



GREATER MONCTON
WASTEWATER
COMMISSION

COMMISSION
DES EAUX USÉES
DU GRAND MONCTON

GREATER MONCTON WASTEWATER COMMISSION
APPROVED MINUTES OF REGULAR MEETING

DATE: **Thursday - July 17, 2014 - 4:00 pm**
Wastewater Treatment Facility

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

Brian Hicks, Commissioner - absent

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. To add as Item 6.1.5 Assets Disposal to the Agenda. To move Item 6.3.1 to the Private Agenda as it concerns legal matters.

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

Following discussion it was agreed by all that the minutes of the meetings be circulated electronically to all board members in order to allow sufficient time for review prior to the board meeting.

2. Minutes of Meeting

2.1 Minutes of Annual General Meeting - March 21, 2014 (Review only)

The minutes were reviewed and some grammatical modifications were suggested. Also, there was consensus by all present that the question and

answer section of the minutes should not be included in the Final Draft version.

2.2 Procès - Verbal de la réunion spécial du 10 juin 2014

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

2.3 Procès - Verbal de la réunion du 19 juin 2014

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

2.4 Minutes of Regular Meeting - June 19, 2014

At Item 6.1.1 to move the third and fourth paragraphs under Section 6.1.
At Item 6.1.2 to delete the last sentence and to add the following sentence:
“The Department of Environment was contacted and advised.”

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

3. Matters Arising

All items are dealt with separately as agenda items or will be dealt with at future meetings.

4. Capital Construction Program, Engineering Studies

4.1 Capital Projects

4.1.1 Capital Construction Program 2014 - Progress Report

B. LeBlanc presented the updated spreadsheet entitled GMSC 2014 Capital Program - Projects in Planning/Pre-Design/Design Phase. He then opened the floor to questions and/or comments concerning its content.

J. Thériault inquired as to the pilot test for the wastewater treatment heat recovery item. B. LeBlanc briefly explained the process that is underway.

Several other questions were asked and clarified by B. LeBlanc.

4.1.2 Gantt Chart - Schedule of 2014 Major Capital Projects

The chart was reviewed. B. LeBlanc advised there are no changes with respect to the scheduling and timing of projects.

4.1.3 CBCL Biological Treatment Project Update

B. LeBlanc reviewed the memorandum dated 10 July 2014 received from CBCL. He indicated that all information was received from CBCL concerning the P3 application.

The final report concerning the pre-design and detail design from CBCL will be forthcoming in August rather than July as anticipated. Once the final report has been reviewed by staff it will be presented to the Commission.

4.2 Equipment and Contracts - Recommendations and Awards

4.2.1 Compost Facility Site Work RFQ (GMWC-COMP 2014-02) Recommendation

B. LeBlanc reviewed the status report concerning the GMWC compost facility 2014 construction program and the 5 responses that were received to the Request For Quotation (RFQ).

Discussion followed and questions asked were clarified by B. LeBlanc.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland to award the Site Work contract to Prosser Enterprise Ltd., the low bidder for the quoted amount of \$77,450.00 plus HST. **CARRIED**

4.2.2 SCADA software, PC, and Windows 7 upgrade - Recommendation

B. LeBlanc presented the GMWC - Modernization of the Supervisory Control and Data Acquisition (SCADA) System, Report and Recommendation dated July 14, 2014.

Considerable discussion followed and questions asked were clarified.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the GMWC management be authorized to implement the Supervisory Control and Data

Acquisition (SCADA) software and hardware upgrade as per the report and recommendation dated July 14, 2014; and to spend up to the budgeted amount of \$103,429.00 on this project of which \$63,000.00 would be sole sourced from Graybar. It is also recommended that management and technical staff determine the level of involvement by a "Systems Integrator" to assist in the installation. This work will improve the overall system's current operation and provide the platform for the major plant expansion. **CARRIED**

4.3 Engineering Studies/Reports

4.3.1 CSO RFP - Update

B. LeBlanc reviewed the Conceptual Design Future Conveyance and Combined Sewer Overflow Strategy RFP 2014-04. The Request For Proposals (RFP) closed on July 11, 2014 and a total of 5 bids were received. Discussion followed and numerous questions were raised and clarified by B. LeBlanc.

B. LeBlanc inquired as to whether Commission members should be on the technical evaluation committee. Following some further discussion all present were in agreement that only GMWC staff should be on the technical evaluation committee. A recommendation for award of the contract will be presented at the next Commission meeting scheduled for August 21, 2014.

5. Financial and Administration

5.1 Monthly Financial Report - June 2014

The financial report was reviewed. C. Michaud highlighted some information shown on the Statement of Operations Summarized Forecast, page 9. He explained the forecast amounts shown do not always match the budgeted amount shown because the forecast amount is the actual situation indicating the changes that came about during the previous month. Also, the accruing interest in the bank accounts is shown in the summarized forecast statement. He indicated the expenses report will also be adjusted with figures that are known to date that were not known when the budget was prepared.

B. LeBlanc circulated a memo dated 15 July 2014, GMWC Depreciation Rates. He indicated the table shows depreciation periods for fixed assets that are more in line with what GMWC has typically done in the past and

is closer to what the standard seems to be. This would be discussed with the Auditors before being enacted.

5.2 Finance committee recommendation regarding investments

C. Michaud provided some further background information with respect to the investment of the GMWC's surplus cash into a higher return investment product. Discussion followed and questions raised were clarified by C. Michaud.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the GMWC invest five million dollars (\$5,000,000.00) for two years in a GIC, at the best available rate, and also invest three million dollars (\$3,000,000.00) in a one year GIC at the best available rate, to ensure a maximum return on its funds.

CARRIED

5.3 2015 Budgeting - proposed schedule

The proposed schedule was reviewed. B. LeBlanc advised that the 2015 draft budget will be presented to the Commission at the September 18th 2014 meeting.

The Chair suggested that the final bullet point under deadlines should have specific dates identified.

6. Other - General

6.1 General Manager Report - July 2014

The report was reviewed and B. LeBlanc provided some further details on the highlighted points. Discussion followed and questions asked were clarified.

6.1.1 Website RFP Update and Recommendations

B. LeBlanc advised the RFP closed on July 15, 2015 and 20 bids were received. He provided some details concerning the various bids that were received. Discussion followed.

An initial review of the received proposals indicates the overall cost of this is within the General Manager's limits of authority, is a budgeted item, and the Commission were agreed that he should carry the issue to a conclusion.

6.1.2 Contaminated product in collector and treatment plant update

A detailed report concerning this incident was prepared by B. LeBlanc and P. Casas. Following review of the report and further discussion it was agreed that a Press Release should be issued to make the general public aware of the cost and impact of improper disposal of product through the sewer system or of accidental or unreported discharges.

B. LeBlanc will write a letter to the Department of Environment outlining the situation and the cost of the cleanup. It was suggested that the letter should also indicate that the GMWC exercised due diligence in making sure the contaminated product did not end up in the River. Also the bill for the cleanup (\$54,054.06) should be forwarded to the Department of Environment for reimbursement since they are the only body that can enforce the legislation.

6.1.3 Upcoming meetings and conferences - Travel request

The 2014 conference and meetings schedule was circulated. All present were in agreement that the General Manager should attend the WEFTEC Conference and Trade Show scheduled for September 27 to October 1, 2014 in New Orleans, Louisiana.

Agreement in principle was given for attendance at the following conferences to be held in 2014:

- ACWWA Annual Conference
- P3 2014 Annual CCPPP National Conference
- Windows on Ottawa CWWA Annual Conference

6.1.4 Treatment of fracking water in Greater Moncton Region

The comments on EIA Registration 4561-3-1390 Importation and Disposal of Treated Flowback Water in Dieppe Sewer System was provided for information purposes.

Discussion followed. It was suggested and agreed to by all present that the GMWC request the results of flowback water sampling and the Environmental Impact Assessment that was conducted by the Department of Environment and to start the discussion on this topic as soon as possible.

6.1.5 Assets Disposal

B. LeBlanc advised that the new Volvo loader will arrive next week. The following older assets will be disposed of:

- existing Volvo loader
- 40 foot stacking conveyor

6.2 Feedback on Request for Support to Councils, MLA's, MP's, Province

6.2.1 Building Canada Program Province of New Brunswick Update

B. LeBlanc provided feedback he received during a July 4, 2014 conversation he had with Andre Chenard, Director Environment and Local Government - Community Funding Branch concerning this program.

Considerable discussion followed.

It was agreed that C. Sweetland on behalf of the GMWC will contact Minister Fitch early next week to request a time to meet with him and/or other ministers concerning this matter in order to impress upon them the urgency of this situation.

6.3 Gabbey Report - Commission Review

6.3.1 Update regarding Cost Sharing and Jurisdiction recommendations

(THIS ITEM MOVED TO THE PRIVATE AGENDA AS IT CONCERNS LEGAL MATTERS)

7. Information Items

- 7.1 Payables - July 2014 Payables
- 7.2 Times Transcript June 25, 2014 Commission seeks funds
- 7.3 Times Transcript June 27, 2014 Route 11 twinning to begin this summer
- 7.4 Letter of thanks from Centre hospitalier universitaire Dr-Georges-L.Dumont - June 20, 2014
- 7.5 Overview of recent Chesterton training course attended by staff - June 25, 2014
- 7.6 Email communication regarding poer failure and CSO impact and relevant article regarding development of a CSO strategy - July 9, 2014
- 7.7 City of Moncton Reappointments to GMWC - July 4, 2014

7.8 City of Moncton user feedback regarding GMWC walking trail toilets - July 10, 2014

8. Private Meeting

MOTION TO MOVE TO “PRIVATE” MEETING

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

The meeting went to “Private” meeting at 7:05 p.m. and ended at 7:45 p.m.

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

Next meeting August 21, 2014 at 4:00 p.m. to be held at the Compost Facility Operations Centre

The meeting adjourned at 7:45 p.m.