



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

DATE: Thursday – August 15, 2013 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Secretary - Treasurer
Daniel Bourgeois, Commissioner
Brian Hicks, Commissioner
Clarence Sweetland, Commissioner
Bernard LeBlanc, General Manager, GMSC
Michael Asplet, Financial Consultant
Conrad Allain, Director of Operations

ABSENT WITH REGRETS: Julie Thériault, Commissioner

The Chair welcomed everyone to the meeting. Daniel Bourgeois thanks Commission for flowers and their presence on the occasion of his mother's death.

1. Chair's remarks and Approval of Agenda

Chair proposed addition of one item to the agenda - To elect a new secretary.

Approval of Agenda

It was **Moved By:** Chanel Michaud and **Seconded By:** Brian Hicks to accept the agenda as amended. **CARRIED**

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - July 18, 2013

The minutes were circulated. D. Bourgeois asks to include Conrad Allain, Director of Operations, he was there for part of the meeting, he was in attendance.



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

2.2 Procès - Verbal de a réunion du 18 juillet 2013

There were no corrections on the French minutes, being previously emailed to C. Michaud and D. Bourgeois.

It was **Moved By:** C. Michaud and **Seconded By:** D. Bourgeois to approve the French minutes. **CARRIED**

2.3 Items arising from Minutes (Appendix 1)

The Chair commented that all 'Items arising' are dealt with in the meeting's agenda except the 'auto allowance'. It will be dealt with at the next meeting. B. LeBlanc provided a brief comment on the item arising on the web site. A lot of work remains to be done on the website. However, a clean-up has been performed and a small amount of new material has been added.

3. Capital Construction Program, Engineering Studies

3.1 Capital Projects

3.1.1 Capital Construction Program 2013 - Progress Report

C. Allain reviewed capital project plans and progress on the capital construction program for 2013. C. Allain has spent considerable time since the last meeting with B. LeBlanc and M. Asplet in a redesign of the monthly Capital Program Report, updating and upgrading it. In addition to physical progress, financial progress (expenditures to date and comparison against budget) will be added in.

On the subject of specific projects, C. Allain commented:

- The New Compost Facility building: there is still a problem with the electrical inspector approving what is proposed.
- The Second Phase Compost (now being referred to as Pad 3) is in final review of specification. This appears to be a good year to put out tender, to provide more compost capacity.



- The Second River Crossing – Finalizing Geotechnical. Looking into reversing the flow around the Dieppe traffic circle to deliver separated sewage from Moncton's north end via Dieppe.
- The pilot project was budgeted at \$294,000. \$85,000 is currently committed to that work. Any further work would be approved by the Board. The pilot plant is currently being modified to add primary clarification. C. Allain is meeting with Consultant in September. Consultant should then be able to finalize report and GMSC can move to an RFP for pre-engineering of BNR upgrade.
- Pre-treatment/screening/grid removal to be upgraded. A draft R.F.P. will be brought forward next month for approval. This is a good opportunity to attack the front end of plant. Depending on availability of funding, decision can be made on what to go to tender with.
- Fox Creek Pumping Station: Recommendation to come to initiate the purchase of some equipment there. Currently, Fox Creek is over capacity in the spring and fall. Proposing a concept for the long term, it is a major retrofit, probably a year to design and a year to build. But an interim solution is required and the equipment being proposed will also serve the long term. R.F.Q.'s will be issued to suppliers.
- Virginia Pumping Station: On hold right now. Clarifier retrofit: will start evaluating this in September; need to determine how we will deal with the existing equipment. We need to be sure on the retrofit because if we build Clarifier # 4, we have to know how to configure it. We have to do a little more work with suppliers and manufacturers. More detail will follow.

On the subject of Engineering Design, B. LeBlanc commented that we have a budget, and are keeping track of R.V. Anderson consulting costs. C. Allain advised that the next major step will be the tender for pad number 3. Pre-screening has also been defined and drawings will be available to him next month. C. Michaud asked about the need for a 3rd Pad. C. Allain answered that it is a bit tight now. With secondary treatment, we are going to be short. The City's Jonathan Creek Sewer project, is likely to be delayed until 2015.

3.1.2 Progress Claim # 351 by R.V. Anderson



C. Allain says R. V. Anderson were used to a claim system from the R.V.A./Touchie era. We need to deal with them project by project, as they are coming to an end. For Compost Pad 3, we will need to ask for construction management, and will discuss and negotiate that. We don't have a budget for that. The sewer strategy for Dieppe on Babineau Creek. The River Tunnel Assessment, we said we better find out what's going on with the gates of the river open. We will monitor the situation, to ensure that the river is not jeopardizing our tunnel. Jonathan Creek has a recommendation to do more work. CN will not sign an agreement with the City until 2014. C. Allain will review with R.V.A. and come to grips with recommendation for a new budget. R.V.A. has done a good job on the Moncton North End. C. Allain has walked the line with them and has determined that it is doable. C. Allain says you follow the existing sewer, disconnect, run new sewers to pick up, (illustrating on plan). Need to look 50 years ahead. What is the skeleton? Should the Commission be the owner and the operator of the skeleton? Discussions were held by all members. D. Bourgeois says, we should all be on the same page, all three communities.

3.1.3 Equipment and Contract – Purchases and Awards

Fox Creek Pumping Station pump upgrade: B. LeBlanc and C. Allain have developed costs and recommend moving forward on this project. The work would be well within the \$80,000 budget. B. LeBlanc recommended approval of the purchase of two Flyght Model NP-1353 Submersible Pumps and Variable Speed Drives as per the proposal by XYLEM dated August 8, 2013 and to proceed with other project elements as per the approved Budget 2013.

It was **Moved By:** C. Michaud and **Seconded By:** D. Bourgeois to approve the purchase of two Flyght Model NP-1353 Submersible Pumps and Variable Speed Drives as per the proposal by XYLEM dated August 8, 2013 and to proceed with other project elements as per the approved Budget 2013.

CARRIED

Waste Water Heat Recovery – Pilot Project: B. LeBlanc presented an energy recovery pilot project. This is a pilot to test heat recovery from the waste water being processed at the treatment plant. If proven successful, it should produce annual savings of \$150,000. Four bidders were asked to submit and of the three received, purchase of the heat pump from the Master Group, the low bidder, was recommended.



It was **Moved by:** C. Sweetland and **Seconded by:** C. Michaud that a heat pump be purchased from Master Group.

CARRIED

3.1.4 Compost Facility Operations Centre

B. LeBlanc advised that Staff are working with the contractor at the Compost Facility operations Centre. The contractor is expected to be on site by September 3rd, complete any deficiencies by the end of September, with move in planned by the end of October.

3.2 Engineering Studies/Reports

3.2.1 Tri-Community/GMSC Wastewater Conveyance Asset Development and Ownership (Gabbey) Study

Chair advised that this item is a duplicate and will be covered in item 5.3.

3.2.2 RFP for Secondary Treatment

C. Allain stated that the first one is for pre-treatment and is to meet in September to get the reports wrapped up. There are two projects to move along once we have a GMSC format for calling RFPs. This will allow GMSC to get the pre-engineering design done. This can then be used for funding applications and to provide an estimate of expected plant upgrading costs. Still need preliminary design and cost estimates for P3 project, but design would be part of project costs. B. LeBlanc says if it fits within P3 project, we would talk to Ottawa, they could fund 25%, as could the Province. GMSC would have to put 50% forward, in that event. D. Bourgeois says P3 is a Government of Canada fund. B. Hicks says there was a study out west saying it may be cheaper not to go with P3 project. C. Allain comments, the worst case scenario is \$40,000,000. B. LeBlanc states we will get to this phase in October.

4. Financial and Administration



4.1 Payables - July 2013 Payables

The Payables were reviewed in detail and several questions raised were clarified. M. Asplet indicated that Admin. Personnel expenses had gone up significantly. C. Michaud explained that the difference in the salaries, forecast for 2013, was slightly less than 2012 (a maternity leave) but that person is coming back next year.

It was **Moved By:** C. Michaud and **Seconded By:** B. Hicks that the July 2013 Payables be approved as presented. **CARRIED**

4.2 Monthly Financial Report – June 2013

M. Asplet introduced the new Monthly Financial Report format. He presented an overview of administration expenses, public education, salaries, benefits and operations YTD. He also provided an update on project spending, capital work in progress, equipment and machinery. An overview of what the new reports will look like was distributed. Both C. Michaud and the Chair congratulated B. LeBlanc and M. Asplet on the work they had done developing the new report formats.

The financial statements were reviewed. Discussion followed and questions asked were clarified by C. Michaud and B. LeBlanc.

Motion: D. Bourgeois that the month of June 2013 Financial Statement be approved as presented **Seconded:** by Brian Hicks. **CARRIED**

4.3 2014 GMSC Draft Budget and 2014 -2018 Strategic Plan

B. LeBlanc reviewed the 2014 -2018 Strategic Plan. It had been prepared by the management team and staff. He hopes to have the Strategic Plan looked at every year, it will be set up for five years, and resources will be focused on achieving that plan. Once the Commission approves the Strategic Plan and Budget, Mr. LeBlanc will work with the management team to set objectives for the year and ensure that all head in the same direction.

He also presented the first draft of the 2014 GMSC Budget.

B. LeBlanc will fine tune the 2014-2018 Strategic Plan, Mission, Vision and Strategic Objectives and will email members so they can provide feedback.



It was **MOVED by:** Daniel Bourgeois and **SECONDED BY:** Brian Hicks to accept the budget in principle as starting point. **CARRIED**

5. Other - General

It was **Moved By:** Chanel Michaud and that the meeting recess to August 21, 2013 at 3:00 p.m. for continuation of the general manager's report. **CARRIED**

The meeting recessed at 7:30 p.m.

Meeting to re-convene August 21, 2013 at 3:00 p.m.