



**WORKING GROUP  
OCTOBER 22, 2015  
TELECONFERENCE  
MEETING NOTES**

**In Attendance:** Russell Crook, Matt Dow, Lam Huynh, Jennifer Jabs, Shaffin Kherani, Elena Loukin, Christina Parkins, Mat Steppan and Rick Wojtkiw

**Notes:** Candace Coombs

**Absent:** Joline McFarlane, James Friesen, Ian Perry, Joel Sanchez and Scott Sillers

**1. Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:02 am. New to the working group are: Jennifer Jabs, Senior Director of Policy and Advocacy with AUMA, Shaffin Kherani, Infrastructure Policy Advisor with the City of Edmonton and Mat Steppan, Director of Government Relations with ASET.

**2. Adoption of Agenda**

Russell asked if there were any changes to the Agenda, as presented. New standing Items: Review/Adopt Meeting Notes and Sustainability will be added to the Agenda. Review/Adopt July 14, 2015 Meeting Notes will be added as Item. 3 and Sustainability will be added under Item 5. Other Business, as a. The Agenda was accepted, as amended.

**3. Review/Adoption of Meeting Notes - July 14, 2015**

The working group reviewed the Meeting Notes for July 14, 2015. Lam had emailed in a request to amend the Meeting Notes. Item 2.a.1.c. will now read as: "Lam will check with his team on Asset Management/Facilities and Vertical Assets and will confirm if his team can make a presentation at the next workshop in October on this topic." There were no other changes or amendments to the Meeting Notes for July 14, 2015. The Meeting Notes for July 14, 2015 were accepted, as amended.

**4. Workshop - October 7th**

a. Workshop Topic and Presentation Ideas

- i. Russell talked again about asking Eduardo Sosa to do the presentation he gave at the CNAM Conference called "**How to Make Your City Do The Asset Dance**". Russell will continue trying to reach Eduardo, now working for the City of Edmonton. Shaffin will also check with Eduardo about presenting at the

October 7<sup>th</sup> workshop.

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- ii. Russell spoke with Owen James, Asset Management Specialist with Associated Engineering. Owen James confirmed he has a case study for the City of Melville, Saskatchewan that he could do at the October 7<sup>th</sup> workshop. This would likely be a one-hour presentation. Russell will check with Owen James as to which time slot would work best. Hopefully, the 9:30 to 10:30 am time slot can be filled with this presentation on **Risk and Levels of Service**.
- iii. Christina talked to the Consulting Engineers Association of Alberta folks. Their pilot project on Asset Management with Elk Point and Boyle is running behind. They are not sure they would be prepared for a presentation for the October 7<sup>th</sup> workshop, more likely not ready until 2016, perhaps at the February 2016 workshop. Christina added the best they could provide might be an email update on the status of the pilot project for October 7<sup>th</sup>.

**Russell, Christina or Matt will read the email update during the wrap up at the end of the October 7<sup>th</sup> workshop.**

- iv. Lam advised his team would not be ready until February 2016 to make a presentation on Asset Management/Facilities and Vertical Assets.
- v. Matt spoke to John Hackwell with Jubilee and advised John could talk about **Insurance Implications Relative to Loss and Asset Failure**.
- vi. Elena talking about the “hands-on” workshop on developing how to **Optimize Levels of Service**. This workshop may be beyond where the audience is. Elena will follow up to see if Cheri Fuchs with OPUS Consulting has a municipal client to present with for the October 7<sup>th</sup> workshop. The time frame would likely be a 2-hour presentation.

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- vii. Lam will check with his team related to **Risk or TCA** and report back in a week or so on his findings.

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- viii. Russell talked about Dr. Gordon Sparks (President) and Nicole Allen (Director of Infrastructure Asset Management) of ATANA Management. ATANA is a consulting company specializing in Infrastructure Asset Management and Strategic Decision Support. The City of Red Deer is a client of ATANA. Perhaps a **Risk** presentation using The City of Red Deer as the municipal client could be arranged.

**Russell will confirm if a Risk presentation by ATANA Management using the City of Red Deer as the municipal client could be arranged for the October 7<sup>th</sup> workshop.**

- ix. Mat with ASET (Association of Science & Engineering Technology) advised he is unable to attend the September 2<sup>nd</sup> teleconference but could do a presentation on Levels of Service and promote technology in Alberta should there be a need for a last minute presentation for the October 7<sup>th</sup> workshop.
- b. Co-Sponsors  
Sturgeon County and the Town of Beaumont have agreed to co-sponsor the October 7<sup>th</sup> workshop.

**5. Other Business**

- a. Sponsors for Future Workshops  
Russell advised The City of Red Deer will likely be able to co-sponsor one workshop in 2016.
  - i. February 2016  
Red Deer County would like to co-sponsor this workshop.
  - ii. June 2016  
The City of Calgary and Alberta Municipal Affairs will co-sponsor this workshop.
  - iii. October 2016  
Mat Steppan with ASET will co-sponsor this workshop.
- b. Sustainability  
Russell started by saying that IAMA is a network of associations and a “grass roots” group. Russell added the grant funding received from AMA will run out by early 2016. IAMA will need to consider alternate revenue sources to cover administration costs in the future. Russell asked Rick if the GFOA Board would be willing to have Candace continue to administrate the IAMA working group and

associated in-person workshops.

**Rick will ask the GFOA Board if they are willing to have Candace continue to administrate the IAMA working group and associated in-person workshops.**

- i. Russell said one suggestion would be to charge people to attend \$20-\$25/person/workshop.
- ii. Rick suggested perhaps we should look at a \$25/person/meeting or \$100/person for an annual membership.
- iii. A third idea would be to grow the size of the workshop and therefore allowing more to attend. Currently the workshop cap has been set at 60.

Russell suggested there will need to be more discussions around sustainability in the coming months.

**6. Next Meeting Date**

Teleconference: September 2, 2015 from 11:00 am to Noon

Russell will not be available to Chair this teleconference. Lam volunteered to Chair.

**7. Adjournment**

The meeting was adjourned at 11:45 am.