

**AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD WEDNESDAY, MAY 24<sup>th</sup>, 2023, IN PERSON AT THE ALBERTA BEACH OFFICE COMMENCING AT 7:00 P.M.**

- 1) Call to Order:
- 2) Acceptance of Agenda:
  - May 24<sup>th</sup>, 2023 meeting agenda (*approve as is or with additions/deletions*)
- 3) Adoption of the Previous Minutes:
  - March 23<sup>rd</sup>, 2023 regular meeting minutes (*approve as is or with amendments*)
- 4) Appointments/Delegations: n/a
- 5) Reports:
  - a) Chairperson:
    - (*that the Chairperson's Report, as presented by Angela Duncan, be accepted for information*)
  - b) Administration:
    - i) Policies and Bylaws
    - ii) Memorandum of Understanding with Darwell Lagoon Commission/Lac Ste. Anne County
    - iii)
      - (*that the Administration Report, as presented by CAO Wendy Wildman, be accepted for information*)
  - c) Financial Reports: YTD as of April 30<sup>th</sup>, 2023
    - (*that the Year to Date Financial Report as of April 30<sup>th</sup>, 2023 be accepted for information as presented*)
  - 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

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7) Old Business:

a)

8) New Business:

a) Regular Meeting Dates – administration is asking for consideration to move our meeting dates from a Thursday to a Wednesday.

*(that Regular Board of Director Meeting dates be moved from the third Thursday of every other month to the third Wednesday of every other month)*

or

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

b)

c)

9) Information Items:

a)

10) Next Meeting Date & Location: July \_\_\_\_, 2023 @ 7:00 p.m., Sunset Point Office

11) a) Confidential Matters: *Pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at \_\_\_\_\_ p.m. to discuss the following: Memorandum of Understanding, Tri Village Regional Sewage Services Commission and the Darwell Lagoon Commission - Legal - Solicitor/Client Privilege (FOIPP Act Section 27).*

*(that the Board come out of closed meeting at \_\_\_\_\_ p.m.)*

*(further direction as given by the Board at meeting time)*

12) Adjournment:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON THURSDAY, MARCH 23<sup>rd</sup>, 2023,  
HELD AT THE ALBERTA BEACH MUNICIPAL OFFICE, AB  
COMMENCING AT 7:02 P.M.**

**IN ATTENDANCE**

Angela Duncan, Chairperson/Director  
Gwen Jones, Vice Chairperson/Director  
Alan Christiansen, Director  
Keir Packer, Director (via zoom)  
Roger Montpellier, Director (via zoom—arrived at 7:21 p.m.)  
Kelly Muir, Director (arrived 7:53 p.m.)  
Wendy Wildman, 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. P23-315

Moved by Vice Chairperson Gwen Jones that the March 23<sup>rd</sup>, 2023 Regular Meeting Agenda be approved as presented.

CARRIED

**APPROVAL OF  
MINUTES**

Res. P23-316

Moved by Director Alan Christiansen that the minutes of the January 19<sup>th</sup>, 2023 Regular Board Meeting be approved as presented.

CARRIED

**DELEGATIONS**

Res. P23-317

Moved by Vice Chairperson Gwen Jones that pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at 7:03 p.m. to discuss the following:

- a) Legal – Solicitor/Client Privilege (FOIPP Act Section 27)

CARRIED

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
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COMMENCING AT 7:02 P.M.**

The meeting recessed from 7:03 p.m. to 7:05 p.m.

The following individuals were presented for the closed session:

Angela Duncan  
Gwen Jones  
Alan Christiansen  
Keir Packer  
Wendy Wildman  
Jason Madge

D. Evanchuk Doug Evanchuk, legal counsel with McLennan Ross joined the closed meeting session via zoom at 7:05 p.m.

R. Montpellier Roger Montpellier joined the closed meeting session via zoom at 7:21 p.m.

K. Muir Kelly Muir joined the closed meeting session at 7:53 p.m.

D. Evanchuk Doug Evanchuk left the meeting at 8:07 p.m.

Res. P23-318 Moved by Director Kelly Muir that the Board come out of closed meeting session at 8:08 p.m.

CARRIED

The meeting recessed from 8:08 p.m. to 8:10 p.m.

