



GREATER MONCTON
WASTEWATER
COMMISSION

COMMISSION
DES EAUX USÉES
DU GRAND MONCTON

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

DATE: Thursday - September 18, 2014 - 4:00 pm
GMWC Riverview Operations Centre

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

Brian Hicks, Commissioner - absent with regrets
Daniel Bourgeois, Commissioner - absent with regrets

Also Present: C. Allain and M. Asplet

The Chair welcomed everyone to the meeting. He advised on the passing of Larry Jack, a former Commission member.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. It was agreed to move Item 5.8 to the beginning of the meeting as C. Allain and M. Asplet are now present.

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

2. Minutes of Meeting

2.1 Minutes of Meeting - August 21, 2014

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

2.2 Procès - Verbal de la réunion du 21 aout 2014

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

B. LeBlanc provided some further clarification concerning the CSO/Forcemain. To date the contract with RV Anderson has not been signed. Further details to follow next month.

B. LeBlanc advised the drawings for the Administrative Building were received September 12, 2014 and are currently being reviewed. It is expected the tender will be ready to go out within two weeks.

B. LeBlanc advised no feedback has been received to date from the municipalities with respect to the cost sharing matter.

4.1.2 Gantt Chart - Schedule of 2014 Major Capital Projects

The chart was reviewed. B. LeBlanc provided clarification concerning the design scale system. He indicated this will not be done this year. Further details to follow.

4.1.3 CBCL Biological Treatment Project Update

B. LeBlanc advised that CBCL has indicated that the preliminary design report will be online on September 24, 2014 and the hard copies will be available September 30, 2014.

4.1.4 Compost Project Status Report

The status report dated September 15, 2014 was reviewed.

4.2 Equipment and Contracts - Recommendations and Awards

4.2.1 Compost Facility RFQ - Pumping Station (GMWC-COMP 2014-04 - Recommendation)

B. LeBlanc advised 3 bids were received. The recommendation was reviewed and some questions asked were clarified.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the project be awarded to Modern Construction (1983) Limited, the low bidder for an amount of \$239,754.00 plus H.S.T. (\$270,922.02 incl. H.S.T.) **CARRIED**

4.2.2 Compost Facility RFQ - Electrical (GMWC-COMP 2014-07) - Recommendation

B. LeBlanc advised 2 quotations were received. The recommendation was reviewed and some questions asked were clarified.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the Electrical Contract Project COMP 2014-07 be awarded to the low bidder Roadway Systems Limited for the quoted amount of \$101,898.00 plus H.S.T. (\$115,144.74 incl. H.S.T.). **CARRIED**

4.2.3 Compost Facility RFQ - Heat Recovery Piping (GMWC-COMP 2014-05) RFQ Update

B. LeBlanc advised there is no documentation for this item at present as management is still evaluating the bids. Further details to follow next month.

4.2.4 Compost Facility RFQ - HVAC & Blowers (GMWC-COMP 2014-06) Recommendation

B. LeBlanc advised 2 quotations were received. The recommendation was reviewed and some questions asked were clarified.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland that the HVAC Contract-Project COMP 2014-06 be awarded to the low bidder, BSM Services for the amount of \$80,435.00 plus H.S.T. (\$90,891.55 incl. H.S.T.). **CARRIED**

4.2.5 Compost Facility RFQ - Pipe Manifold (GMWC-COMP 2014-08)
Award

B. LeBlanc advised this contract was awarded to Southeast Welding for the total amount of \$55,058.94 incl. H.S.T.

4.2.6 Compost Site Gore Cover Purchase - Recommendation

B. LeBlanc provided further clarification concerning the covers for the existing composting system. He advised the original supplier was GORE™ and that pricing for replacement of the covers was requested from them due to compatibility and the fact that they already have detail drawings for them.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland to authorize management to initiate Compost Cover Replacement with the initial purchase of one (1) cover in 2014 for the quoted amount of 57,030.50€ (\$82,694.23 Can).

CARRIED

4.3 Engineering Studies/Reports

4.3.1 Future Conveyance and Combined Sewer Overflow Strategy RFP 2014-04
Update

A letter dated August 28, 2014 from C. Allain to RV Anderson Associates Limited was circulated for information purposes.

4.3.2 Closure of Virginia Pump Station and River Crossing Pre-Design Study
(2012)

B. LeBlanc advised that the final reconciliation of unpaid invoices, invoices paid to date, etc., and budget approvals were finalized over the last few months. This matter is now finalized.

5. Financial and Administration

5.1 Monthly Financial Report - August 2014

The financial report was reviewed. Some questions asked were clarified by B. LeBlanc.

5.2 Draft IT Policies - Password Policy, and Server Information Back Up Policy

B. LeBlanc provided a draft of the IT Policies of the GMWC.

Discussion followed. Concern was expressed with respect to the method used for backing up of data that is stored on hard drives. B. LeBlanc to make inquiries with respect to backing up and storing of information off site.

5.3 Draft Investment Policy and Recommendation

A draft Proposed Investment Policy Statement was reviewed and discussed. Questions raised were clarified by C. Michaud and B. LeBlanc. The suggested changes and modifications will be made and a revised draft will be presented at next month's Commission meeting.

5.4 Contingency Reserve - Draft Bylaw

C. Michaud suggested that a Contingency Reserve Fund be established for the GMWC. All present were in agreement with this suggestion. Considerable discussion followed and questions asked were clarified.

C. Michaud also suggested that the GMWC establish a reimbursement pattern to the Contingency Reserve Fund be implemented. This point to be discussed at a future meeting.

B. LeBlanc to review any necessary changes to the Bylaws with the Finance Audit and Governance Committee and advise the Commission at a future meeting.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the GMWC modify the Motion that was passed at the Commission meeting held on July 17, 2014, Item 5.2, and that the five million dollars (\$5,000,000.00) be put aside as a Contingency Reserve Fund and invested for a period of up to one year.

CARRIED

5.5 Code of Business Ethics and Confidentiality - Draft Policy

A draft copy of the GMWC - Business Ethics and Confidentiality document was reviewed and discussed. Several changes to the document were suggested and all present were in agreement with the modifications. Also, the title of the document should be "Code of Business Conduct".

B. LeBlanc will present a final copy at next month's Commission meeting.

5.6 2014/2015 Benefits Renewal Overview - Recommendation

B. LeBlanc provided a memo with respect to the GMWC 2014/2015 Benefits Provider Selection. Discussion followed.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland that the GMWC award its 2014-2015 benefits coverage contract for a one (1) year period effective October 1, 2014 to Co-operators based on their proposal and at an estimated cost of \$111,772.80 per year. **CARRIED**

5.7 Election of Officers and Committee Membership

Deferred for later discussion.

5.8 2015 Draft Operational and Capital Budget for Commission Review

The draft budget was reviewed and discussed in detail. Some concerns expressed were clarified by M. Asplet and C. Allain. Management will update the draft budget and present the revised version to the Commission at next month's meeting.

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

6. Other - General

6.1 General Manager Report - September 2014

The General Manager's Report was reviewed. B. LeBlanc indicated that the website updating is moving along on schedule. He also advised that a drone has been hired to take aerial photos of the operations centre and the compost site which can be used for future presentations.

Some discussion took place concerning attendance at the CWWA Window on Ottawa Conference to be held in Ottawa on November 19 - 20, 2014. It was agreed by all that Patricia Casas should attend this conference.

6.1.1 Open House and Branding - XYZ Project Update

B. LeBlanc advised that he has been working with XYZ on the brand launch and a brand rollout schedule was reviewed.

It was agreed that the open house should be held at the GMWC Riverview Operations Centre.

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 Sept 17th Meeting Update

The Chair advised that a meeting with Ann Marie Wood-Seems, VP of RDC (Regional Development Corporation) was held on September 17, 2014. Discussions took place concerning funding from the government either from the Building Canada Program or the P3 Program.

6.2.2 P3 Canada Funding Update

B. LeBlanc advised that the P3 applications are to be reviewed next week and that the GMWC should receive a response in early October as to whether it has been screened in or not.

6.2.3 2015 Budget Municipal Presentation Timing - Update

Schedule of meeting dates provided.

6.3 Gabbey Report - Commission Review

6.3.1 Update regarding Cost Sharing and Jurisdiction recommendations Letter to Municipalities

Some positive feedback has been received to date. More details to follow.

7. Information Items

- 7.1 Payables - September 2014 Payables
- 7.2 GMWC Press release regarding funding support - August 28, 2014
- 7.3 Waste water treatment thrust into election debate - Times & Transcript - August 29, 2014
- 7.4 Petitcodiac River survey sent to province's political parties - Times & Transcript - August 29, 2014
- 7.5 New Brunswick Anti Shale Gas Alliance - Letter to Minister Soucy - September 1, 2014
- 7.6 Petitcodiac Riverkeeper News Release regarding Petitcodiac River - September 4, 2014
- 7.7 Canada Studies Flushable Wipes- Times & Transcript - September 5, 2014
- 7.8 Envirosystems - Letter to Minister Soucy - September 5, 2014
- 7.9 Technical Committee Minutes - June 11, 2014
- 7.10 Larry Jack Obituary - Times & Transcript

8. Private Meeting

MOTION TO MOVE TO "PRIVATE" MEETING

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

The meeting went to "Private" meeting at 7:30 p.m. and ended at 8:00 p.m.

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

Next meeting October 16, 2014 at 4:00 p.m.

The meeting adjourned at 8:00 p.m.