



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, August 21st, 2020

Penhold Multiplex

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 Munroe | Operations Supervisor (Contract: MNP Projects) |
| Christina Oxley | Finance Administrator |

1.0 Call to Order:

Mike Walsh, Chair, called the Meeting to order at 9:03 AM

2.0 Adoption of Agenda

RES 20-78

Moved by Wanda Blatz

That the Agenda for the Regular Meeting of August 21st, 2020 be adopted as presented.

Carried.

3.0 Minutes

RES 20-79

Moved by Jean Bota

That the meeting minutes of the June 26th, 2020 Regular Meeting minutes be accepted as amended.

Carried.

RES 20-80

Moved by Al Kemmere

That the meeting minutes of July 17th, 2020 Special Meeting minutes be accepted as amended.

Carried.

RES 20-81

Moved by Jean Bota

That the meeting minutes of July 28th, 2020 Special Meeting minutes be accepted as amended.

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 20-82

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 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.

The high-flow event of July 19th, 2020 was discussed, including actions taken to minimize the risk of flooding the Innisfail lift station.

RES 20-83

Moved by Al Kemmere

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

Carried.

5.2 ICIP Grant Application for Equalization Storage Ponds

Administration presented an update on the status of the Bowden and Innisfail emergency storage ponds. Administration updated the board with the ongoing discussions with the Town of Innisfail including a presentation by SRDRWC to Innisfail council on August 24th, 2020. The Bowden project is scheduled to proceed in 2020, subject to executing the final grant agreement with Alberta Transportation and Infrastructure Canada (INFC). Innisfail construction will be deferred until spring 2021, pending resolution of a land agreement.

RES 20-84

Moved by Wanda Blatz

That the SRDRWC Board accept as information Administrations update on the ICIP grant projects.

Carried.

The meeting went into recess at 10:40 am. The meeting reconvened at 10:55 am.

5.3 Preventative Maintenance Management System

Administration presented an overview of a Preventative Maintenance Management System ("PMMS") software to manage the Commission's maintenance planning and tracking. The new PMMS software solution will assist Administration in scheduling preventative maintenance of critical components, and also track unplanned maintenance and costs associated with breakdowns.

RES 20-85

Moved by Jim Romane

That the SRDRWC Board direct Administration to proceed with implementation of the PMMS as presented.

Carried.

RES 20-86

Moved by Al Kemmere

That the SRDRWC Board direct Administration to revise CAO contract to reflect changes in scope of services provided.

Carried.

5.4 FCM Asset Management Program Grant Proposal

Administration presented an overview of the available grants from FCM to fund Asset Management Program development. The program provides for up to \$50,000 of funding for eligible expenses. The resolution as presented fulfills the requirements from FCM in order for the application to be considered.

RES 20-87

Moved by Jim Romane

THAT the SRDRWC Board direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the South Red Deer Regional Wastewater Commission; AND

THAT the SRDRWC Board further resolves that the South Red Deer Regional Wastewater Commission commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

1. Develop and adopt an Asset Management Policy and Terms of Reference outlining SRDRWC's Asset Management Strategy, and definition of key program deliverables.
2. Provide Asset Management Training for a cross-functional AM team including Senior Management, Operations and Maintenance Staff, and provide opportunities for Board Members to receive Asset Management Training.
3. Generate updated inventory of existing assets to assess current condition, operating costs, expected life expectancy and forecast timing of capital renewal/replacement for critical assets.
4. Retain additional external resources (i.e. Engineering, Trades, and Administrative) support to lead the organizational change towards adopting a new Asset Management System.

AND THAT the SRDRWC Board commits a maximum of \$12,500 (or 80% of the FCM grant funding) from existing reserves be directed towards Asset Management program development to be completed in 2021.

Carried.

6.0 Reports

The Board received the following reports:

6.1 Chairman's Report

RES 20-88

Moved by Jim Romane

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

Carried.

6.2 CAO Report

RES 20-89

Moved by Jim Romane

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

Carried.

6.3 Financial and Other Reports

RES 20-90

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 20-91

Moved by Jean Bota

That the SRDRWC Board move in camera at 12:11 pm.

Carried.

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

RES 20-92

Moved by Wanda Blatz

That the SRDRWC Board move out of camera at 12:27 pm.

Carried.

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

RES 20-93

Moved by Jean Bota

That the SRDRWC Board direct Administration to schedule a Special Meeting for September 18th, 2020 with MNP to review terms of reference for the Audit Committee

Carried.

8.0 Future Meetings

Regular Board Meetings

- Special Meeting, 4:00 pm Friday September 18th, 2020 (Penhold)
- 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)


9.0 Adjournment

RES 20-94

Moved by Jim Romane

That the Regular Meeting be adjourned at 12:39 pm

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick