

**EXECUTIVE COMMITTEE
MEETING COVER PAGE**

December 4, 2014

10:00 AM – 11:30AM

(lunch to be arranged)

BADLANDS COMMUNITY FACILITY
80 Veterans Way, Drumheller

- | | |
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Please confirm attendance so lunch can be arranged.

WEB SITE MEMBERS AREA

USER NAME: rdrmug
PASSWORD: **rdriver2012**



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RDRMUG EXECUTIVE COMMITTEE

December 4, 2014 – Badlands Community Facility

10:00 – 11:45 - Lunch will be arranged

1. Call to Order:

2. Agenda

2.1. Additions

2.2. Approval

3. Minutes:

3.1. Review minutes from September 18, 2014

3.2. Business arising from minutes

4. New Business

4.1. Review Terms of Reference for Municipal Water Protection Action Plan (copy attached)

4.2. Discuss contract position of Project Lead Coordinator to prepare a Municipal Water Protection Action Plan (draft job description attached).

If approved –

4.2.1. Advertisement, Interviews and awarding of contract

4.2.2. Supervision structure, etc.

(Recommendations to be made to RDRMUG Membership for approval).

4.3. Review Current Committee Structure

4.3.1. River Hazard Committee

4.4. Review 2015 Operating Budget (copy attached)

4.5. Discuss future meeting dates (for recommendation to membership)

4.6. Renewal of Executive Director Contract

(Membership asked the Executive Committee to review the Executive Director's contract and present recommendations to membership for approval)

5. Additions

6. Adjournment

RDRMUG EXECUTIVE COMMITTEE

Meeting Minutes September 18, 2014

1. Call to Order: 10:10 by Co-Chair P. Churchill

Attendance: P. Churchill, E. Graham, A. Campbell, B. Shepherd, G. Campion, B. Shaw, D. Wyntjes, S. Grudecki, T. Yemen, K. Ryder

2. Agenda: Approved

Motion: A. Campbell

Carried

3. Minutes: From March 20, 2014

No business arising from the minutes of March 20, 2014

Motion: S. Grudecki

Carried

4. New Business:

4.1. Update re: Hart Water Management

K. Ryder advised that Hart Water Management has begun work on updating the RDRMUG Water Assurance Study. Details of actions to date are attached to minutes.

4.2. Alberta Water Council – Source Water Protection Statement of Opportunity. K. Ryder advised that he has contacted the Alberta Water Council on behalf of RDRMUG to express interest in participating in this opportunity. Alberta Water Council has confirmed that RDRMUG will be included in the future process for input and participation. Once information is received K. Ryder will advise the Executive Committee and membership will be canvassed for participants.

4.3. RDRMUG Draft Action Plan – An updated action plan was presented to the Executive Committee for discussion and consideration. This new plan includes focusing on current endeavors as related to our application for a Crown Reservation and broadening the RDRMUG actions to include a stronger stand on water quality, water sharing in times of shortages, future storage opportunities, and working closer with other basin stakeholders including the RDRWA.

During round table discussion consensus was reached that the Executive Committee would support and recommend to the membership that this action plan be adopted in principle and become the guide for future RDRMUG focus. It was also agreed that this document would be reviewed and updated with additions, deletions or modifications as required to consider future Member's water issues.

The Executive Committee discussed implementation of this plan and consensus was reached that professional assistance would be required to move specific areas of the plan forward. The Co-Chairs and Executive Director will meet with appropriate resources to discuss possible options to implement plan and report to full Executive Committee.

The Executive acknowledged and thanked Bill Shaw, City of Red Deer for his work and contribution of this action plan.

Copy of the RDRMUG Action Plan is attached to these minutes for reference.

4.4. Open Discussion: Round table discussion on a variety of water related issues concluded the meeting. A suggestion was made that RDRMUG invite the Hon. D. McQueen, Minister of Municipal Affairs to attend a future meeting, as she has had experience with our group and may be an ally in assisting in forwarding our action plan where Provincial Government support is required.

- The Executive Director will issue an invitation to Minister McQueen and Minister K. Fawcett, Minister of Environment and Sustainable Resources to attend future RDRMUG regular meetings.

