

AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD THURSDAY, NOVEMBER 17TH, 2022, IN PERSON AT THE SUNSET POINT OFFICE COMMENCING AT 7:00 P.M.

1) Call to Order:

2) Acceptance of Agenda:

-November 17th, 2022 meeting agenda (*approve agenda as is or with additions/deletions*)

3) Adoption of the Previous Minutes:

p1-4 -September 15th, 2022 meeting minutes (*approve minutes as is or with amendments*)

4) Delegations: a) 7:30 p.m. – Darwell Lagoon Commission Chairman Joe Blakeman

(*accept the discussion for information or some other direction as given by the Board at meeting time*)

5) Reports:

a) Chairperson:

(*that the Chairperson's Report, as presented by Angela Duncan, be accepted for information*)

b) Administration:

i) Interest Rates, further to direction at the last meeting:

-ATB MUSH savings account rate is 3.65% (prime - 1.80%) and MUSH chequing account rate is 3.55% (prime - 1.90%). GIC non redeemable range from 4.25% to 4.65% depending on the number of years (1 to 6 years)

-AB Munis is 3.8%

-2022 we budgeted \$5,000.00 for interest revenue, and to date have brought in \$26,949.00

ii) Sunset Point Proposed RV Development – follow-up letter from last meeting

iii) TVRSSC is now a member of Alberta Municipalities

iv) Member parcel counts for budget purposes: SSP confirmed at 191 and 103 for the Bible Camp, VQ confirmed at 187, and AB confirmed at 816 (down from 817)

(*that the Administration Report, as presented by Interim CAO Wendy Wildman, be accepted for information*)

c) Financial Reports (separate document) (*that the financial reports be accepted for*
separate information)

d) Operations: System update – Jason Madge

(that the Operator's Report, as presented by Jason Madge, be accepted for information)

6) Bylaws & Policies: n/a

7) Old Business:

a) Chief Administrative Officer and Management/Administration Services Agreement:

-further to discussion and direction at the last meeting and post meeting, attached is the ad that was placed for this position. Chairperson Duncan to lead this discussion.

(that the Tri-Village Regional Sewage Services Commission:

appoint _____ as their Chief Administrative Officer and Management/Administration Services effective _____

hire or enter into a contract with _____ to provide Chief Administrative Officer and Management/Administration Services effective _____

that _____ be approved as signing authority for the Commission effective _____)

OR

(some other direction as given by the Board at meeting time)

b) Darwell Lagoon Commission – further to direction at the last meeting, an update on the meeting of September 27 will take place at meeting time and discussion as to next steps. The Darwell Lagoon Commission Regional Wastewater Transmission Line Conceptual Design document, as prepared by Stantec January 28th, 2021, has been made available at the Alberta Beach office for directors pursual. A copy of the Commission's reserve accounts is attached for information.

(direction as given by the Board at meeting time)

c)

p 6-7

separate
CP/AB
office
p 8

8. New Business:

- P 9
- a) 5 Year Capital Plan – it is a requirement of the MGA that municipalities and commissions have this document in place and that they are reviewed by the elected each year. Attached for your review is the proposed document, the 3 Year Operating will follow in due course.

(that the 5 Year Capital Plan for the Tri-Village Regional Sewage Services Commission be approved as presented, or as amended)

- b) Draft 2023 Operating Budget – the noted document as prepared by Administration and your Operations Manager will be presented and reviewed at meeting time.

(that changes be made to the draft 2023 Operating Budget as directed by the Board, and that this updated draft budget be brought back to the next meeting for further review)

- P 10-15
P 16-17
- c) 2023 Desludging Program – attached are two quotes obtained with respect to this proposed work slated for the 2023 year. Taber Solids is in at \$249,948.00 plus GST and Kayden is in at \$412,500.00 plus GST (they are calling this number a budgetary estimate). Operations Manager Madge will speak to these submissions at meeting time.

(that the Tri-Village Regional Sewage Services Commission contract _____ to complete the 2023 Desludging program as outlined in their proposal at a cost of \$ _____, and that these costs be built into the 2023 Operating Budget)

OR

(some other direction as given by the Board at meeting time)

- d) 2023 Interim Operating Budget – each year a municipality or commission must approve an interim operating budget for the subsequent year until such time as that year's operating budget is approved. *(that the Tri-Village Regional Sewage Services Commission approve a 2023 Interim Operating Budget at ½ the 2022 Approved Operating Budget and that this 2023 Interim Operating Budget cease to have any force and effect once the 2023 Operating Budget is approved)*

e)

f)

g)

9) Next Meeting Date & Location: January 19th, 2023 @ 7:00 p.m.

