

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

DATE: Thursday - July 18, 2013 - 4:00 pm
Wastewater Treatment Facility

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

Conrad Allain, Director of Operations, in attendance for part of the meeting

The Chair welcomed everyone to the meeting and introduced the newly appointed Commissioner representing Riverview, Clarence Sweetland. B. LeBlanc also introduced the newest GMSC employee, Michael Asplet as the temporary Finance Administrator.

1. Chair's remarks and Approval of Agenda

To add as item 6.5 Motions Summary; and item 6.6 Appointment of Clarence Sweetland as Commissioner, GMSC.

Approval of Agenda

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

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - June 20, 2013

The minutes were circulated. To correct the English version of the minutes at Section 4.2 by changing the word "discussed" to "discussion".

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

C. Sweetland abstained from the vote.

2.2 Procès - Verbal de a réunion du 20 juin 2013

In Sec. 4.4 title to eliminate “de transport” and in Sec. 4.4.2 to eliminate the last word “courant”.

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

2.3 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. (see items 3.1.3; 3.2.1 and 5.3.1; 5.3.1; 6.1; 7; 6.2; 5.1; 5.1 and 5.2; 5.1 below).

D. Bourgeois reiterated that GMSC should follow up on the auto allocations and advise the Board.

3. Capital Construction Program, Engineering Studies

3.1 Capital Projects

3.1.1 Capital Construction Program 2013 - Progress Report

New Compost Facility building: the electrical is not to code and will be corrected without further cost to the Commission.
Compost Facility Pad #2: tender in August possible start of construction in October/November. Geotechnical approved.
BNR treatment pilot project: winter & spring pilot work nearly completed.

Fox Creek Pumping Station: pump will not be able to sustain future needs, upgrades to be reviewed.

3.1.2 Progress Claim # 351 by R.V. Anderson

The Commission finds the progress claims confusing and wants to know where it stands budget-wise. C. Michaud asked where the usual budget was reporting that they were presented with these claims.

3.1.3 Compost Facility Operations Centre - Budget Status

A recap of the disbursements for the compost facilities was presented by C. Allain and figures were checked by the secretary/treasurer C. Michaud and found satisfactory. The total change orders will remain at minus \$134,453.93 with a holdback of +/- \$30,000.00 for deficiencies. C. Michaud reminded the Board that a total of \$271,962.03 was paid in GST of which more than 70% should be refunded. Including the full GST paid the project will be completed at a cost below the original tendered price. There was good follow-up by management, especially C. Allain.

3.2 Engineering Studies/Reports

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

3.2.1.1 Distribution to website

Upgrade to our website is needed. B. LeBlanc will follow up with potential suppliers of this service. D. Bourgeois emphasized placing on our website the accomplishments, and there are many, done by the Commission since the Auditor General's report. Everyone was in agreement that something should be added to our website in order to inform the public or whoever visits our website about the positive changes that have taken place in the last two years or are currently in process.

3.2.1.2 Synopsis of accomplishments from Gabbey for website

Currently our starting point is the Auditor General's report and the improvements thereafter.

3.2.1.3 Feedback from Technical Committee on Sections 4, 6 & 7

Sections 4, 6 & 7 were accepted in general, by the Technical Committee, with some reservations to be discussed further with Richard Gabbey on July 21st. As mentioned by the general manager, B. LeBlanc, Moncton was the only stakeholder to answer our invitations to present us with their priorities. The opportunity was well appreciated. (Dieppe and Riverview have since presented their priorities).

3.2.2 RFP for Secondary Treatment

The RFP is to be ready by September and be sent to potential companies in New Brunswick and out of province.

4. Financial and Administration

4.1 Payables - June 2013 Payables

The Payables were reviewed in detail and several questions raised were clarified. Further information was requested by D. Bourgeois for the total cost of our work with the lawyers at Forbes Roth Basque and the Human Resources firm of Pierre Battah.

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

4.2 Monthly Financial Report - May 2013

C. Michaud advised that by the next meeting there will be a different version of reporting the financials that will work on different aspects. He indicated that on one page you will see the monthly and up-to-date figures for the year instead of having four pages to indicate that. An overview of what the new reports will look like was distributed and C. Michaud congratulated B. LeBlanc and M. Asplet on the work they did concerning the new report formats.

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

The Chair commented that the work done to date by the GM and the Financial Consultant with respect to the financial reporting systems is very commendable.

M. Asplet left the meeting at 5:30 p.m.

5. Other - General

5.1 General Manager Report

B. LeBlanc presented his July 2013 report and discussed some of the highlighted points in the report. Some discussion concerning the safety policies at GMSC

followed and B. LeBlanc indicated that these policies are being formulated and implemented immediately.

B. LeBlanc advised that a Strategic Planning exercise with GMSC management /staff was implemented on July 11th.

B. LeBlanc circulated a chart entitled 2013-2020 Funding Programs Opportunities. Considerable discussion followed concerning what funding is available and which programs are defined that may be applicable to GMSC.

B. LeBlanc circulated a draft organizational chart. He indicated the chart is aligned in part with what was recommended in the Gabbey Report.

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

The Commission was in agreement and satisfied with the GM's report, including the draft organizational chart.

D. Bourgeois left the meeting at 6:00 p.m.

5.2 Feedback on invitations to make 10 minute presentation to public Council

It was agreed that this would be undertaken in the fall. It was suggested that GMSC avoid programs where it would be competing with the municipalities. This will be discussed further at a future meeting.

5.3 Gabbey Report

5.3.1 Commission's review of Section 3

The Chair presented a spreadsheet that summarized Section 3 of the Gabbey Report - Recommendations. Each of the items were discussed and all were in agreement with the recommendations. The responsibility of each item was assigned for further action by GMSC staff. Regular feedback as to the progress will be given to the Board at each meeting

Some discussion followed with respect to having the Board meetings of GMSC made public. All were in agreement that the meetings should be open to the public. These meetings would be advertised on the GMSC website indicating the date and time.

6. Information Items

The following items were distributed for information purposes.

- 6.1 Compliments to Gabbey
- 6.2 Letter to MP and MLA's distributing Annual Report
- 6.3 Updated list of Commission members
- 6.4 CWWA Bulletin

J. Thériault commented that there is an article concerning the P3 Partnership for Wastewater Upgrades in Regina, Saskatchewan that is well worth reading in this CWWA Bulletin

6.5 Motions Summary

It was agreed that this document would be useful and should be updated on a regular basis and distributed digitally to the Board members.

6.6 Commissioner appointment - C. Sweetland

A copy of the letter from the Town of Riverview, formally appointing Clarence Sweetland was distributed to the Board.

It was suggested that an official letter of thanks should be sent to the past Treasurer D. Baker. All agreed and the Chair will draft a letter for circulation to the Board for comments and input.

7. Private Meeting

MOTION TO MOVE TO "PRIVATE" MEETING

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

The meeting went to "Private" meeting at 7:30 p.m. and ended at 8:30 p.m.

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

Next meeting August 15, 2013 at 4:00 p.m.

The meeting adjourned at 8:30 p.m.