5. Next Meeting: December 4, 2014 prior to regular meeting

6. Adjournment: 11:30 A. Campbell (Carried)

To All RDRMUG Members

2014 Action Plan Update – Municipal Water Protection Action Plan

At the September 20, 2014 RDRMUG meeting support was given in principal by the Membership to proceed with a new “action plan”. The outline and background information for this endeavor were provided by Bill Shaw, City of Red Deer, Water Advisor with support and input from RDRMUG Exec. Dir. Keith Ryder.

Maintaining water quality in the Red Deer River system is an integral part of the RDRMUG strategic goal to secure sufficient water to support sustainable communities. This strategic desire lines up with that of Albertans, as expressed in the provincial Water for Life Strategy, the Alberta Water Council, the Red Deer River Watershed Alliance, and the RDRMUG Water Assurance Study completed in 2008 and currently being updated.

Some of these responsibilities and key roles that municipalities play in protecting water quality and the 2014 Action Plan will address include:

- Drinking water and wastewater management
- Wetland, riparian land and aquatic habitat protection
- Point source pollution management
- Land use planning
- Management of land use impacts, and
- The promotion of land stewardship

A key component of the terms of reference include the creation of a contract employment position for a term of one to one and a half years. The purpose of this position would be to research, compile data and information that will provide consistent support of our member municipalities’ to fulfill their key roles and responsibilities in ensuring the protection of water quality for the future wellbeing of all of our Communities.

A draft job description of this position is included which will provide an overview of all of the duties and expectations that this position will provide.

This draft terms of reference defines the process and methodology suggested to achieve the deliverables required to meet the priority water issues that were stated by our members at the September RDRMUG meeting at through previous discussions.

At this time, the terms of reference, anticipated actions including any commitment to a contract position are in draft form and require complete discussion, review and support by the RDRMUG Membership.

DRAFT TERMS OF REFERENCE for a RDRMUG PROJECT

November 10, 2014

AN INTEGRATED MUNICIPAL STRATEGY TO PROTECT WATER QUALITY THROUGH LAND USE PLANNING IN THE RED DEER RIVER WATERSHED

1.0 INTRODUCTION

1.1 Impetus and Framework

Maintaining water quality in the Red Deer River system is an integral part of the Red Deer River Municipal Group's (RDRMUG) strategic goal to secure sufficient water to support sustainable communities. This strategic desire lines up with that of Albertans, as expressed in the provincial Water for Life Strategy, and the Alberta Water Council and the Red Deer River Watershed Alliance (RDRWA).

The Alberta Water for Life Strategy affects both water quality and quantity issues, as well as environmental concerns. It recognizes that the management and use of water involves not only economic and environmental aspects, but social ones as well. The three goals of the provincial water strategy are:

1. Safe, secure drinking water supply
2. Healthy aquatic ecosystems
3. Reliable, quality water supplies for a sustainable economy.

Each of these goals directly relate to this proposed project to address water quality/source water protection in the Red Deer River watershed.

Recently, the Albert Water Council has released a statement of opportunity regarding the importance of source water protection and the need for integrated action to protect source waters, or in more general terms - to protect water quality.

The RDRWA promotes a healthy watershed to ensure a legacy of ecological integrity and economic sustainability. One of its goals is to promote the use of beneficial, or best, practices and integrated management of land and water resources. To this end the RDRWA is in the process of preparing an Integrated Watershed Management Plan (IWMP) for the Red Deer River basin. As a core thrust of this plan, the RDRWA's vision is that the IWMP will promote water quality within the watershed to meet, or even better exceed, provincial requirements under government regulations. In terms of water quality management this implies that, at a minimum, 'use protection' will be achieved.

Without doubt, the future quality of water is strategically important to the environmental, social and economic sustainability of municipalities throughout the Red Deer River Watershed.

1.2 Municipalities and Water Quality

Municipalities have key roles to play in protecting water quality through:

1. drinking water and wastewater management
2. wetland, riparian land and aquatic habitat protection
3. point source and non-point source pollution management
4. land use planning
5. management of land use impacts, and
6. the promotion of land stewardship.

Numbers 2 through 5, and possibly even number 6 fall within the large umbrella of land use planning. As such, municipalities – especially when working in concert with each other and other partners – can do much to protect water quality within a watershed through the land use planning roles and tools provided in the Municipal Government Act (e.g. . municipal land use plans, growth strategies and subdivision and development authority).

