



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, October 16th, 2020
Town of Innisfail, Council Chambers

Board Members Present:

| | |
|-------------------|------------------------------|
| Mike Walsh (ZOOM) | Town of Penhold (Chair) |
| Jean Bota (ZOOM) | Red Deer County (Vice Chair) |
| Wanda Blatz | Town of Olds |
| Jim Romane | Town of Innisfail |
| Robb Stuart | Town of Bowden |

Absent

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|------------|----------------------|
| Al Kemmere | Mountain View County |
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Other Elected Officials, Administration, Consultants and Others Present:

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|-------------------------|---|
| Michael Wuetherick | Chief Administrative Officer |
| Don Munro | MNP Services – Operations Supervisor |
| Stephan Weninger (ZOOM) | Stantech Consulting Ltd. |
| Todd Becker | CAO, Town of Innisfail |
| Steven Kennedy | Director of Operational Services, Town of Innisfail |
| Andy Treu (ZOOM) | Environmental Services Manager, Red Deer County |

1.0 Call to Order:

As Chair Mike Walsh and Vice-Chair Jean Bota were both attending via ZOOM videoconferencing, Robb Stuart was asked to Chair the meeting. Acting Chair Robb Stuart called the meeting to order at 9:15 am.

2.0 Adoption of Agenda

RES 20-100

Moved by Mike Walsh

That the Agenda for the Special Meeting of October 16th, 2020 be adopted as presented.

Carried.

3.0 Minutes

RES 20-101

Moved by Jim Romane

That the Meeting Minutes of August 21st, 2020 Regular Meeting minutes be confirmed as presented.

Carried.

RES 20-102

Moved by Jean Bota

That the Meeting Minutes of September 18th, 2020 Special Meeting minutes be confirmed as presented.

Carried.

4.0 Delegation

The board received a presentation from the Town of Innisfail Administration staff regarding the Emergency Storage Pond project. The presentation and ensuing discussion were conducted in-camera due to contractual implications.

RES 20-103

Moved by Mike Walsh

That the SRDRWC Board move in camera at 9:17 am.

Carried.

The Board moved to Closed Session.

Andy Treu and Stephen Weninger left the meeting at 10:05 am. Todd Becker and Steven Kennedy left the meeting at 10:15 am.

RES 20-104

Moved by Jean Bota

That the SRDRWC Board move out of camera at 10:26 am.

Carried.

The Board moved into Open Session.

RES 20-105

Moved by Mike Walsh

That the SRDRWC Board direct Administration to confirm eligibility of land purchases within the current ICIP approved grant program.

Carried.

RES 20-106

Moved by Jean Bota

That the SRDRWC Board direct Administration to prepare recommendations for consideration of compensation to the Town of Innisfail.

Carried.

The Board acknowledged the information shared by the Town of Innisfail and wished to extended appreciation to Innisfail's Administrative team for the presentation and assistance in understanding the current status of the project.

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.

Robb Stuart inquired about the need for CAO and Chair signatures on Operating and Maintenance contracts. As per the Financial Policy, contracts over one-year in duration are to be executed by the Chair and CAO. All Operating and Maintenance contracts have subsequently been signed by the Chair.

RES 20-107

Moved by Mike Walsh

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

Carried.

The meeting went into recess at 10:37 am. The meeting reconvened at 10:45 am.

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.

RES 20-108

Moved by Wanda Blatz

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

Carried.

6.2 SRD Annual Meter Calibration Summary

Administration reviewed the summary results of the annual meter calibration of all accounting meters. All meters were found to be in good working order, and were within the variance limits as defined within the SRD Metering Policy.

RES 20-109

Moved by Mike Walsh

That the SRDRWC Board accept as information Administrations' update on the annual meter calibration report.

Carried.

6.3 SRD Safety Policy Renewal and EH&S Committee Terms of Reference

Administration recommended the Board reaffirm SRD's Safety Policy for 2021 as presented. Administration also presented the Terms of Reference for the Environmental Health & Safety Sub-Committee. The Terms of Reference as presented was based on similar governance policies from both private and public sector precedents.

RES 20-110

Moved by Wanda Blatz

That the SRDRWC Board reaffirm the Commission's Safety Policy Statement for 2020-2021 as presented.

Carried.

RES 20-111

Moved by Jean Bota

That the SRDRWC Board adopt the Environmental Health & Safety Sub-Committee Terms of Reference as presented.

Carried.

6.4 2021 Business Plan Financial Model – Preliminary Budget

Administration presented the 2021 Operating and Capital budget including key assumptions including wastewater volume projects and major operating cost forecasts. The recommended wastewater services rates for 2021 as presented were \$2.40/m³ for members and \$6.41/m³ for Septic Receiving Station customers. The final budget bylaw will be reviewed and passed at the December meeting after incorporating any recommended changes from the members.

RES 20-112

Moved by Mike Walsh

That the SRDRWC Board accept as information the Preliminary 2021 Business Plan and Financial Model outlining operating and capital forecasts, and proposed rates for the 2021 rate bylaw.

Carried.

RES 20-113

Moved by Jean

That the SRDRWC Board direct Administration to distribute the 2021 Preliminary Budget to members.

Carried.

7.0 Reports

The Board received the following reports:

7.1 Chairman's Report

RES 20-114

Moved by Wanda Blatz

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

Carried.

7.2 CAO Report

RES 20-115

Moved by Jim Romane

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

Carried.

7.3 Financial and Other Reports

RES 20-116

Moved by Mike Walsh

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

Carried.

RES 20-117

Moved by Jean

That the SRDRWC Board accept Administration's recommendation to reclassify approximately \$90,000 or expenses booked to Repairs and Maintenance to Contract Operations account.

Carried.

8.0 Confidential Items

8.1 Board In-Camera Session

RES 20-118

Moved by Jean Bota

That the SRDRWC Board move in camera at 12:15 pm.

Carried.

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

RES 20-119

Moved by Jean Bota

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

Carried.

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

9.0 Future Meetings

RES 20-120

Moved by Jean Bota

That the SRDRWC Board reschedule the Organizational and Regular Meeting planned for December 18th, 2020 to Friday December 11th, 2020.

Carried.

RES 20-121

Moved by Robb Stuart

That the SRDRWC Board recognize 4 hours of meeting time, and compensate directors attending in person for travel time and mileage as per submitted time sheets.

Carried.

Regular Board Meetings

- Organizational meeting, 9:00 am Friday December 11th, 2020 (Penhold)
- Regular meeting, 9:00 am Friday December 11th, 2020 (Penhold)


10.0 Adjournment

RES 20-122

Moved by Jim Romane

That the Regular Meeting be adjourned at 12:45 pm

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick