



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

DATE: Thursday – March 15, 2012 - 4:00 pm
Wastewater Treatment Facility

Chairman: Winston Pearce, P. Eng., Chairman

In attendance: E. Pitre, Vice-Chairman
D. Baker, Commissioner
Chanel Michaud, Commissioner
Brian Hicks, Commissioner
C. Allain, Director of Operations
R. Richard, Manager of Special Projects

1. The Chairman welcomed everyone to the meeting.

The Chairman advised that the agenda had been revised and that several items were added as a result of the orientation meeting held on Wednesday, March 14, 2012. The revised agenda was circulated at the beginning of the meeting.

The Chairman advised that he had been advised by the City of Moncton Manager that Sara Ehrhardt will not be the second City of Moncton representative as previously advised.

It was **Moved by:** E. Pitre **Seconded by:** C. Michaud to approve the revised agenda as presented. **Carried.**

2. Minutes of Regular Meeting – February 23, 2012

It was **Moved by:** C. Michaud **Seconded by:** B. Hicks that the minutes of February 23, 2012 be adopted as presented. **Carried.**

3. Payables - February 2012

The list of payables was circulated prior to the meeting.

B. Hicks requested clarifications on the following payables:

- “On Call Internet” payments to operators
- Vehicle allowances to senior staff

C. Allain provided background and explanation to questions.

It was **Moved by:** D. Baker **Seconded by:** E. Pitre to approve the February 2012 payables as presented. **Carried.**



4. Capital Construction Program - Engineering Studies

4.1. Progress Claim # 335 by R. V. Anderson

C. Allain provided a verbal summary of work being undertaken by the consultants in relation to preliminary engineering for the Virginia Street Pumping Station and Forcemain. The amount referenced in Claim # 335 was included in the payables as approved.

C. Michaud noted that no invoicing has been submitted to date on the Environmental Studies portion of the study. C. Michaud expressed concern because environmental studies and approvals should be completed at the beginning of a project to ensure success. He noted that environmental issues can on occasion result in a project cancellation.

C. Allain responded that he will review with consultant and report back to commission.

4.2 Letter Report – Compost Facility Garage Tender (exp Consultants)

C. Allain provided a summary presentation and background of the current vision for the composting site and operations including proposed site layout. C. Allain reviewed the background and contents of the exp Consultants letter report dated March 13, 2012 regarding the Compost Facility Garage. The letter report includes a summary of events to date regarding the development of the project.

A lengthy discussion followed on: the architect's capability; the process followed by exp Consultants to date; the original construction cost estimate vs. the current estimate of \$1.9M. C. Allain explained that revisions to the original concept, as approved by the Commission, resulted in higher costs estimated at \$1.8M prior to tender.

B. Hicks asked if there was an approved Commission motion authorizing the project to go to tender with an estimated cost of \$1.8M. C. Allain confirmed that the Commission had approved a motion to proceed to tender and that five bids had been received. B. Hicks also queried the negotiating process with the low tenderer to reduce costs.

The Chairman indicated his general opinion that the Commission should proceed and that a re-tendering might not result in lower costs but would significantly increase design costs. The Chairman then asked the Director of Operations for his recommendation.

C. Allain confirmed that the garage is needed for the proper operation of the composting facility and for accommodation of staff. He also advised that the cost per square foot was very good compared to other recently constructed garages for City of Dieppe and Codiac Transit. He recommended that the Commission proceed with the project as presented.

It was Moved by: E. Pitre Seconded by: C. Michaud that as recommended by the Director of Operations, GMSC proceed with the Compost Facility Garage construction as per the recommendations in the letter report from exp Consultants dated March 13, 2012 and that the contract be awarded to Avondale with the understanding that based on approved credits, a change order would be issued prior to any construction, reducing the tender price to \$1,947,981.00 and that the Director of Operations obtain legal counsel to proceed as proposed. Carried.



4.3 Letter Project - Energy Study (exp Consultants)

C. Allain provided a verbal summary of the letter report from exp Consultants dated March 8, 2012 on the energy evaluation and confirmed that the draft of the final report had been submitted.

D. Baker requested when the final report would be presented and requested that the commission members receive a copy.

C. Allain responded that he needs to review the draft report and provide comments before final report is submitted. He will keep the commission advised on this item.

5. Financial and Administration

5.1 Monthly Financial Report – January 2012

The monthly financial report is compiled by AC Stevenson & Partners LLP from the payables, invoicing and coding by GMSC staff.

D. Baker requested information on the septic haulers and billings:

- Identify Customers
- Current Rates Charged
- Date of last increase

C. Allain to provide information at the next meeting.

It was Moved by: D. Baker Seconded by: C. Michaud that the monthly financial report be approved as presented. Carried.

5.2 Property and Casualty Insurance Renewals → 2012 - 2013

R. Richard presented the information in his memo dated March 12, 2012 regarding the Property and Casualty Insurance Renewals 2012-2013.

The Chairman suggested that GMSC should explore the possibility to include the current GMSC coverages with the City of Moncton policies. The Chairman indicated that following his conversation with the City Solicitor, that this could be possible.

The Commission members also indicated the preference to invite several Broker/Agents to submit proposals for the GMSC insurance services in case an arrangement is not possible with the City of Moncton.

Following a discussion, it was agreed as follows:

1. Chairman send a letter to the three municipal managers advising of GMSC's wish to explore the potential to include its current insurance coverages with the insurance providers to the municipalities.
2. In parallel, request proposals from the current Broker/Agents of each municipality to provide services to GMSC. R. Richard to follow up on this matter.

R. Richard will submit update report at the April meeting.



5.3 Hawk Invoices from 2009 to 2011

A summary of Hawk payables from 2009-2011 was presented as requested by B. Hicks at the previous Commission meeting. B. Hicks inquired if Commission Motion's had been approved for services provided by Hawk. C. Allain will report back to the Commission at the April meeting.

5.4 Budget

C. Allain circulated the proposed 2012 GMSC Budget at the meeting.

C. Allain provided a brief presentation on the Long Term Strategy projects and proposed projects in a preliminary budget presentation. A more detail explanation of the proposed 2012 budget was presented by C. Allain.

It was Moved by: D. Baker Seconded by: E. Pitre to approve the 2012 Budget as presented by C. Allain. Carried.

The Chairman requested that a copy of the 2012 Budget be sent to the City Managers.

6. Doug Baker

6.1 City of Moncton Information Request -- Letter of March 1, 2012

D. Baker reported that in response to the request from the City of Moncton for copies of invoices, related receipts, etc. and following receiving guidance from Legal Counsel, M. Baker reported that the information has been prepared under his supervision and three (3) copies have been produced.

- One Copy for City of Moncton
- Two Copies for GMSC

The confidential information (telephone numbers, credit card information, personal information, etc...) has been deleted from the records.

D. Baker will prepare the required correspondence, with consultation with a legal adviser, prior to submitting to the City of Moncton.

6.2 Resolutions

Resolutions approved at meeting of November 29, 2011 for which minutes were not approved. The following resolutions were presented for ratification.

Resolution Relative to Payments

WHEREAS it would be in order for the Director of Operations to review and authorize the payment of invoices by the Commission:



Resolutions (Cont'd)

NOW THEREFORE BE IT RESOLVED that the Director of Operations is hereby authorized to review and approve for payment all proper invoices received for expenses incurred by the Commission, and once approved, the proper officers of the corporation are authorized to make payment by cheque or other approved method of payment.

It was Moved by: D. Baker Seconded by: E. Pitre to approve the resolution as tabled. Carried.

Resolution Relative to Right to Information Act

- It was Moved by: D. Baker Seconded by: E. Pitre to hire a legal adviser specializing in these matters as selected or acceptable to the Chairman to protect the interest and privacy of GMSC in regards to Right to Information Act Request. Carried.
- It was Moved by: D. Baker Seconded by: E. Pitre to send a letter and to appoint D. Baker as the designated head. Carried.

7. Winston Pearce - Chairman

7.1 Election of Secretary

In accordance with the GMSC By-Laws, a secretary shall be elected from among its own members.

Chanel Michaud was appointed as secretary by the members present.

It was Moved by: E. Pitre Seconded by: D. Baker that Chanel Michaud be appointed as secretary for the GMSC. Carried.

7.2 Signing Officers

It was Moved by: C. Michaud Seconded by: E. Pitre that the signing officers effective March 15, 2012 for the GMSC are:

Winston Pearce – Chairman
Edouard Pitre – Vice-Chairman
Chanel Michaud – Secretary
Doug Baker – Treasurer

Carried.

R. Richard will coordinate with the Bank National.

It was unanimously agreed by all present that the remaining agenda items would be referred to a special meeting:



9. Next Meeting

Wednesday, March 21, 2012 — 11:00 am — Wastewater Treatment Facility (Lunch will be provided)

Motion to Adjourn — 6:15 pm.

It was Moved by: E. Pitre Seconded by: C. Michaud. Carried.

Prepared by:

Roland P. Richard, P. Eng., FEC
Manager of Special Projects

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