



**AGENDA**  
**Foothills Regional Services Commission**  
**Waste Water Operations**  
Monday October 28, 2024  
Zoom Virtual Meeting

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\*enclosure

1. CALL TO ORDER
2. ADDITIONS TO AGENDA
3. ADOPTION OF AGENDA
4. \*ACCEPTANCE OF THE FRSC MINUTES FROM PREVIOUS MEETING  
*Recommendation:* The minutes of the meeting held on Monday September 23, 2024 be accepted as presented.
5. \*ACCOUNTS PAYABLE  
*Recommendation:* The Accounts Payable dated October 28, 2024 in the amount of \$5,644.38 be accepted for payment.
6. BUSINESS
  - A. Frank Lake Lift Station/Pipeline Update.
  - B. \*Waste Water Flow Table – September 2024.
  - C.
  - D.
  - E. Round Table Discussion.
7. NEXT MEETING  
Next scheduled Organizational meeting & Regular meeting held in via Zoom Virtual Meeting on Monday November 25, 2024 or as determined at the Landfill Operations Meeting.
8. ADJOURNMENT



**MINUTES**  
**Foothills Regional Services Commission**  
**Waste Water Operations**  
Monday September 23, 2024  
Zoom Virtual Meeting

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- Officers: Harry Riva Cambrin, CAO  
Christine Hummel, Director of Corporate Services
- Directors: Rachel Swendseid, Chair, Okotoks Director  
Michael Nychyk, Vice-Chair, High River Director  
Delilah Miller, Foothills County Director
- Staff: Reginald Hammond, Deputy Director of Corporate Services  
Courtney Russell, Landfill Coordinator  
Krista Conrad, Legislative Services Assistant
- Meeting  
Call to Order: Chair Rachel Swendseid called the meeting to order at 9:55 a.m.
- Additions: There was one addition to the agenda. 6C. Financial Audit Proposal 2024-2028.
- Agenda Adoption: **RESOLUTION 106/2024**  
Moved by Director Michael Nychyk that the agenda be accepted with one addition to the agenda 6C. Financial Audit Proposal 2024-2028 – Christine Hummel.  

CARRIED
- Minutes: **RESOLUTION 107/2024**  
Moved by Director Delilah Miller that the minutes of the meeting held Monday August 26, 2024 be accepted as presented.  

CARRIED
- Accounts Payable: **RESOLUTION 108/2024**  
Moved by Director Delilah Miller that the accounts payable dated September 23, 2024, in the amount of \$2,575.57 be accepted for payment.  

CARRIED
- Operations Update: Frank Lake Lift Station/ Pipeline Update – Harry Riva Cambrin & Christine Hummel  
  1. Lift station roof is failing. Looking into quotes for replacement.
- Waste Water Flows: Discussed the Waste Water flows for August 2024.  
**RESOLUTION 109/2024**  
Moved by Director Michael Nychyk that the Frank Lake lift station update and Waste Water Volumes for August 2024 be accepted for information.  

CARRIED



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Financial Audit Proposal 2024-2028 (5 years) – Christine Hummel.

1. The current audit contract ended December 31, 2024, Administration put out a request for financial audit and assurance services.
2. Two firms responded: Avail LLP Chartered Professional Accountants and Meyers Noris Penny (MNP). After careful evaluation using criteria that was made public, Avail LLP came out as the successful proponent with fees starting at \$10,000 for the 2024 year-end for the Foothills Regional Services Commission. Incremented up \$500/year after. 80% billed to the Landfill and 20% to Frank Lake.

**RESOLUTION 110/2024**

Moved by Director Rachel Swendseid that the Board award the five-year contract for financial audit and assurance services for the years ending December 31, 2024-2028 to Avail LLP Chartered Professional Accountants.

CARRIED

There was round table discussion.

Next Meeting: Next meeting on Monday October 28, 2024 at 9:30 a.m., immediately following the Landfill Operations meeting.

Adjournment: **RESOLUTION 111/2024**  
Moved by Director Rachel Swendseid that the Foothills Regional Services Commission – Waste Water Operations meeting of September 23, 2024 be adjourned at 10:33 a.m.

CARRIED

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Chairman

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CAO

**Foothills Regional Services Commission - Frank Lake**  
**Accounts for Approval**  
**October 28, 2024**

<u>Cheque #</u>	<u>Vendor Name</u>	<u>Cheque Amt</u>
1775	Town of High River Inv 107226, 107289, 107345 - Aug & Sept maintenance, phone	\$ 2,392.88

<b>Cheque Total</b>	\$2,392.88
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Preauthorized Payments

2024-10-19	Telus Communications	\$136.61
2024-10-28	Alberta Municipal Services Corp (power)	\$3,114.89

<b>Pre-Authorized Payment Total</b>	\$3,251.50
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<b>Grand Total</b>	\$5,644.38
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**Table 1: 2024 YTD Breakdown of Wastewater Pumped to Frank Lake**

2024	Total Flow to Frank Lake 000,000 IG	Average Flow to Frank Lake IGPM	Total Flow from Cargill 000,000 IG	Average Flow from Cargill IGPM	Total Flow from High River 000,000 IG	Average Flow from High River IGPM	Total Flow from F.C. 000,000 IG	Average Flow from F.C. IGPM
Jan-24	67.7	1517	40.2	901	26.7	598	0.6	13
Feb-24	62.5	1550	36.6	876	24.7	613	1.1	27
Mar-24	69.2	1550	40.2	901	27.7	687	1.2	27
Apr-24	64.7	1498	34.1	789	29.6	685	0.9	21
May-24	73.9	1655	34.1	764	38.6	894	1.2	27
Jun-24	70.7	1637	35.0	810	34.2	792	1.6	37
Jul-24	67.9	1521	36.1	809	31.1	697	0.6	13
Aug-24	87.3	1956	61.1	1369	25.8	578	0.4	9
Sep-24	62.4	1398	35.3	791	26.4	591	0.7	16
Oct-24	0.0	0	0.0	0	0.0	0	0.0	0
Nov-24	0.0	0	0.0	0	0.0	0	0.0	0
Dec-24	0.0	0	0.0	0	0.0	0	0.0	0
<b>YTD Totals</b>	<b>626</b>		<b>353</b>		<b>265</b>		<b>8.3</b>	

**Table 2: Historical Flows to Frank Lake**

Month	2015 Total Flow 000,000 IG	2016 Total Flow 000,000 IG	2017 Total Flow 000,000 IG	2018 Total Flow 000,000 IG	2019 Total Flow 000,000 IG	2020 Total Flow 000,000 IG	2021 Total Flow 000,000 IG	2022 Total Flow 000,000 IG	2023 Total Flow 000,000 IG
January	68	65	60	54	60	60	60	64	69
February	64	57	55	52	55	57	57	57	59
March	74	65	64	61	65	66	65	65	67
April	68	61	62	65	58	43	61	64	61
May	73	65	67	67	65	61	64	68	65
June	73	65	71	62	67	71	66	76	62
July	71	67	63	58	72	68	71	75	62
August	64	71	62	58	67	62	69	67	59
September	66	65	60	57	67	61	60	64	63
October	66	69	62	58	67	64	65	68	67
November	60	62	61	59	64	64	60	66	67
December	59	60	58	57	58	62	58	63	67
<b>Totals:</b>	<b>806</b>	<b>772</b>	<b>745</b>	<b>708</b>	<b>765</b>	<b>739</b>	<b>756</b>	<b>797</b>	<b>768</b>