S. Kim Steven Kim, Auditor with Doyle and Company joined the meeting via zoom at 8:10 p.m.

Mr. Kim presented and reviewed with the Board and Administration the draft 2022 Audited Financial Statements.

Res. P23-319 Moved by Vice Chairperson Gwen Jones that the draft 2022 audited financial statements, as presented by Steven Kim of Doyle and Company, be approved with the surplus amount of \$131,822.00 being split as follows:

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\$50,000.00 to the Capital Replacement Reserve  
\$41,822.00 to the Sewer Revitalization Reserve  
\$40,000.00 to the Operating Reserve (new reserve)

CARRIED

S. Kim    Steven Kim left the meeting at 8:26 p.m.

**REPORTS**

Res. A23-320    Moved by Director Keir Packer that the Chairpersons report,  
as verbally provided by Angela Duncan, be accepted for  
information.

CARRIED

Res. A23-321    Moved by Director Kelly Muir that the Administration  
Report, as verbally provided by Chief Administrative  
Officer Wendy Wildman, be accepted for information.

CARRIED

Financials    n/a

Res. A23-322    Moved by Director Alan Christiansen that the verbal  
Operations Report, as provided by Jason Madge, be accepted  
for information.

CARRIED

**BYLAWS**    n/a

**OLD BUSINESS**    n/a

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
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COMMENCING AT 7:02 P.M.**

**NEW BUSINESS** n/a

**CORRESPONDENCE** n/a

**CONFIDENTIAL  
ITEMS** A closed session was held earlier in the meeting.

**NEXT MEETING DATE**

Res. A23-323 Moved by Chairperson Angela Duncan that the next regular Board of Directors meeting be changed from Thursday, May 18<sup>th</sup> to Thursday, May 11<sup>th</sup>, 2023.  
CARRIED

**ADJOURNMENT** As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 8:31 p.m.

These minutes approved this 11<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Angela Duncan, Chairperson

