

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

DATE: Thursday - May 16, 2013 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Secretary
Brian Hicks, Commissioner
Daniel Bourgeois, Commissioner
Julie Thériault, Commissioner
Conrad Allain, Director of Operations

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

The Chair suggested that agenda item 6.3 presentation by the Consultants Richard Gabbey and Boyd Touchie be moved to the start of the meeting as they were already present. The Chair also advised that the Technical Committee was scheduled to be at this general meeting but were unable to attend due to another commitment.

Approval of Agenda

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

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - April 18, 2013

The minutes were circulated. C. Michaud abstained from voting on the minutes as he was not present for the meeting.

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

2.2 Items arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. (see items 4.3, item 8.3, and item 8.4 below)

3. Payables - April 2013 Payables

The Payables were reviewed and several questions raised were discussed and clarified by C. Allain. A detailed clarification was provided by C. Allain with respect to the invoice from Rockwell Automation.

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

4. Capital Construction Program, Engineering Studies

4.1 Progress Claim # 349 by R.V. Anderson

C. Allain provided an overview of the progress claim from R.V. Anderson. Questions were raised concerning some of the charges and these were clarified by C. Allain.

4.2 Cherryfield Contracting - Garage Site Services - 5% Holdback Release

C. Allain advised that Cherryfield Contracting are bankrupt and the Bank of Nova Scotia is now involved. C. Allain indicated the release of the 5% holdback was for the warranty period on the contract that was completed two years ago. Payment to be made, subject to concurrence of legal counsel.

4.3 Compost Facility Operations Centre

C. Allain advised the deficiency list for the Operations Centre has been completed. He indicated there are some electrical issues with the heat pump in the mechanical room that the contractor is working on and will be resolved in the near future.

4.4 Recommendation on proposal from R.V. Anderson re Virginia Pumping St. and Second River Crossing

C. Allain presented his recommendation on the proposal received from R.V. Anderson. Some discussion followed. C. Allain clarified some concerns expressed by various Commissioners. It was agreed by all Commissioners that more justification is needed from R.V. Anderson regarding their proposal.

C. Allain will write to R.V. Anderson requesting further clarification concerning the permitting process and the environmental management plan. The letter

should also indicate that the Commission is not satisfied with the numbers as stated and that R.V. Anderson should be made aware that the Commission wants to be able to exercise all of its options.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud to approve the initiation of work on items 1, 2, 4, 5, 6, 7, and 8 at this time, as per the memorandum from C. Allain dated May 14, 2013. The pricing on these items to be renegotiated downward. **CARRIED**

5. Financial and Administration

5.1 Treasurer vacancy

The Chair advised that, following the resignation of Treasurer, D. Baker, a new Treasurer must be elected. A brief discussion followed. Secretary Chanel Michaud was asked if he would take on the Treasurer's function.

It was **Moved By:** J. Thériault and **Seconded By:** B. Hicks that the treasurer and secretary positions be combined for a temporary period until such time as the vacancy left by D. Baker is filled by the Town of Riverview.

CARRIED

5.2 Corporate Master Card Application

This matter will be dealt with at a later time once the General Manager assumes his position.

5.3 Monthly Financial Report - March 2013

C. Michaud reviewed the GMSC financial statements. Some concerns expressed were clarified by C. Michaud. It was noted the budget figures were not available in the proper format and therefore will be dealt with at the June meeting.

5.4 Capital Construction Program 2013 - Progress Report

C. Allain presented the Capital Program Progress Report and reviewed in detail the various projects that are ongoing. Some questions were asked and clarified further.

6. Other - General

6.1 Status of Annual Report

C. Allain indicated that the translation of the report is taking longer than anticipated. It was suggested that in future consideration should be given to hiring a company that can produce the financial audit in bilingual format without the necessity of it going out for translation.

6.2 GMSC Employee Handbook

The Chair informed the Commissioners that during the search for the General Manager it was noted that the GMSC employee handbook and policy manual has some shortcomings in its present form.

Some discussion followed and it was agreed that this matter needs to be reviewed and updated. This will be dealt with over the next few months.

6.3 Presentation by Consultants Richard Gabbey and Boyd Touchie of the Tri-Community/GMSC Wastewater Conveyance Asset Development and Ownership Study

Mr. Gabbey introduced the study and advised his report is very comprehensive and that it looks at almost all of the aspects of the Commission's operations especially with regard to its structure, governance, different recovery options, models and that sort of thing. Mr. Gabbey advised the main thrust of the study is to make recommendations on what can be done in order to make the job the easiest for the Board and for the administration of the Commission.

Mr. Gabbey discussed the recommendations in detail. Numerous questions were asked by various Commissioners and clarified by Mr. Gabbey. At the end of his presentation a bound copy of the final report was given to each Board member. Mr. Gabbey will attend at the GMSC at a future date to respond to any questions the Board may have.

The presentation commenced at 4:00 p.m. and finished at 5:45 p.m.

D. Bourgeois left the meeting at 5:45 p.m.

7. Private Meeting

The Chair suggested that the regular meeting be completed and then move to the "Private" meeting. All were in agreement.

8. Information Items

8.1 Feedback from Presentation to Tri-Community Council meeting May 15

The Chair updated the Board on the meeting which was attended by W. Pearce, B. Hicks and C. Allain. During the presentation to the Tri-Community Council it was noted there is one slide that is outdated and should be changed before future presentations are made. B. Hicks suggested an alternative approach. The presentation gave the GMSC some insight as to how to revise the presentation when going before each separate council.

8.2 Feedback on invitations to make 10 minute presentation to Public Council meetings

Further consideration will be given as to how the presentation will be made. It was suggested that we attempt to get before the councils in June.

8.3 Letter of April 23, 2013 to Damon Black - BMO Bank

8.4 Letter of April 30, 2013 regarding By-Law #01

8.5 Feedback from Dave Muir regarding By-Law #01

Included for information purposes.

8.6 Letter from City of Moncton regarding By-Law #01

The Chair advised that the solicitor for the City of Moncton, Stephen Trueman, is going to review the By-Law #01 and provide some comments to the Board.

8.7 Article re Reliability Issues

For information purposes. The Chair referred Commissioners to a recent article from Maclean's Magazine that implies that utilities in general are vulnerable due to their reliance on the internet for communication. C. Allain explained GMSC's system and assured the Commission of its robust, two level construction. Were the internet to go down, the operation could be maintained without difficulty.

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 the “Private” meeting. **CARRIED**

The meeting went to “Private” meeting at 8:00 p.m. and ended at 8:20 p.m.

Next meeting June 20, 2013 at 4:00 p.m.

The meeting adjourned at 8:20 p.m.