1.3 Core Purpose of an Integrated Municipal Strategy to Protect Water Quality

One of the key legacies this generation can leave to future generations is an abundant, sustainable supply of clean and safe water.

Therefore, an Integrated Municipal Strategy to Protect Water Quality will have the following core purpose:

To more effectively protect water quality through land use planning and management in order to ensure safe, secure drinking water supplies, healthy aquatic ecosystems and reliable and quality water supplies for a sustainable economy within the Red Deer River watershed.

1.4 Key Definitions

Strategy: A plan of action designed to achieve a long-term or overall aim. (Oxford Dictionary)

Land use planning: Land use planning is an essential tool for pollution prevention and control. Therefore, by appropriately defining land uses, establishing where and how they occur, as well as effectively controlling their performance and interrelation, governments can actively participate in preventing and controlling pollution. (World Bank)

Water quality is defined in terms of the chemical, physical, and biological content of water. Water quality is affected in many ways, often caused by nature's own patterns. The water quality of rivers and lakes changes with the seasons and geographic areas, even when there is no pollution present. (Environment Canada)

Source water is either untreated groundwater or surface water that provides potable water for human consumption. (Patrick)

Source water is most closely linked to drinking water safety for human use, but a broader perspective may be appropriate . . . to include water of particular quality for cattle and irrigation; also consistent quantities of quality water are crucial to many industries and commercial ventures. (Tools and Approaches for Source Water Protection in Canada)

Source water protection “involves a coordinated approach among stakeholders to develop short and long term plans to prevent, minimize or control potential sources of pollution or enhance water quality where necessary.” (Patrick - quoted from CCEN, 2004 61)

Source water protection, in general, is about protecting surface water and groundwater for future use. (Alberta Water Council)

Point source pollution: "Water pollution coming from a single point, such as a sewage-outflow pipe." (U.S. Geological Survey, 2011)

Non-point source pollution: "Pollution discharged over a wide land area, not from one specific location. These are forms of diffuse pollution caused by sediment, nutrients, organic and toxic

substances originating from land-use activities, which are carried to lakes and streams by surface runoff. Non-point source pollution is contamination that occurs when rainwater, snowmelt, or irrigation washes off plowed fields, city streets, or suburban backyards. As this runoff moves across the land surface, it picks up soil particles and pollutants, such as nutrients and pesticides." (U.S. Geological Survey, 2011)

1.5 Plan Area

The proposed plan area is the entire Red Deer River watershed as shown on the attached watershed map.

1.6 Intended Objectives (Outcomes)

The objectives of the project are:

1. Establish a Steering Committee
2. Establish a Protecting Water Quality Working Committee
3. Meaningfully engage all municipalities within the watershed
4. Partner with the Red Deer River Watershed Alliance
5. Identify and involve other partners
6. Identify water quality protection policies and regulations in municipal planning and other documents throughout the watershed
7. Assess past actions and their effectiveness enabled by #6
8. Identify issues, including key threats, to water quality and water quality protection needs
9. Identify key goals and desired outcomes
10. Identify land use planning, and other, related management actions to address issues, and key threats, to water quality while promoting sustainable urban and rural land use development
11. Prioritize land use planning and management actions
12. Identify data/information gaps and seek partners (e.g. colleges, universities, Province, NGOs, etc) to address gaps
13. Prepare an Integrated Municipal Strategy to protect water quality
14. Identify means and ways to promote the implementation of the strategy
15. Identify monitoring needs, including an action plan
16. Establish a timetable to report on the progress of strategy implementation
17. Promote better understanding of municipal councils, staff and the general public regarding land use impacts on water quality.

Therefore, the RDRMUG purposes to provide an actions strategy to meaningfully address a spectrum of issues within the Red Deer River watershed that impact water quality, which in turn influence water availability (quantity) and water delivery, including the costs thereof.

Municipalities within the Red Deer River watershed, as well as those located outside the watershed but served by Red Deer River water, have a vital interest in the forthcoming Red Deer River Integrated Watershed Management Plan (IWMP). By proceeding in association (i.e. partnering) with the RDRWA, the project to prepare an integrated municipal strategy to protect water quality also should significantly advance the preparation of the Red Deer River Watershed IWMP. The strategy will also strategically serve to meet the important provincial goals of a safe, secure drinking water supply, healthy aquatic ecosystems and reliable, quality water supplies for a sustainable economy.

1.7 An Initial Overview of Current Conditions and Issues

1.7.1 Conditions

Current conditions within the Red Deer River watershed influencing water quality have been addressed by the Red Deer River Watershed Alliance in the State of the Red Deer River Watershed Report and technical background reports on Surface Water Quality and Wetlands, Riparian Areas and Land Use.

To be added: This section will summarize portions of the State of the Watershed Report and Background Technical Report: Wetlands, Riparian Areas and Land Use

1.7.2 Issues (Threats)

In the RDRWA Background Technical Report: Surface Water Quality the water quality issues addressed in the report are:

- Nutrient enrichment or eutrophication
- Erosion and sedimentation (sediment transport)
- Pathogen contamination
- Salinity
- Pesticide contamination
- Contamination by other man-made contaminants.

All of these relate to land uses and the impacts thereof.

In September 2014 the member municipalities advised the Red Deer River Municipal Users Group of their water related issues. Together with previous discussions of issues by RDRMUG members, the issues most relevant to water quality, quantity and delivery are listed below.

Severe events

- Floods and pipeline break hazards
- Drought prevention

Development

- Impacts of urban and rural development – all sectors
- Energy development – linear, fracking

Water and Wastewater Infrastructure

- Adequate and timely funding for water and wastewater infrastructure needed
- Aging and/or under-capacity infrastructure
- Water treatment and distribution systems - cost, sizing, etc.
- Wastewater discharge options (e.g. grey water)

Contamination/Polluting

- Energy sector wastewater returns
- Water contamination – spills, leaks inappropriate ‘dumping/flushing’

Natural systems

- Aquifer depletion
- Wetland and riparian lands reduction and lack of consistent, dedicated approaches

Monitoring and enforcement

- Lack of enforcement on infractions
- Inconsistent water quality monitoring and reporting
- Need consistent treatment standards for water suppliers

River flows

- Low river flows (seasonal) and meeting water conservation objectives
- Storage needs within the basin

Other

- Crown reservation – secure long term water licence
- Source water protection (municipal and watershed protections plan)
- Lack of capacity in resource management agencies, local governments and stewardship organizations
- Cumulative effects of development - all sectors
- Gaps in information, regulations and policies
- Lack of understanding (public and decision makers)

Many of these relate directly or indirectly to water quality.

2.0 PROCESS

2.1 Methodology

The following is a draft methodology:

Phase 1

- 1.1 Adopt Terms of Reference
- 1.2 Form Steering Committee and Working Committee
- 1.3 Approve Work Plan
- 1.4 Overview – existing watershed ‘conditions’
 - Summarize reports by the RDRWA State of the Watershed Report and Background Technical Report: Wetlands, Riparian Areas and Land Use
 - Summarize reports from other agencies and organizations
- 1.5 Research – municipal planning documents and actions, and successes or lack thereof
 - Assemble a comprehensive list of policies and regulations contained in all municipal statutory planning documents, land use bylaws, environmental action plans, etc. throughout the watershed
 - Dialogue with all municipalities to record past and current actions by municipalities enabled by municipal planning and other documents to protect water quality
 - Dialogue with municipalities to report reasons for action and non-action, successes and non-successes, major challenges and needs to assist/promote action
- 1.6 Identify issues and threats
 - Utilize reports by the RDRWA, other agencies, municipalities and conservation groups
- 1.7 Identify data/information gaps and the means to address gaps

Phase 2

- 2.1 Consultation forum (e: issues and ‘solutions’) - see Section 2.4
- 2.2 Prioritize issues and threats (i.e. municipalities have only so much capacity to act)
- 2.3 Identify key goals and desired outcomes
 - Base this on the work by the RDRWA which identifies draft management goals and outcomes for land use, wetlands and riparian areas
 - Research other documents regarding appropriate goals and outcomes
 - Assess the list of ‘potential’ goals and outcomes and determine those most appropriate (at this time)for the strategy
- 2.4 Identify suite of actions to address issues and key threats to water quality while promoting sustainable urban and rural land use development
 - Land use planning ‘tools’
 - Other management strategies and actions
 - Identify who should ‘act’ (most appropriate, others)
- 2.5 Consultation forum (re: priorities and actions) - See Section 2.4

Phase 3

- 3.1 Prioritize planning and management actions
- 3.2 Prepare the draft Integrated Municipal Action Strategy document to protect water quality, including implementation actions
- 3.3 Identify monitoring needs, including an action plan
- 3.4 Establish a timetable to report on the progress of strategy implementation
- 3.5 Consultation forum (re: strategy) - See Section 2.4
- 3.6 Strategy finalization and approval.

2.2 Timeline

A draft timeline for the eighteen month project is: *note: subject to revision*

- Phase 1 February – June 2015
- Phase 2 July – December 2015
- Phase 3 January – July 2016.

2.3 Partners in the Process

The project process may include the following partners in the noted roles:

Who	Roles				
	Steering Committee	Working Committee	Information Input	Comment on Reports	Consultation Events
RDRMUG Executive Committee	■		■	■	■
Municipalities (all)			■	■	■
Municipalities (select)		■ (4 - 5)			
Regional Water Commissions			■	■	■
RDRWA (Director or staff rep.)	■	■ (1)	■	■	■
Government Dept's (all)			■	■	■
Government Dept's (select)		■ (1 - 2)			
Stewardship Groups (all)			■	■	■
Stewardship Groups (select)		■ (2)			
Conservation Groups (all)			■	■	■
Conservation Groups (select)		■ (2)			
Key Industry representatives		■ (2)	■	■	■

Responsibilities of each partner group will be outlined following the initial review and discussion of the draft terms of reference.

2.4 Consultation Process

Consulted in phase 1:

- Related to land use documents and implementation impacts: all municipalities, select government departments, select watershed stewardship groups, select conservation groups
- Related to the identification of issues and threats: all municipalities, regional water commissions, affected government departments, key industries, all watershed stewardship groups, identified conservation groups

Consulted in Phase 2:

- Invited to consultation forums: all municipalities, all regional water commissions, affected government departments, key industries, all watershed stewardship groups, identified conservation groups

Consultation in Phase 3:

- Invited to consultation forums: all municipalities, all regional water commissions, affected government departments, key industries, all watershed stewardship groups, identified conservation groups.

2.5 Information Needs

An initial list will be provided following the initial review and discussion of the draft terms of reference.

3.0 DELIVERABLES AND BUDGET

3.1 Deliverables *(subject to revision)*

Deliverables in Phase 1:

- Terms of Reference
- Work plan
- Background report – municipal land use planning policies and regulations, actions, successes and lack thereof
- Background Report – issues and threats

Deliverables in Phase 2:

- Issues and threats report – revised and prioritized
- Key goals and outcomes – draft paper
- Discussion report – Land Use Planning – options, opportunities and strategies
- Consultation forum summary reports (2)

Deliverables in Phase 3:

- Draft Integrated Municipal Strategy (Action Plan) to Protect Water Quality
- Consultation forum summary report
- Approved Integrated Municipal Strategy (Action Plan) to Protect Water Quality.

3.2 RDRMUG Budget

(note very rough estimate for an 18 month project)

Expenses:

▪ Contract employee	\$ 90,000
▪ Travel	\$ 6,000
▪ Facility rentals, etc.	\$ 3,000
▪ Printing, mailing, etc.	\$ 10,000
▪ Miscellaneous	<u>\$ 1,000</u>
Total	\$110,000

Revenue:

▪ Red Deer Municipal Users Group	\$ 90,000
▪ Regional Collaboration Fund	<u>\$ 20,000</u>
Total	\$110,000.

This budget assumes office working space and staff time (watershed planning coordinator) being contributed by the RDRWA.



CONTRACT EMPLOYMENT OPPORTUNITY

Anticipated Term of Employment 1.5 Years (Term subject to review)

The Red Deer River Municipal Users Group (RDRMUG) is an association of rural and urban municipalities. The Group Membership is comprised of municipalities within the Red Deer River Basin and communities who receive water directly from the Red Deer River or via a regional water service pipeline system.

The RDRMUG provides a unique and essential platform for municipalities to work together towards shared goals. By involving only municipalities the group is able to focus on near and long term water related needs and issues that includes but is not exclusive to the following:

- Establish and maintain a comprehensive information base that will provide consistent and current information pertaining to water issues and needs.
- Provide a forum for municipalities to discuss water supply, water use and water quality.
- Serve as an advocate of municipal interests in the supply, use, delivery and quality of water.
- Insure that reliable quality water supplies are available for a sustainable and growing economy in each of our municipalities.
- Continually work toward healthy aquatic ecosystems.

The RDRMUG is currently seeking an Individual to work as a Project Lead Coordinator to prepare a Municipal Water Protection Action Plan for the RDRMUG

Working with the Executive Director and Executive Committee duties relating to the Red Deer River Basin will include:

- Research current basin information including watershed conditions
- Research and compilation of municipal planning documents, policies and actions related to protecting water quality and water supplies
- Identify municipal successes/failures in addressing protection of water quality and supply
- Identify municipal data and information gaps and seek to address gaps
- Identify issues and threats to water quality
- Identify land use planning, and other, management strategies and actions required to address key threats to water quality while maintaining/promoting sustainable urban and rural land use development
- Identify priorities to address key goals and desired outcomes within municipal capacity to address issues and threats

- Prepare an Integrated Municipal Action Plan to protect water quality that will include actions required to implement this plan
- Identify necessary monitoring actions and timetable to report progress
- Plan consultation forum(s) as required
- Other related duties and projects as assigned.

Qualifications and Experience

- Demonstrated leadership experience
- Knowledge and experience in watershed, river basin and municipal land use planning
- Study background in environmental sciences, geography or related fields of related experience
- Working knowledge of Alberta's Water for Life Strategy
- Excellent writing, presentation and communication skills and experience working in a municipal government environment
- Ability to identify work required and to work independently or as part of a team to achieve the required project results

How to Apply

- Please submit your resume with contact details of two references plus a cover letter with salary expectation to Keith Ryder, Executive Director by **Friday, December 19, 2014**
- Submissions may be mailed to: Keith Ryder at execdir@rdmug.ca or by post to Keith Ryder, Exec. Director, Red Deer River Municipal Users Group, 4107 – 62 St., Stettler, AB. T0C 2L1

2015 RDRMUG OPERATING BUDGET

Surplus (Loss) for Year	(11,112.97)	(77,485.00)	(132,685.00)
Closing Surplus	132,454.02	54,969.02	5,772.84
NOTES:			
Exec Director Comments:			
1. 2015 revenue is based on 2014 Membership population of 254,847			
2. 2014 totals are estimated to December 31, 2014			
3. RDRMUG Bylaws require an external audit every 3 years. 2014 is scheduled year			
4. Scenario 1 is based on a .25 per capita request.			
5. Scenario 2 is based on a .00 per capita request			
6. All projects must be approved by the RDRMUG membership prior to being committed			
7. New Municipal Water Protection Project requires approval; current funding levels would provide funds to this project for 6 months in 2015 leaving surplus of approx. \$10,000.00 at the end of 2015 at current membership fees of .25 per capita and expenses constant			
8. Any expenditures that are not covered in the approved RDRMUG budget or exceed a budgeted amount must be approved by the RDRMUG membership prior to any financial commitment being made.			
	9		
Recommendation: Continue with .25 per capita. This provides a proposed surplus of approx. \$55,000.00 which is prudent to cover any water issues that may arise.			

RED DEER RIVER MUNIICIPAL USERS GROUP

December 4, 2014

Dear RDRMUG Members;

Summary of Executive Director's Contract

- Commenced May 1, 2006
- Duties outlined in Schedule A
- Payment is calculated at the following rates:
 - Current rate of compensation is \$50.00 per hour plus GST (increased by 3% in January 2014)
 - To perform an average of 15 hours per week
 - Reimbursement for any expenses incurred to attend meetings or to conduct business of the Association
 - Per Diem rate for meetings and Association business is \$200.00 per day; or \$150 per half day.
 - Disbursements will be at cost
 - Travel by personal vehicle will be at the standard Association rate
- Contract is subject to an annual administrative review and may be amended in writing by the parties agreements.

Note:

December 4 , 2014

I am pleased to offer my services for another year at the same rates.

K. Ryder