

SAEWA Executive Committee Meeting: Monday, February 15, 2016
Conference Dial-in Number: [+1 888 299 2873](tel:+18882992873) Participant Access Code: 746-230-205

Executive Committee Members: 4 Absent: 0 Total: 4	Kim Craig Chair Town of Coaldale	Paul Ryan, Vice-Chair MD of Bighorn
	Ben Armstrong Wheatland County	Val Warnock Town of Trochu
Agenda Item #		
	Also Present: Sherry Poole – SAEWA Manager	
<u>Item 1:</u> Call to Order: 10:02am	CHAIR Craig called the meeting to order at 10:02 am.	
<u>Item 2:</u> MTN E2016-02-01	MOTION BY MEMBER Warnock to adopt the 2016-02-15 agenda. CARRIED ALL	
<u>Item 3:</u> MTN E2016-02-02	MOTION BY MEMBER Armstrong to adopt the 2015-01-08 Executive Meeting Minutes as received. CARRIED ALL	
<u>Item 4:</u> Old Business Items MTN E2016-02-03 MTN E2016-02-04 ACTION ITEM	<p>Old Business Items:</p> <p>4.1 MOTION BY MEMBER Ryan to receive the Action Log update for information. CARRIED ALL</p> <p>4.2 MOTION BY MEMBER Armstrong for Chair Craig to follow up with a thank you letter to MLA Shannon Phillips outlining an opportunity for her to review a confidential draft of the upcoming delivery of the Detailed Business Plan and potential sites potentially end March 2016 - prior to presentation at Board Meeting; in addition to this both Chair Craig and Vice Chair Ryan reported being satisfied with accomplishing the goal set in meeting February 12th directly to provide an informative introduction to SAEWA also relaying that she was perceived as being fully engaged providing over an hour of her time in attention of the power point presentation provided by Paul, also submitting 2 briefing packages for reference of SAEWA business developments; Kim concluded by saying that much discussion ensued around further fiscal challenges being imposed by growing deficits that are putting increased demand on government funding priorities as all eyes are focused on the looming ‘recession’. CARRIED ALL</p> <p>4.3 MEMBER Ryan provided a verbal report in discussion of the P3 meeting, emphasizing that the tone received was quite different than the year prior, and both Jim McKay and himself were left to consider if the continued theme of financial restraint is putting pressure on the P3 program as the Director, Rob McKay indicated that there would be an increasing demand of items required to be accomplished for funding consideration including that the project will be required</p>	

<p>ACTION ITEM</p>	<p>to be engineered to 30%. Following the meeting Fred Kramer, HDR did submit to the executive a P3 Memo briefing report on behalf of Jim McKay., in follow up to the Ottawa meeting February 4th, 2016.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>4.4 Member Ryan reported positive outcome from the FCM meeting Ottawa, February 4th, stating that the Green Municipal Fund priorities and SAEWA are satisfactorily aligned and in his impression FCM is supportive to the project, only that the application is recommended to be restated so as to more closely fit the funding criteria; SAEWA is provided until February 29th to submit this revision which is to include the transportation objective, noting that the FCM funding Director did forward a follow up email outlining these items as put forward by Member Ryan. Following the meeting, HDR coordinated a teleconference strategy session for February 16th.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>4.5 Administration reports progress of Audit 2015 moving forward without issue and the Auditors objective is to deliver the draft to the executive prior to the Board for first reading end March 2016 so as to be on track for the AGM 2016.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item 5:</u> New Business Items</p> <p>MTN E2016-02-05 ACTION ITEM</p> <p>ACTION ITEM</p>	<p>5.0 New Business Items:</p> <p>5.1 MOTION BY MEMBER Ryan to receive the Waste Stream Characterization (WSC) report received from HDR along with recommendation that the WSC be treated as a confidential document pending completion of the second screening, compilation / analysis of all of the data and final review by SAEWA.</p> <p style="text-align: right;">CARRIED ALL</p> <p>5.2 Thank you to acknowledge Town of Trochu for all their work and support in submission of the ACP application February 4, 2016.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.3 MOTION BY MEMBER Warnock to put forward Town of Carstairs application for New Membership to the Board for consideration, February 19, 2016.</p> <p style="text-align: right;">CARRIED ALL</p> <p>5.4 Administration reported follow up with Town of Coaldale to determine that the \$95,625.00 ACP Invoice 002 2016 01 24 reimbursement will be remitted to SAEWA shortly; and as per</p> <p>5.5 Have provided a copy of the 2015 ACP Statement of Account and Interest to be included in the Audit 2015 report transmissions.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.6 Administration notified the executive in preparing to submit an Invoice to the MD of Bighorn which will include end May 2015 – 2016 current reimbursement of</p>

<p>ACTION ITEM</p>	<p>project management fees and P3 stakeholder engagement where it was determined to hold until receipt of Ottawa receipts.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p> <p>5.7 Administration provided an update in record of 2016 membership dues received to date informing the executive that a friendly reminder was submitted beginning of January to municipalities and a further follow up email of the friendly reminder has gone out to those with dues outstanding to date; please refer to the excel record of 2016 Memberships.</p> <p style="text-align: right;">RECEIVED FOR INFORMATION</p>
<p><u>Item #6:</u> For Information</p>	<p>6.0 Items for Information</p> <p>6.1 Citrix Invoice 2016 02 09</p> <p>6.2 Total 4 HDR Invoices as (2) late submissions of incoming invoices were added</p> <p>6.3 Blacksun Invoice for Annual Hosting Fee for 2016</p> <p>6.4 ATB Statement January 31, 2016 reported by Administration</p> <p>6.5 AUMA annual membership invoice</p> <p>6.6 Administration also advised that the SWANA annual membership invoice is expected to be received</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item #7:</u> Member Reports</p>	<p>Member Reports:</p> <p>There are no official reports at this time.</p>
<p>Adjournment MTN E2016-02-06 11:50 am</p>	<p>MOVED BY MEMBER Armstrong</p> <p>That the executive meeting be adjourned, the next meeting proposed for March 11 may require further consideration due to potential scheduling conflicts. Follow up required.</p> <p style="text-align: right;">CARRIED ALL</p>