10) Confidential Matters: Closed Session: personnel

(that pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed session at _____ p.m. to discuss the following items:
Personnel/CAO/Administration Contract – FOIPP Act Section 17)

(that the Board return to an open meeting at _____ p.m.)

11) Adjournment:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY, SEPTEMBER 15th,
2022,
HELD AT THE SUNSET POINT OFFICE IN SUNSET POINT, AB
COMMENCING AT 7:02 P.M.**

IN ATTENDANCE

Angela Duncan, Chairperson/Director
Gwen Jones, Vice Chairperson/Director
Alan Christiansen, Director
Roger Montpellier, Director
Keir Packer, Director (via zoom)
Kelly Muir, Director (via zoom)
Wendy Wildman, Interim Chief Administrative Officer
Jason Madge, Manager/Operator

ABSENT

n/a

CALL TO ORDER

Chairperson Angela Duncan called the meeting to order at 7:02 p.m.

**ACCEPTANCE OF
AGENDA**

Res. P22-275

Moved by Director Alan Christiansen that the September 15th, 2022 Regular Meeting Agenda be approved with the following addition:

8b) Alberta Community Partnership Grant – study for water distribution in Tri-Village area

CARRIED

**APPROVAL OF
MINUTES**

Res. P22-276

Moved by Director Roger Montpellier that the minutes of the July 14th, 2022 Regular Board Meeting be approved as presented.

CARRIED

DELEGATIONS

n/a.



**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE
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REPORTS

Res. A22-277 Moved by Director Gwen Jones that the Chairpersons report, as verbally provided by Angela Duncan, be accepted for information.

CARRIED

Res. A22-278 Moved by Director Roger Montpellier that the Administration Report, as verbally provided by Interim Chief Administrative Officer Wendy Wildman, be accepted for information.

CARRIED

Res. A22-279 Moved by Director Gwen Jones that Administration investigate options for investing a portion of Tri-Village funds in an interest earning account, and report back to the Board.

CARRIED

Res. A22-280 Moved by Director Gwen Jones that the financial reports be accepted for information.

CARRIED

Res. A22-281 Moved by Director Roger Montpellier that the written and verbal Operations Report, as provided by Jason Madge, be accepted for information.

CARRIED

BYLAWS

n/a

Director Kelly Muir left the meeting at 8:08 p.m.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE
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OLD BUSINESS

Res. A22-282 Moved by Director Keir Packer that the Tri-Village Regional Sewage Services Commission advertise for a permanent Chief Administrative Officer and Management, Administration Services position (request for proposals, deadline of October 31, bring proposals to November meeting closed session, advertise AB Munis site and local papers).

CARRIED

Res. A22-283 Moved by Director Alan Christiansen that further to motion A23-272 and the July 28th, 2022 letter to the Summer Village of Sunset Point, that as the Tri-Village Regional Sewage Services Commission lacks clarity with respect to cross lot servicing and ownership, that prior to further consideration of the proposed Lakota Holdings RV development in the Summer Village of Sunset Point, that the TVRSSC will require a legal opinion to be obtained providing insight into this cross lot servicing and ownership issues and who specifically would inherit the services on private property should something go wrong with the development in the future (the Commission or the Summer Village) and said legal opinion to be obtained by the Summer Village (should the development proceed subject discussions to include negotiation of the connection fee and titled lots being subject to annual levy fee).

CARRIED

NEW BUSINESS

Res. A22-284 Moved by Director Roger Montpelier that Chairperson Angela Duncan, Interim Chief Administrative Officer Wendy Wildman and Operations Manager Jason Madge be authorized to attend a meeting with representatives of the Darwell Lagoon Commission to discuss a potential transmission/collection line between Darwell and Tri-Village and represent the TVRSSC position as discussed (consider a collection line for the right price, TVRSSC hire a consultant with DLC paying for same, and that a signed

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**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE
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agreement has to be entered into before any sewage starts flowing).

CARRIED

Res. A22-285

Moved by Director Gwen Jones that the invitation from the Darwell Lagoon Commission to have desludging of the Tri-Village Lagoon scheduled within the DLC's 2022 desludging schedule be accepted for information, and that the TVRSSC proceed with desludging as previously planned.

CARRIED

Res. A22-286

Moved by Director Roger Montpellier that the Tri-Village Regional Sewage Services Commission provide a letter of support to the Alberta Community Partnership application to complete a study for future water distribution in the Tri-Village area, managing partner being the Summer Village of Val Quentin.