\_\_\_\_\_  
Wendy Wildman, CAO



**TRIVILLAGE REGIONAL SEWAGE  
SERVICES COMMISSION  
BOX 277  
ALBERTA BEACH, AB T0E 0A0**

**Profit & Loss [Budget Analysis]**

**January 2023-April 2023**

2023-05-15  
09:32:34 AM

	Selected Period	Budgeted	\$ Difference	% Difference
<b>INCOME</b>				
OPERATING REQUISITION	\$97,992.00	\$391,970.00	-\$293,978.00	(75.0%)
SEWER REVITALIZATION	\$0.00	\$271,696.00	-\$271,696.00	(100.0%)
DEBENTURE - LAGOON	\$67,657.00	\$135,314.00	-\$67,657.00	(50.0%)
DEBENTURE - LIFT STN	\$0.00	\$117,404.00	-\$117,404.00	(100.0%)
INTEREST	\$27,731.53	\$25,000.00	\$2,731.53	10.9%
OTHER	\$0.00	\$5,000.00	-\$5,000.00	(100.0%)
TSF FROM RESERVES	\$0.00	\$420,000.00	-\$420,000.00	(100.0%)
Total INCOME	<u>\$193,380.53</u>	<u>\$1,366,384.00</u>	<u>-\$1,173,003.47</u>	<u>(85.8%)</u>
<b>EXPENSES</b>				
CAPITAL PROJECT-MANHOLE REPAIR	\$17,500.00	\$17,500.00	\$0.00	0.0%
CAPITAL PROJECT-DESLUDGING	\$0.00	\$350,000.00	-\$350,000.00	(100.0%)
CAPITAL PROJECT-STORAGE PURCH	\$6,800.00	\$7,500.00	-\$700.00	(9.3%)
CAPITAL PROJECT-LAGOON ASSESS	\$0.00	\$45,000.00	-\$45,000.00	(100.0%)
CASUAL LABOUR & WCB	\$265.24	\$2,200.00	-\$1,934.76	(87.9%)
ADVERTISING & PROMOTION	\$0.00	\$2,000.00	-\$2,000.00	(100.0%)
AUDIT, LEGAL & PROF. FEES	\$5,125.00	\$30,000.00	-\$24,875.00	(82.9%)
CONTRACTED MANAGEMENT FEES	\$7,850.00	\$30,000.00	-\$22,150.00	(73.8%)
HONORARIA	\$2,352.56	\$6,400.00	-\$4,047.44	(63.2%)
INTEREST & BANK CHARGES	\$25.00	\$0.00	\$25.00	NA
MEMBERSHIPS	\$55.00	\$200.00	-\$145.00	(72.5%)
OFFICE & MISCELLANEOUS	\$1,104.03	\$5,600.00	-\$4,495.97	(80.3%)
CONTRACTED RENTAL SERVICES	\$4,800.00	\$6,000.00	-\$1,200.00	(20.0%)
TRAVEL	\$224.04	\$800.00	-\$575.96	(72.0%)
INSURANCE	\$54.08	\$9,100.00	-\$9,045.92	(99.4%)
PROFESSIONAL DEVELOPMENT	\$0.00	\$2,500.00	-\$2,500.00	(100.0%)
CONTRACTED MGMT & OPERATIONS	\$14,282.97	\$57,132.00	-\$42,849.03	(75.0%)
CONTRACTED OPERATOR (HOURS)	\$476.08	\$40,000.00	-\$39,523.92	(98.8%)
SUPPLIES & MISCELLANEOUS	\$0.00	\$1,000.00	-\$1,000.00	(100.0%)
REPAIRS/MAINTENANCE LAGOON	\$2,700.00	\$20,000.00	-\$17,300.00	(86.5%)
REPAIRS & SUPPLIES LIFT STNS	\$11,107.89	\$20,500.00	-\$9,392.11	(45.8%)
FLUSH/DISCHARGE LINES	\$0.00	\$60,000.00	-\$60,000.00	(100.0%)
REPAIRS & SUPPLIES EQUIPMENT	\$0.00	\$1,000.00	-\$1,000.00	(100.0%)
REPAIRS & SUPPLIES SEWER LINES	\$20,658.93	\$45,000.00	-\$24,341.07	(54.1%)
PREVENTATIVE MAINTENANCE	\$0.00	\$15,000.00	-\$15,000.00	(100.0%)
UTILITIES & TELEPHONE	\$12,586.14	\$55,000.00	-\$42,413.86	(77.1%)
INTEREST ON LONG TERM DEBT	\$23,694.67	\$99,578.00	-\$75,883.33	(76.2%)
Total EXPENSES	<u>\$131,661.63</u>	<u>\$929,010.00</u>	<u>-\$797,348.37</u>	<u>(85.8%)</u>
Operating Profit	<u>\$61,718.90</u>	<u>\$437,374.00</u>	<u>-\$375,655.10</u>	<u>(85.9%)</u>
<b>Other Expenses</b>				
DEBENTURE COSTS - LAGOON UPGR	\$43,961.84	\$88,933.00	-\$44,971.16	(50.6%)
DEBENTURE COSTS - LIFT STNS	\$0.00	\$64,206.00	-\$64,206.00	(100.0%)
TRANSFER TO RESERVES	\$0.00	\$284,235.00	-\$284,235.00	(100.0%)
Total Other Expenses	<u>\$43,961.84</u>	<u>\$437,374.00</u>	<u>-\$393,412.16</u>	<u>(89.9%)</u>
Net Profit/(Loss)	<u><u>\$17,757.06</u></u>	<u><u>\$0.00</u></u>	<u><u>\$17,757.06</u></u>	<u><u>NA</u></u>

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- In March we experienced a few service lines that froze both in VQ and SSP.
- We are once again seeing high volumes of wipes going through our system, in some cases the wipes are still causing pump troubles.



- Two pumps, one at the main lift and one at AB2 have had to be taken out and sent in for repairs as a result of the wipes.
- Manhole seals have started being installed throughout the system.
- We had to excavate to repair a severe sag in a service line in SSP.
- We excavated to repair a separated service line in SSP.
- I have been working with our Engineer consultant on the as built drawings, condition assessment and capacity study.
- Have began coordinating the desludging program.
- Berm construction is completed. Cat tails have been removed.
- Desludging contractor will mobilize to site May 24<sup>th</sup>.
- Hwy 43 waste commission has granted permission to take material from desludging to the main landfill. This will take place over the course of the summer/fall as the landfill can only accept so much at a time.
- Line flushing is complete.
- Lift station wet well cleaning to take place later in May or early June.
- Annual lagoon discharge should be underway before meeting time. This is expected to take 21 days to complete.