

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

REGULAR BOARD MEETING

Date: November 28, 2019
Location: Town of Tofield
Time: 5:00 PM

COMMISSION DIRECTORS present at commencement:

Chairman: Brian Ducherer
Vice-Chairman: Harold Conquest, BSc, ICD.D
Director: Mark Giebelhaus
Director: Kevin Smook
Director: Jason Ritchie, BBA, ICD.D

COMMISSION DIRECTORS absent at commencement:

N/A

ADMINISTRATION present at commencement:

General Manager: Pierre Breau, P. Eng., ICD.D
Chief Financial Officer: Juvy Geniza, CPA/CMA
PCS: Anne Ruzicka
HR/Payroll Manager: Jeanie DeGrande, CHRP
P/ME Cam Borton, P. Eng., PMP
P/ME Megan McBain-Tannas, E.I.T.
Engineering Coordinator: Meaghan Neufeld., M.Sc., and E.I.T.
Operations Manager: Mark Lowe
BDM: Greg Olson
P&C Assistant: Andrew Sorenson
EA Marilyn Booth

ADMINISTRATION absent at commencement:

N/A

GUESTS present at commencement:

Berry Architecture + Associates Carlos Gamez Ruiz
Breanna Spence

1. Call to Order (Regular Meeting)

Chairman Ducherer called the meeting to order at 5 pm.

2. Additions/Deletion/Changes to the Agenda

2.1 Addition – 6.8 – 2019 Workstation Upgrade

2.2 Amendment – 6.7 – RFD to BDR – 2020 Budget.

2.3 Amendment – 6.6 – FIO is BDR – Update on Holden Bottle Depot

19 156 *Moved by Dir. Conquest to approve the agenda, with amendments.*

Carried

3. Reading and Approval of the Minutes:

3.1 Minutes of the Special Meeting of November 4, 2019

19 157 *Moved by Dir. Smook that the Minutes from the Special Meeting of November 4, 2019, be approved, as presented.*

Carried

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3.2 Minutes of the Regular Meeting of November 7, 2019

19 158 *Moved by Dir. Ritchie that the Minutes from the Regular Meeting of November 7, 2019, be approved, as presented.*

Carried

4. Regular Reports – Consensus Agenda

4.1 Follow up Action List (FUAL)

4.2 Operations Update

19 159 *Moved by Dir. Giebelhaus to approve the Consensus Agenda for information, as circulated.*

Carried

5. Conferences/Training/Correspondence

5.1 Calendar of Events

5.2 MSL No. 063/19

5.3 Proposed 2020 Meeting Schedule.

19 160 *Moved by Dir. Giebelhaus that the Proposed 2020 Board Meeting Schedule, be approved, with amendments.*

Carried

The 2020 schedule will go as follows:

January	16	Tofield
February	27	Tofield
March	26	Ryley
April	16	Ryley
May	21	Viking
June	18	Ryley
No Meetings in July		NA
August	20	Holden
September	17	Viking
October	15	Ryley
November	26	Tofield
December	17 - Tentative	Tofield

5.4 Issued Letters Resulting from November 7 Regular Board Meeting

5.5 PAC Meeting Agenda

5.6 Recommendations resulting from November 19, 2019 PAC Meeting

5.7 MCC Motions of November 20, 2019 Beaver County Council Meeting.
Discussion of these motions was referred to later in the meeting.

6. Board Matters

6.1 FIO – BMS-2019-002 New Administration Building Presentation

BMS prepared a Request for Proposals (RFP) for an Administrative Building Design and Project Management services for BMS-2019-002 – New Administration Office Building on September 16, 2019. The RFP closed on October 3, 2019, there were nine submissions from interested vendors. BMS granted award of the Building design and Project Management Services to Berry Architecture and Associates

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(BAA) for \$199,518.00 plus GST. The project is budgeted for \$2.2 million in the proposed 2020 Capital Budget. The building's conceptual design was presented to the Board by Carlos Gamez Ruiz, AAA, RAIC, Project Architect with Berry Architecture. The building is proposed to meet the LEED Gold standard.