CARRIED

CORRESPONDENCE

n/a

**CONFIDENTIAL
ITEMS**

n/a

NEXT MEETING DATE

Confirmed as November 17th, 2022 at 7:00 p.m.

ADJOURNMENT

As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 8:34 p.m.

These minutes approved this 17th day of November, 2022.

Angela Duncan, Chairperson

Wendy Wildman, Interim CAO

④

Tri-Village Regional Sewage Services Commission

September 22nd, 2022

Summer Village of Sunset Point

office@sunsetpoint.ca

Att: Mayor Gwen Jones

Re: **Proposed RV Development**

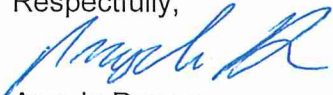
In reference to the above noted, our July 28th, 2022 letter and CAO Matthew Ferris's September 4th, 2022 follow-up email, please be advised this matter was further discussed by the Tri-Village Regional Sewage Services Commission at their regular meeting of September 15th, 2022.

The following motion was passed at this meeting:

Moved by Director Alan Christiansen that further to motion A23-272 and the July 28th, 2022 letter to the Summer Village of Sunset Point, that as the Tri-Village Regional Sewage Services Commission lacks clarity with respect to cross lot servicing and ownership, that prior to further consideration of the proposed Lakota Holdings RV development in the Summer Village of Sunset Point, that the TVRSSC will require a legal opinion to be obtained providing insight into this cross lot servicing and ownership issues and who specifically would inherit the services on private property should something go wrong with the development in the future (the Commission or the Summer Village) and said legal opinion to be obtained by the Summer Village (should the development proceed subject discussions to include negotiation of the connection fee and titled lots being subject to annual levy fee).

If you have any questions, please give me a call at 780-868-5103.

Respectfully,



Angela Duncan

Chairperson

TriVillage Regional Sewer Services Commission

Box 277, Alberta Beach, Alberta T0E 0A0
Phone: 780-967-0271 email: wendy@wildwillowenterprises.com

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Tri-Village Regional Sewage Services Commission
Chief Administrative Officer and Administration Support Services
Position
Request For Proposals

The Tri-Village Regional Sewage Services Commission (TVRSSC) is made up of 3 member municipalities being Alberta Beach and the Summer Villages of Sunset Point and Val Quentin. The TVRSSC owns and operates the sewer collection system including 7 lift stations within these 3 municipalities, along with one lagoon site. The TVRSSC has 6 Board of Directors, 2 from each member municipality. The TVRSSC has under contract an Operations Manager for the operation, maintenance and repair of the system. The TVRSSC is seeking requests for proposals for a permanent part-time Chief Administrative Officer/Administration Support Services person.

Duties include (but are not limited to):

- pre and post board meeting work (prepare and distribute agenda, record minutes, and all follow-up correspondence)
- advise the Board on MGA and other legislated requirements
- ensure website is kept up to date
- responsible for all accounts payable and accounts receiveable
- work with auditor for completion of annual audited financial statements
- prepare all bylaws, policies, correspondence, reports required by the Commission
- prepare annual reporting as required by the Commission
- work with the Board of Directors on all matters related to the Commission
- work with residents and other stakeholders on all inquiries and/or matters of the Commission
- this position is responsible to provide all administration support services necessary to operate the Commission
- the Commission has a laptop, with a financial software operating system of Account Edge

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-the Commission's regular Board meetings are held every two months in the evening, but additional meetings may be required depending on matters at hand

-

Information on the TVRSSC can be found on their website at <http://tvrssc.com/>

Please ensure your proposal is inclusive of all services, or alternatively please ensure your proposal specifically highlights any costs or fees that would be over and above the expected service provision.

Requests for Proposals will be received until 12:00 noon on Thursday, November 10th, 2022. Requests for Proposals can be mailed to:

Mail: TVRSSC at Box 277, Alberta Beach T0E 0A0

Attention Chairperson, Angela Duncan

or email: Chairperson, Angela Duncan at angeladuncan@albertabeach.com.

Thank you for your interest in the TVRSSC, please be advised only those selected for interviews will be contacted.

①

TVRSSC Reserves

	Beginning Balance (Dec 2021)	2022 Budgeted Funding to Reserves - Year End Actuals may affect this number	2022 Actual Reserve Transfers for Lift Stn Project	Balance Ending Oct 2022
Capital Replacement	696,144	271,995		968,139
Sewer Revitalization	1,387,193	50,000	- 515,560	871,633
Totals	2,083,337	321,995 -	515,560	\$ 1,889,772

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TVRSSC 5yr Capital Plan

Year	Project Description	Cost Estimate	Cost per Year
2021	Manhole lining approximately 40 manholes throughout the collection system	175,000.00	
	Lagoon Vegetation Control around cells	65,000.00	
	main lift station pump starter replacement includes program modifications	83,000.00	\$323,000.00
2022	Lift station pump control upgrade. Replaces all controls at the six mini stations	233,000.00	
	Pump replacement at all seven lift stations. Includes a spare pump for the main lift station and two spares for the other six stations	365,000.00	
	Manhole lining approximately 40 manholes throughout the collection system - <i>per Sandra's handwritten notes this is to be done per year</i>	175,000.00	\$773,000.00
2023	Desludging of four primary cells at the lagoon. Repeats every five years	350,000.00	
	Manhole lining approximately 40 manholes throughout the collection system - <i>per Sandra's handwritten notes this is to be done per year</i>	175,000.00	
	Storage Container (PER JASON)	7,500.00	
	As built drawings and condition assessment - Lagoon (PER JASON)	30,000.00	\$ 562,500.00
2024	Discharge line Right of Way Clearing	50,000.00	
	Fogging of the collection system	70,000.00	
	Lining manholes	120,000.00	\$240,000.00
2025	Camera all gravity mains	230,000.00	\$230,000.00
2026	Lining of sewer mains	375,000.00	
	Add rip rap at the lagoon	60,000.00	\$435,000.00
2027	Replace controls and pump at the lagoon	225,000.00	
2022 NOTES	RES. A22-245, RES. A22-249 & 250		
	CREDIT - 4593 TSF FROM RESERVES / DEBIT 3490 - SEWER REVITALIZATION		
	2022 FUNDS AVAILABLE	\$ 773,000.00	
2022-05-04	E C & M ELECTRIC NORTHERN LTD (Sandra Entry)	-284,360.00	per 2022 capital project total above
2022-07-13	VECTOR ELECTRIC & CONTROLS (Heather Entry)	-136,000.00	
2022-09-14	VECTOR ELECTRIC & CONTROLS (Heather Entry)	-95,200.00	
TOTAL	REMAINING FROM BUDGET	\$ 257,440.00	



Tri-Village Regional Sewer Services Commission
WASTEWATER LAGOON DE-SLUDGING

SUBMITTED: September 16, 2022

SUBMITTED BY:
 **TABER**
SOLIDS CONTROL (1998) LTD.

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Tri-Village Regional Sewer Services Commission

September 16, 2022

Attention: Jason Madge

RE: LAGOON DREDGING & DE-SLUDGING

TSC has over 16 years' experience in lagoon dredging and 36 years' experience in the solid liquid separation industry. We are committed to utilizing state of the art technology in the de-sludging processes restoring the environment while ensuring community and public safety are a top priority.

We are committed to producing a workable solid that can be stored or moved, whether the product is composted, land spread, or used as a day cover, adding economic value to our environment. TSC is also committed to safety and believes in ensuring the safety and wellbeing of all employees, customer property, equipment, and the environment. This commitment is recognized by the Partnership in Health and Safety which is evaluated annually.

Jason, we thank you for the opportunity to provide a proposal, and we look forward to the opportunity to work with yourself and the Tri-Village Regional Sewer Services Commission.

Best regards,



Cody Taber
Sales & Field Operations Manager
780.466.7799
cody@tabersolidscontrol.com



SITE VISIT

Based on our site visit September 12, 2022, we are satisfied that there are sufficient access options for equipment to be brought in on semi-trucks and space to set up equipment to complete the project. An accessible site will play a key factor in the efficient delivery of this project. Taber representatives would conduct a site visit prior to set-up to confirm and plan an equipment laydown option.

PROJECT UNDERSTANDING

To complete this project, the scope of work will include:

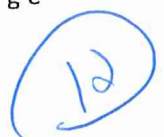
- Dredging to remove accumulated solids (sludge) from the lagoons.
- Sludge shall be dredged and pumped to TSC's holding tank on shore then processed via centrifuge into a solid that is manageable with a front-end loader. This approach will eliminate the need for geotextile tubes.

Based on the information provided TSC proposes the following key items for successful completion:

- Taber Solids Control will be provided with a reasonably level area to set up equipment.
- There will be a laydown area within reasonable proximity to the equipment setup area that TSC will be able to stockpile the solids.
- Truck access into site will be maintained for equipment mob in and mob out.
- TSC will run 12 hours a day, 7 days a week, with a 2-man crew.
- TSC equipment will be utilized for this project.
- Solids to be hauled by front end loader to stockpile area during dredging & centrifuging process.
- TSC will ensure Alberta guidelines and expectations are followed throughout the project.

DELIVERABLES

TSC understanding of the project's objective is to remove as much of the sludge build up as reasonably possible in a timely manner that is beneficial to Tri-Village Regional Sewer Services Commission. Our approach results in high efficiency of the solids dewatering process. This project will be delivered acknowledging the high impact on the community and public safety, health, and wellbeing. TSC will ensure all work is performed in conformance with OH&S regulations, industry safety measure, and all codes and regulations. TSC will abide by all traffic regulations, requirements, and orders.



Proposed Equipment Required

Please find below a list of equipment required to remove sludge from the lagoons,

- (4) Taber Centrifuge's c/w Pumps and Stand
- (2) Gorman Rupp Water Pumps c/w Foot Valve and Remote Control
- (2) Polymer Injection Tank c/w VFD Remote Control
- (1) Effluent Overflow Catch Tank
- (2) 8' X 20/30' Matts
- (1) Mudcat 40E Dredge c/w hoses and floats
- (1) 11' X 40' Shale Tank
- (1) Aluminum Boat c/w all Water Safety Equipment
- (1) 8' X 20' Shear Tank c/w Shear Pump, and Prefabs
- (1) Dredge operators Shelter
- (1) Taber Operators 2-way communication radios
- (2) Taber Operators H2S Gas Monitors
- (1) King Cobra Shale Shaker c/w all required screens necessary
- (1) Porta Potty & Hand Wash Station
- (1) Daily Polymer Cost
- (1) Daily Diesel Fuel cost
- (1) 300 KW Lite Plant
- (1) 3000 Litre Fuel Cell c/w Pump
- (1) Front End Loader c/w Bucket, Forks and Stinger Boom
- (2) Field Service Technicians, 12 hours a day (7 days a week) includes Lodging, Subsistence and Company Vehicles

PROPOSAL FORM



Propose 22 days @ \$10,159.00 Per Day:	\$223,498.00
Mobilization/Demobilization:	\$26,450.00
Total (not including G.S.T)	\$249,948.00

- Rig up and tear out included in first and last days rate.
- If the project is completed sooner, you are only charged for days operating.
- Solids to be stockpiled on site at a nearby location.
- The dredge is complete with a liner protection system keeping the cutterhead off bottom, therefore, it is expected that there will be a minimal amount of residual solids left on bottom.
- Fuel & Chemical costs subject to change due to volatile global supply conditions.

To insure uninterrupted and competitive services, Taber Solids Control (1998) Ltd. utilizes an in-depth maintenance program for all our equipment. Our highly skilled and trained personnel operate at a level of proficiency that allows us to be competitive in an ever-changing market.

From stripping drill mud to dewatering municipal sludge ponds, Taber has the equipment and personnel to complete the job quickly and efficiently.

OTHER PERTINENT INFORMATION

Certificate of Recognition (COR)

Taber Solids Control has a valid COR and will provide the Client with a copy upon contract award.

Insurance Requirements

TSC meets all insurance requirements as outlined in this RFP and will provide copies of insurance upon contract award.

WCB

TSC is in good standing with WCB and will provide clearance letter upon award of contract.

References

Available upon request

Desludging Pricing

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list.
[I trust content from jasonmadge2@gmail.com.](#) | [Show blocked content](#)

ⓘ You replied on Tue 11/8/2022 12:57 PM

JM Jason Madge <jasonmadge2@gmail.com>
To: Wendy wildwillowenterprises.com

😊 ↩️ ↩️ ➡️ ⋮
Tue 11/8/2022 12:22 PM

📎 Tri Village Lagoons 2022.pdf ✓
197 KB

Wendy,

Please find attached pricing for the desludging in 2023. Could we please add to the agenda for discussion and approval?

Thank you,
Jason

Fred Netter

Thu, Oct 6, 10:32 AM

to me

Jason Please find a budgetary estimate for Tri Village Lagoons

All prices based on processing 8000 cu meters of sludge 24hours/7days a week

Processing, equipment and personal

Freight

Mobe and Demobe

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Desludging Pricing

Freight

Mobe and Demobe

Dredge moves between cells. \$412,500.00 Tax extra

All solids to be stored on site.

Jason, as we all know this is budgetary and may go up or down by next season. We can also look at you supplying certain items to reduce costs.

Thanks, questions ? Please call.

FRED NETTER | Environmental Business Development Manager - Canada

fnetter@kaydenindustries.com

Kayden Environmental Services

c 780-720-5758

3348 - 58 Ave SE, Calgary, Alberta T2C 0B3

www.kaydenindustries.com

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➡️ Forward