

SAEWA Executive Committee Meeting: Monday, September 12, 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	Ben Armstrong Chair Wheatland County	Paul Ryan, Vice-Chair MD of Bighorn
	Kim Craig Town of Coaldale	Val Warnock Town of Trochu
Agenda Item #		
Also Present: Sherry Poole – SAEWA Manager		
<u>Item 1:</u> Call to Order: 1:02 pm	CHAIR Armstrong called the meeting to order at 1:02 pm.	
<u>Item 2:</u> Adoption Agenda 2016-09-12 MTN E2016 09 01	MOTION BY MEMBER Craig In adoption of 2016-09-12 agenda with amendments as noted: 5.5 Web submission received from Dale Lier (Agri- Power) 5.6 SABDA (Southern Alberta Business Development Association)	
	CARRIED ALL	
<u>Item 3:</u> Adoption Minutes 2016-08-12 MTN E2016 09 02	MOTION BY MEMBER Ryan In adoption of 2016-08-12 Meeting Minutes.	
	CARRIED ALL	
<u>Item 4:</u> Old Business Items MTN E2016 09 03	4.0 Old Business Items: 4.1 The Action Log updates effective 2016-09-12 were provided by administration. RECEIVED FOR INFORMATION	
MTN E2016 09 04 ACTION ITEM	4.2 MOTION BY MEMBER Ryan To suggest to the Board for their consideration of November 25 th as the date available for a Strategic Planning Session, as administration advised that the Tourism and Community Coordinator confirmed that as their only potential date for availability in 2016 and as well Chair Armstrong confirmed availability and Council approval for use of the Wheatland County EOC building for that date. ACTION ITEM – CARRIED ALL	
ACTION ITEM	4.3 MOTION BY MEMBER Warnock To receive the FCM – GMF Fund contract agreement copy as provided by FCM for SAEWA files for information to the Board. ACTION ITEM – CARRIED ALL	
	4.4 Member Ryan informed of communication status with Pembina representative Senior Advisor, as he advises that the Pembina Group are reviewing SAEWA’s request for interest in developing the Terms of Reference for the Transportation Study to determine if they will be available for that and if so, what that would look like and Paul will be meeting with them the 3 rd week of September to discuss	

	<p>further; also mentioning that in discussions it looks like many have separated these studies between environmental and logistics. ACTION ITEM - RECEIVED FOR INFORMATION</p>
<p>ACTION ITEM</p>	<p>4.5 Member Ryan provided a report regarding weekly DBP status meetings with HDR advising that HDR recognized that in their presentation update to the Board on August 21st that there were concerns that some of the panels did not address implications for a utility and private model; HDR has been requested to produce panels that address the original funding model and these are to be included in the presentation update to the Board scheduled for discussion September 23rd, 2016. ACTION ITEM - RECEIVED FOR INFORMATION</p>
<p>ACTION ITEM</p>	<p>4.6 Administration advised HDR confirmed receipt of collated list of Director responses comments that were submitted by Directors in result of the Detailed Business Plan – draft review; the Executive have directed administration to follow up with HDR to discuss determine in advance what their approach will be in providing feedback / clarification to the questions / comments submitted, also noting that it will be a suitable expectation for HDR to be able to provide clarity where the answers can be found in the report. ACTION ITEM – RECEIVED FOR INFORMATION</p>
<p>MTN E2016 09 05 ACTION ITEM</p>	<p>4.7 MOTION BY MEMBER Warnock For Decentralized Energy Canada membership to be put forward to November Board agenda for further discussion. ACTION ITEM - CARRIED ALL</p>
<p>ACTION ITEM</p>	<p>4.8 The Executive Summary is waiting for HDR to make clarification in presentation as required to wrap up details of the Executive Summary around. ACTION ITEM FOR FURTHER REVIEW</p>
<p>ACTION ITEM</p>	<p>4.9 As noted above in 4.7</p> <p>4.10 Email from Minister Shannon Phillips received for information with updates on determination of scheduling of meeting availability for October 6, 2016 at AUMA Conference to be determined. ACTION ITEM - RECEIVED FOR INFORMATION</p>
<p>ACTION ITEM</p>	<p>4.11 Administration is required to prepare a report for decision to be presented to the Board in recommendation of an information management system application; this will include both Box Clever estimate for a secure sign in page and Cubby cloud system. ACTION ITEM FOR DECISION TO THE BOARD</p>

<p><u>Item 5:</u> New Business Items ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM MTN E2016 09 06</p>	<p>5.0 New Business Items:</p> <p>5.1 Member Ryan reported an update to the Executive regarding the HDR weekly meetings informing that Fred Kramer did advise that the numbers are being reviewed by their analyst who is due to return today and as soon as review is completed they will finalizing the report to present back to the Board; Member Ryan also said that he conveyed a concern for how long it was taking and also requested for administration to follow up with the Town of Banff to ensure that HDR did receive their comparison waste data as it was the final information HDR had not received as of yet.</p> <p style="text-align: right;">ACTION ITEM – RECEIVED FOR INFORMATION</p> <p>5.2 The HDR project schedule was received for information noting that this was a copy of an original supplied by HDR in 2014 and will be uploaded to the engineering project documents on the website which is now completed.</p> <p style="text-align: right;">ACTION ITEM - COMPLETED</p> <p>5.3 Administration brought forward for discussion the Monthly Balance Sheet to better determine the expectation of reporting FCM Grant revenue 2016 - 2017– as deferred revenue and as a result the Executive have directed administration to discuss with KPMG Accounting to receive their direction according to standard accounting procedures.</p> <p style="text-align: right;">ACTION ITEM TO BRING FORWARD</p> <p>5.4 MOTION BY MEMBER Ryan To receive for acceptance MD of Taber request for membership directing administration to submit New Membership Policy package to MD of Taber in follow up.</p> <p style="text-align: right;">ACTION ITEM – CARRIED ALL</p>
<p><u>Item #6:</u> For Information</p>	<p>6.0 Items for Information:</p> <p>There are no further items for information.</p>
<p><u>Item #7:</u> Member Reports</p>	<p>7.0 Member Reports:</p> <p>There are no member reports at this time.</p>
<p>MTN E2016 09 07 Adjournment 2:44 pm</p>	<p>MOTION BY MEMBER Ryan In adjournment of the meeting noting: Next Meeting date October 14, 2016.</p> <p style="text-align: right;">CARRIED ALL</p>