administration recommended upwards revisions to the budget provisions for Repairs and Maintenance, Capital Replacement projects and General Engineering services collectively accounting for \$668,000 increase to the 2020 Operating and Capital Budget. Subject to circulation of the agenda, the Town of Innsfail requested compensation for the 61st Avenue paving project as agreed to by SRD in 2012. The board supported Administration's recommendation to defer any non-essential 2020 capital budget projects (i.e. Waskasoo LS3 Wet Well Expansion) into 2021 to account for the 2020 budget increases as proposed.

RES 20-43

Moved by Jean Bota

That the SRDRWC Board approve an increase to the 2020 Capital and Operating Budget provisions by \$668,000 allocated to the following cost centers:

1. Increase in provision for Repairs and Maintenance to \$515,000, representing an increase of \$293,000 to the approved operating budget.
2. Increase in provision for capital Replacement projects to \$475,000, representing an increase of \$325,000 to the approved capital budget.
3. Increase in provision for General Engineering services to \$150,000, representing an increase of \$50,000 of the approved operating budget.

Director Robb Stuart requested a recorded vote.

Directors Walsh, Bota, Kemmere, Romain and Blatz voted to approve the motion. Director Stuart voted against the motion.

Carried.

7.0 Confidential Items

7.1 Board In-Camera Session

RES 20-44

Moved by Jean Bota

That the SRDRWC Board move in camera at 9:40 am.

Carried.

Stephan Weninger, Don Munro and Christina Oxely left the meeting at 9:40am. The Board moved to Closed Session.

RES 20-45

Moved by Jim Romane

That the SRDRWC Board move out of camera at 9:52 am.

Carried.

The Board moved into Open Session. Stephan Weninger, Don Munro and Christina Oxely rejoined the meeting at 9:52 am. Chairman Mike Walsh left the meeting at 9:56 am, Vice-Chair Jean Bota assumed chair of the meeting.

3.0 Minutes

RES 20-46

Moved by Jim Romane

That the Meeting Minutes of April 24th, 2020 Regular Meeting minutes be confirmed as presented.

Carried.

RES 20-47

Moved by Jim Romane

That the Meeting Minutes of May 8th, 2020 Annual Generally 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 20-48

Moved by Robb Stuart

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

Carried.

RES 20-49

Moved by Robb Stuart

That the SRDRWC Board direct Administration to finalize execution of outstanding Membership and Supply of Services Agreements by year-end 2020.

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.

Administration reviewed the progress to date on reconfiguration of the regional pumps to the original design intent of VFD speed control. Improved pump performance, reliability and potentially lower power consumption are expected benefits. Administration discussed its plan to develop a formal preventative maintenance program to monitor maintenance frequency and costs to improve budget planning and assessment of resources required to ensure critical process elements are properly maintained.

RES 20-50

Moved by Jim Romane

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

Carried.

Mike Walsh returned to the meeting at 10:16 am and reassumed Chair role.

5.2 Inflow and Infiltration Assessment

Administration presented an assessment of the magnitude of Inflow and Infiltration during a high-intensity rain event that occurred on May 21st, 2020. Estimated I&I contributions range from a low of 5% to a high of 25% resulting in annual costs of \$0.9 million representing a sizeable economic opportunity for members to address I&I as much as possible.

RES 20-51

Moved by Jean Bota

That the SRDRWC Board accept as information Administrations report on Inflow and Infiltration.

Carried.

5.3 Operating and Maintenance Contract Renewal

Administration recommended to extend the current Operating and Maintenance Contracts with Olds, Bowden, Innisfail and Penhold. Both the Commission and the Town Administration's recommend a 3-year term to expire on December 31st, 2023.

RES 20-52

Moved by Robb Stuart

That the SRDRWC Board direct Administration to extend the Municipal Operating and Maintenance Contracts for a period of 3 years, and to negotiate with Municipal Administration any proposed changes to the current form of contract.

Carried.

5.4 Revised Operating Committee Terms of Reference

Administration presented a revised Terms of Reference for the Operations Committee incorporating suggested revisions as discussed in prior board meetings and with the Committee members.

RES 20-53

Moved by Robb Stuart

That the SRDRWC Board approve and adopt the revised Terms of Reference for the Operations Committee as presented.

Carried.

5.5 Audit Committee – Governance Guidelines

Administration provided the board with discussion papers on governance of Audit Committees, and precedent Terms of Reference from members and similar organizations for discussion purposes. Direct Jim Romane suggested the board as a whole participate in the Audit Committee rather than striking a sub-committee.

RES 20-54

Moved by Jean Bota

That the SRDRWC Board as information Administration's governance guidelines for Municipal body Audit Committees.

Carried.

5.6 Regional Services Commissions – Streamlining Approvals

Administration provided the board with information regarding proposed changes to the MGA impacting regional services Commission's such as SRD. Overall the changes are expected to have minimal impact on SRD's governance and operating bylaws. The changes subject to Provincial Government approval are expected to take effect beginning September 1st, 2020 with a one-year period to comply with any changes to Bylaws that may be required.

RES 20-55

Moved by Jean Bota

That the SRDRWC Board as information Municipal Affairs Bulletin on Changes to Regional Services Commissions.

Carried.

5.7 CARWWS Regional Water Quality Report

Administration provided the board with the results of a water quality study completed by Hutchinson Environmental Sciences Ltd. for the City of Red Deer. The report outlined generally positive environmental improvements of the Red Deer River water quality through sizeable reductions in oxygen demand, suspended solids, and ammonia and phosphorous concentrations.

RES 20-56

Moved by Robb Stuart

That the SRDRWC Board as information Administration's report on Regional Water Quality Report for the Red Deer River Basin.

Carried.

6.0 Reports

The Board received the following reports:

6.1 Chairman's Report

RES 20-57

Moved by Jean Bota

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

Carried.

6.2 CAO Report

RES 20-58

Moved by Jean Bota

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

Carried.

6.3 Financial and Other Reports

RES 20-59

Moved by Jim Romane

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

Carried.

7.0 Business

7.1 Board In-Camera Session

RES 20-60

Moved by Jean Bota

That the SRDRWC Board move in camera at 11:22 am.

Carried.

Michael Wuetherick, Steven Weninger, Don Munro and Christina Oxley left the meeting. The Board moved to Closed Session.

RES 20-61

Moved by Jim Romane

That the SRDRWC Board move out of camera at 11:46 am.

Carried.

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

8.0 Future Meetings

Regular Board Meetings

- Regular meeting, Friday April 24th, 2020 (ZOOM videoconferencing)
- Annual meeting, 9:00 am Friday May 8th, 2020 (ZOOM videoconferencing)
- 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)

8.1 **Board Honorarium for June 26th, 2020 Regular Meeting**

RES 20-62

Moved by Jean Bota

That the SRDRWC Board direct Administration to reflect three (3) hours of meeting time and no travel costs or allowances for Board Honorarium payments for the June 26th, 2020 regular board meeting in lieu of executed time sheets.

Carried.


9.0 **Adjournment**

RES 20-63

Moved by Jim Romane

That the Regular Meeting be adjourned at 11:52 am

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick