



**GREATER MONCTON SEWERAGE COMMISSION
APPROVED MINUTES OF REGULAR MEETING**

DATE: Thursday - January 16, 2014 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Treasurer
Daniel Bourgeois, Commissioner
Brian Hicks, Commissioner
Julie Thériault, Commissioner
Clarence Sweetland, Secretary
Bernard LeBlanc, General Manager, GMSC

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. No changes or additions were made.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault to approve the agenda as presented. **CARRIED**

2. Minutes of Meeting

2.1 Procès - Verbal de la réunion du 19 décembre 2013

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault to approve the French minutes as presented. **CARRIED**

2.2 Minutes of Regular Meeting - December 19, 2013

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault to approve the minutes as presented. **CARRIED**

3. Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items.

4. Capital Construction Program, Engineering Studies

4.1 Capital Projects

4.1.1 Capital Construction Program 2014 - Progress Report

B. LeBlanc reviewed the Progress Report and advised there are not a lot of changes since last month's report. He advised that a progress billing was received for December for the Compost Pad 3. The work there has stopped for the winter but the material is ready and on site and they will complete the work in the spring.

The biggest update is on the biological treatment, the Engineering Design request for proposals for which is due on Jan. 20. There hasn't been any additional work that has progressed by R.V. Anderson, but they still owe GMSC some billings and documentation for the second river crossing. The Fox Creek Pumping Station which was delayed because of NB Power and now because of the recent storm/flooding is delayed another two weeks.

Some discussion followed and questions asked were clarified.

4.1.2 R.V. Anderson Projects - Progress Report

B. LeBlanc advised that there are not a lot of projects with R.V. Anderson to report on. Basically the project they are doing for us right now is supervising the construction at the compost pad, which is on hold until the spring.

B. LeBlanc advised that R.V. Anderson submitted several invoices last month which GMSC had requested some further information on. C. Allain is working on this with R.V. Anderson.

4.1.3 Compost Facility Operations Centre

B. LeBlanc indicated we are at the commissioning phase which is basically the start-up of the mechanical/electrical systems. The problem is the heat pump system we have there which is very complex. However, good progress is being made on this. We should know this week what deficiencies are outstanding.

C. Sweetland inquired as to the total cost of the garage and the facility and also what savings would be realized. B. LeBlanc advised that he will provide a comparison report for next month's meeting.

4.1.4 Equipment and Contracts - Recommendations and Awards

Nothing to report this month.

4.2 Engineering Studies/Reports

4.2.1 Request for Proposals (RFP) for Biological Treatment

B. LeBlanc presented four binders which were received by GMSC to the RFP. He indicated there were approximately 23 consultants that looked at the request for proposal online and four companies provided bids.

He advised that C. Allain is working on what we do at the next stage, i.e., the questions we bring to them and the clarifications we need. M. Asplet is working on the financial side in terms of clarifying what is in the proposal or evaluating what they are giving us financially.

The proposal/presentation interviews are scheduled to be held the week of January 20th 2014.

5. Financial and Administration

5.1 Monthly Financial Report - December 2013

B. LeBlanc advised that the financials for the end of the year are better than budget and close to what our forecast was.

He circulated a sheet highlighting where the big changes were in the year. This was reviewed and questions asked were clarified. A vendor purchases summary report for the year 2013 was also circulated and discussed. This report was possible with the new accounting system now in place.

C. Michaud inquired as to the cash used to acquire tangible capital assets item on the cash flow statement for the month of December 2013. B. LeBlanc will follow up on this and provide clarification at next month's meeting.

5.2 Sage 300 Implementation Update

B. LeBlanc indicated that the hardware is on site and the software will be installed tomorrow and training for staff will take place next week.

B. LeBlanc advised the financial reports for January will be generated using the new system.

5.3 2013 Audit Schedule and 2014 Audit RFP and Annual General Meeting

B. LeBlanc reviewed the 2013 GMSC Audit Schedule - Tentative Dates.

The plan and schedule for the 2014 GMSC Auditor Request for Proposals (RFP) was presented and reviewed. C. Michaud suggested the RFP should be for a minimum of a 3 year term with the option to extend. He also indicated that GMSC should have a separate accounting firm and an auditing firm. B. LeBlanc advised the proposal will be finalized and presented at the next meeting.

The Chair indicated the committee reports are required by mid-February in order to prepare the 2013 Annual Report for the 2013 Annual General Meeting which is to be held on March 21st at 11:00AM at the Riverview Town Hall.

6. Other - General

6.1 General Manager Report - January 2014

B. LeBlanc presented the report for January. He highlighted the progress made with the Technical Committee with respect to their review of the GMSC limits of jurisdiction. He reported that progress is being made and a draft updated jurisdiction identified. Also, discussions of the Babineau Creek "cost sharing" basis were initiated.

D. Bourgeois suggested that what is required from the Technical Committee is an in-depth analysis of the Gabbey options, outlining the advantages/disadvantages of the options and these would then be presented to the Commission for their review and consideration. B. LeBlanc advised that the Technical Committee is also working on developing guidelines for what will be accepted into our system.

Some discussion following and questions raised were clarified.

6.2 Feedback on presentations to:

- 6.2.1 Councils
- 6.2.2 MLA's
- 6.2.3 MP's
- 6.2.4 Tri-Community Council

The Chair circulated a draft letter to the three Mayors and Councils, and a draft letter to the Minister of Environment, for review and input by the Commission.

D. Bourgeois suggested the importance of stressing the deadline date of March 31st for receipt of their responses. C. Sweetland suggested that the Chair should contact each mayor with a verbal request that this be presented to each council.

The meetings with MLA's took place on 25th November but follow up meeting with the Minister of Environment has not taken place yet.

A meeting was held with M.P. Rob Moore and M.P. Robert Goguen. It was indicated at the meeting that municipal support is required before anything can be done.

B. LeBlanc advised that a memo was sent to all the city managers and finance managers before Christmas re making a presentation at the Tri-Community meeting, but there has been no response to date.

6.3 Gabbey Report - Commission Review

6.3.1 Section 6 GMSC Jurisdiction Limits
Awaiting Technical Committee recommendations

6.3.2 Section 2 GMSC Legal Structure

The Chair reviewed the Summary of Recommendations re GMSC Legal Structure spreadsheet. Discussion followed with respect to each of the recommendations.

The Commission does not accept the following Gabbey recommendations:

- 2.1 Number of Commissioners;
- 2.2 Alternate Commissioners;

- 2.3 Elected Officials Serving as Commissioners;
- 2.4 Independent Chair.

Clause 2.5 Voting - more clarification is needed.

The Commission accepts the following Gabbey recommendations:

- 2.6 Consideration of Municipalities Act Clauses;
- 2.7 Technical Committee;
- 2.8 Board Committee;
- 2.9 Board Mandate;
- 2.12 Service Agreement;
- 2.13 Septage Haulers.

Clause 2.10 GMSC By-Laws:

By-Law 01: A By-law on the Structure and Operation of the GMSC (Accepts but to be discussed at a future meeting)

By-Law 02: A By-law to Establish and Utilize Reserve Funds (Accept)

By-Law 03: A By-law to regarding the Borrowing of Funds by the GMSC (Accept)

By-Law 04: A By-law to Establish a Cost Recovery Process for GMSC Costs and Expenses (Accept)

By-Law 05: A Sewer Use By-law for the GMSC (Does Not Accept – requires further discussion with Municipalities)

By-Law 06: A By-law to Establish the Limits of Jurisdiction of the GMSC (Accept)

Clause 2.11 Revisions to By-Law 01 (Accepts but to be discussed at a future meeting)

Clause 2.12 Service Agreement (Accept)

Clause 2.13 Septage Haulers (Accept)

Clause 2.14 Compensation for Board Members (To be discussed at a future meeting)

6.3.3 Section 7 GMSC Cost Recovery Models
For Review at February meeting

7. Information Items

- 7.1 Technical Committee minutes (December 2013)
- 7.2 Payables - December 2013 Payables
- 7.3 January 2014 GMSC Press Release

B. Hicks commented that the draft press release is very well written and that future press releases would provide a good opportunity to talk about the letters to the Mayors. Discussion followed. It was agreed that this would be looked at again at a future meeting.

- 7.4 Update on posting of Commission Minutes on GMSC Web Site
- 7.5 T&T Article on new GMSC Director of Finance and Administration

8. Private Meeting

MOTION TO MOVE TO “PRIVATE” MEETING

It was **Moved By:** J. Thériault Michaud and **Seconded By:** C. Michaud to adjourn the general meeting and move to “Private” meeting. **CARRIED**

The meeting went to “Private” meeting at 6:20 p.m. and ended at 6:55 p.m.

It was **Moved By:** J. Thériault to adjourn the meeting.

Next meeting February 20, 2014 at 4:00 p.m.

The meeting adjourned at 7:00 p.m.