



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, June 17th, 2022
Town of Bowden Office

Board Members Present:

Mike Walsh	Town of Penhold (Chair)
Robb Stuart	Town of Bowden
Don Harrison	Town of Innisfail
Connie Huelsman	Red Deer County
Wanda Blatz	Town of Olds
Angela Aalbers	Mountain View County (Via Zoom)

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 9:05 am.

2.0 Adoption of Agenda

RES 22-34

Moved by Angela Aalbers

That the Agenda for the Regular Meeting of June 17th, 2022, be adopted as amended to include a discussion of the flooding at the Olds Lift Station as part of section 5.1 – Operations Update.

Carried.

3.0 Minutes

Director Connie Huelsman noted a revision to correct the meeting location from Olds to Red Deer County for the April 22nd, 2022 Regular meeting.

RES 22-35

Moved by Connie Huelsman

That the meeting minutes of April 22nd, 2022, Regular Meeting be confirmed as amended.

Carried.

RES 22-36

Moved by Connie Huelsman

That the meeting minutes of May 2nd, 2022, Annual General 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 22-37

Moved by Robb Stuart

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 status. In addition, the preliminary details of the June 23rd, 2022 flooding of the SRDRWC Olds Regional Lift Station were reviewed.

Res 22-38

Moved by Angela Aalbers

That the SRDRWC Board direct Administration to prepare a post-mortem review of the Olds flooding event to identify improvements to emergency response and communication protocols with members.

Carried.

Res 22-39

Moved by Wanda Blatz

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

Carried.

5.2 Operations Supervisor Absence Policy

Administration presented the Board with a proposed Operations Supervisor absence policy including a provision for rotating Deputy Operations Supervisor amongst the member communities. Director Robb Stuart noted Bowden may not have enough staff to take on the additional role and responsibility.

RES 22-40

Moved by Connie Huelsman

That the SRDRWC Board accept and adopt the Operations Supervisor Absence Policy as presented, and to proceed with proposed amendments to the Contract Operating Agreements with members.

Carried.

5.3 Innisfail Emergency Storage Pond Lease

Administration presented the Board with a proposed lease agreement for the proposed ESP in Innisfail. The lease is consistent with the general form of lease utilized for the Bowden Pond with amendments to account for the measurement of fluid returned to the regional line.

RES 22-41

Moved by Connie Huelsman

That the SRDRWC Board accept Administration to execute the lease as presented, and to negotiate any non-material revisions as may arise.

Carried.

5.4 Appointment of 2022 Independent Auditors

Administration presented the Board with an overview of the proposed Metrix LLP audit scope and expenses for the 2022 financial year-end. In addition to the appointment, the Audit Committee agreed to schedule a meeting prior to the preliminary budget presentation.

RES 22-42

Moved by Angela Aalbers

That the SRDRWC Board appoint Metrix LLP as the Commission's independent auditors for fiscal 2022.

Carried.

5.5 CAO Evaluation Policy Discussion

Chair Mike Walsh presented an overview of the proposed CAO evaluation policy and template to be used in completing the annual CAO evaluation. The proposed policy mirrored similar policies from member communities and AUMA/RMA precedent agreements. The template was revised as required to better align with the specific needs of the Commission.

RES 22-43

Moved by Robb Stuart

That the SRDRWC Board accept as information the proposed CAO Evaluation Policy, and table for discussion at the August 19th, 2022 regular meeting.

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.

RES 22-44

Moved by Angela Aalbers

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

Carried.

6.2 CAO Report

RES 22-45

Moved by Wanda Blatz

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

Carried.

6.3 Financial and Other Reports

RES 22-46

Moved by Robb Stuart

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).

RES 22-47

Moved by Connie Huelsman

That the SRDRWC Board move in camera at 11:10 am.

Carried.

CAO, Michael Wuetherick left the room at 11:15 am, returning at 11:30 am.

RES 22-48

Moved by Angela Aalbers

That the SRDRWC Board move out of camera at 11:31 am.

Carried.

8.0 Next Meetings, Events

The directors agreed to schedule a Strategic Planning meeting to be held at the Town of Innisfail offices on Friday July 22nd, 2022.

The Audit Committee members agreed to schedule a pre-budget audit meeting after the August 19th, 2022 meeting and before the October 21st, 2022 meeting.

That the SRDRWC Board direct Administration to reflect three (3) hours committee meeting time, no travel costs or travel allowance for Board Honoraria payments for director Aalbers who attended the meeting via ZOOM.


9.0 Adjournment

RES 22-49

Moved by Don Harrison

That the Regular Meeting be adjourned at 11:40 am

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick