

**INFRASTRUCTURE ASSET MANAGEMENT ASSOCIATION  
(IAMA)  
WORKING GROUP  
APRIL 9, 2014  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** James Friesen, Christina Parkins, Ian Perry, Joel Sanchez and Eduardo Sosa

**Notes:** Candace Coombs

**Absent:** Russell Crook, Lam Huynh, Joline McFarlane and Rick Wojtkiw

**1. Welcome**

Joel welcomed those able to attend and called the meeting to order at 11:00 am. Candace provided a bit of background about herself for those present.

**2. Adoption of Agenda**

The Agenda was accepted, as presented.

**3. Review**

a. April 2, 2014 Meeting Notes

The Meeting Notes for April 2, 2014 were accepted, as information.

**4. Previous Workshop Information – March 20, 2014**

a. Attendance

Joel advised there were 35 Attendees from 15 different municipalities/utilities at the last workshop. No notes from the workshop were available yet.

a. Presentations

Presentations went well

- Calgary's was really interesting
- Cityworks also good
- RFP
- Documentation to share

Joel recapped by saying that these workshops started in 2011 with only (4) municipalities or utilities participating. Today, in 2014, we have (10) municipalities or utilities in the group.

**5. Grant Application Status**

a. Regional Collaboration Program – Strategic Initiatives Grant

The grant applied for through GFOA for the *Infrastructure Asset Management Pilot*

was approved as of March 27<sup>th</sup>. Christina advised that the Conditional Grant Agreement (CGA) should arrive in the mail in the near future for signing. Signatures will be from those with signing authority with GFOA (President and Treasurer).

**ACTION ITEM: Candace will ensure both signatures are obtained and that the CGA is sent off to Municipal Affairs.**

- b. Administration of the RCP Grant  
GFOA will administer the grant funds on behalf of our working group. Candace will act in the administration role offering support with Meeting Notes, maintenance of the distribution list, attendance at daylong workshops, finances and grant compliance.

**ACTION ITEM: Joel to forward distribution list and working group listing to Candace.**

- c. Website  
Joline will be working with an Airdrie company in the website development, likely to start sometime in May.

**ACTION ITEM: Joel will follow up on the website development.**

- d. Administrative Proposal  
Candace will update her proposal previously submitted and send it to Russell and Joel for final review.

**ACTION ITEM: Candace will update her proposal previously submitted and send it to Russell and Joel for final review.**

## **6. Next Workshop – June 11, 2014**

- a. Sponsor  
Ian advised he spoke with the City of Grande Prairie about co-sponsoring a meeting with Aquatera.

**ACTION ITEM: Ian will confirm if Grande Prairie is willing to co-sponsor this next workshop.**

Joel will contact the Crossroads Church where these workshops are being held. The 3<sup>rd</sup> workshop for 2014 is scheduled for October 8<sup>th</sup>. Both the June and October workshops already have space reserved at the Church.

- b. Workshop Topics  
Topics already set for the next workshop agenda are:
- TCA Automation. and
  - TCA Policy Service by KPMG

The agenda so far looks like:

8:45 Continental breakfast

9:00 Overview of website (carried forward from last meeting)

- Russell and Joline

- 9:30 am TCA Automation
- Lam (or someone else) from City of Calgary
  - Opus & Aquatera Utilities
    - Ian advised he is working with Eugene from Opus Consulting (would be timing on when that project will wrap up)
- 11:00 am Transportation for TCA
- A good presentation for the group (still to confirm)

**Joel to forward to Eduardo**

- Noon-1:00 LUNCH BREAK
- Afternoon TCA Policy and Service with KPMG
- 1:45-2:45 TCA – Levels of Service
- Who has levels of service established
  - How have these levels of service been established in different municipalities/utilities
- 3:00 Wrap-up (Eduardo)
- Theme for October 8<sup>th</sup> workshop
  - CNAM Conference in Toronto: May 20-23, 2014
  - ISO5500

There is still (1) spot to fill in the afternoon. Joel may mix it up a little. Chris to review the Agenda and make any final changes

- c. Reservation for Crossroads Church  
Joel advised there was a lot of food left over from the last workshop, as there were only 35 Attendees. Therefore, if Attendees are at 50 or greater, order food for 45, with no afternoon snack and no veggies trays. Catering of the continental breakfast, lunch and afternoon coffee break (with coffee, water and cookies only) is done through Linda at the Crossroads Church.
- d. Presentations  
See above items for presentations discussed.

**7. Next Meeting Date**

Teleconference: May 2, 2014 from 11:00 am to Noon

**8. New Items**

There were no new items for discussion at this meeting.

**9. Adjournment:**

The meeting was adjourned at 11:33 am.