6.2 RFD – Quarterly HR Report

19 161 *Moved by Dir. Giebelhaus that the HR Quarterly Report III be approved for information, as it is presented.*

Carried

6.3 RFD – Waste Water Mobile Treatment Unit

19 162 *Moved by Dir. Ritchie that the Board request Municipal Affairs to release Oresco model PR0H20 mobile wastewater treatment unit, serial number 103-2015 for sale.*

Carried

6.4 FIO – Willow Project Update

The GM presented a preliminary report on the willow plantation project located at S4-51-17-W4M. The willow plantation project started as a biosolids land application project in 2013. Approximately 9,540 tonnes of CoE wastewater treated biosolids were applied to two parcels, S4-51-17-W4M, and NW21-50-17-W4M.

The plantation was experimental, and some varieties provided poor yields. A recently received plantation assessment report was reviewed with the Board. A recommendation on future actions with respect to this project will be forthcoming at a Board meeting in early 2020.

6.5 FIO –GPS System Functionality Report

BMS has implemented a GPS tracking system as part of improving efficiency and productivity of our fleet, as well as a requirement for the hauling contract with the CoE. Since implementing the GPS in August of 2019, fuel efficiency of the individual units has been tracked and shows an overall decrease in litres of fuel per kilometer travelled. Tracking and reporting of the system is completed daily and a monthly report is provided to the GM.

Engineers Meaghan Neufeld and Cam Borton presented the Board with recent analytical reports derived from GPS data, and provided a live system demonstration.

6.6 BDR – Update on Holden Bottle Depot

In October 2019, the Country Bottle Depot relocated into the Village of Holden and the current site is no longer available for the rural waste bin. Staff met with Holden Administration and presented options to accommodate the Village of Holden's disposal requirements.

19 163 *Moved by Dir. Conquest that BMS staff place additional 4 yard waste collection bins in the Village of Holden with costs being borne to BMS.*

Carried

Chairman Ducherer called for break at 7:50 pm

Chairman Ducherer resumed Regular Meeting at 8:00 pm

19 164 *Motion to go in-session moved by Dir. Ritchie at 8:30 pm.*

Carried

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FOIP Section 21 (1)

19 165 *Motion to go out-of-session moved by Dir. Ritchie at 9:30 pm.*

Carried

19 166 *Motion to notify public to return to open meeting moved by Dir. Ducherer at 9:32 pm.*

Carried

Motions Arising from Closed Session

19 167 *Moved by Dir. Smook to direct BMS staff to work together with the MCC Steering Committee and municipal members , and their staff ,on coordinating and improving communications in a consistent matter pertaining to relevant information regarding the MCC project on member publications , webpages and social media , and report on actions taken at the next regularly-scheduled Board meeting.*

Carried

19 168 *Moved by Dir. Conquest that BMS staff prepare and present to the Board, as soon as practicable, a report recommending measurable solutions in order to address concerns expressed at recent public information sessions regarding cumulative negative effects/impacts from BMS operations including control, of mud tracking on highways, landfill bird control, other adjacent land owner concerns, and review effectiveness of existing Good Neighbour Grants policy in addressing such concerns.*

Carried

19 169 *Moved by Dir. Ritchie that the MCC Steering Committee and municipal members be advised of the passage of the prior motions in advance of the next scheduled MCC Steering Committee meeting .*

Carried

6.7 BDR – 2020 Budget

19 170 *Moved by Dir. Ritchie that review of the 2020 Budget report be continued at the December 12, 2019 Regular Board Meeting.*

Carried

6.8 RFD – 2019 Workstation Upgrade

19 171 *Moved by Dir. Conquest that the Board approve the unbudgeted expense for the upgrade of workstations at an amount not exceeding \$72,000.00.*

Carried

7. Closed Session – FOIP

7.1 Section 17 (1)

19 172 *Motion to go in-session moved by Dir. Ducherer at 10:15 pm.*

Carried

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19 173 *Motion to go out-of-session moved by Dir. Smook at 10:40 pm.*

Carried

19 174 *Motion to notify public to return to open meeting moved by Dir. Ritchie at 10:42 pm.*

Carried

8. Motion arising from Closed Session

19 175 *Moved by Dir. Conquest to extend the termination date of the General Manager's employment contract to July 31 ,2023 , with adjustments to salary and vacation entitlement , as discussed .*

Carried

9. Meeting Evaluation Forms – Completed

10. Adjournment

19 176 *Moved by Director Ducherer to adjourn the meeting at 10:43pm.*

Carried

The next Regular meeting of the Board will be December 12, 2019 at the Village of Ryley


Chairperson


GM