



GREATER MONCTON
WASTEWATER
COMMISSION

COMMISSION
DES EAUX USÉES
DU GRAND MONCTON

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

DATE: Thursday - October 16, 2014 - 4:00 pm
GMWC Riverview Operations Centre

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

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

1.1 Welcoming new Commission members

Welcome greetings were extended to George Somers, the newly appointed commissioner from Moncton. Mr. Somers provided some brief details of his background and experience. The Chair also mentioned that, having moved, he had recently been appointed as the second Moncton representative, leaving an opening for the appointment of a new Riverview representative.

The agenda was reviewed. To add as item 5.7 Attending meetings by conference call; and as item 5.8 Letter of recognition to former commissioners.

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

2. Minutes of Meeting

2.1 Minutes of Meeting - September 18, 2014

The minutes were reviewed. To modify the figure at item 5.6 "benefit coverage award" to read: \$111,772.80.

It was **Moved By:** C. Sweetland and **Seconded By:** C. Michaud to approve the minutes as modified. **CARRIED**

(one abstention - G. Somers)

2.2 Procès - Verbal de la réunion du 18 septembre 2014

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

(one abstention - G. Somers)

3. Matters Arising

All items are dealt with separately as agenda items or will be dealt with at future meetings. It was agreed to by all that Item III be dropped from the items arising list.

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.

G. Somers asked some questions with respect to several items on the spreadsheet and these were clarified by B. LeBlanc.

4.1.2 Gantt Chart - Schedule of 2014 Major Capital Projects

The chart was reviewed and several questions asked were clarified by B. LeBlanc.

4.1.3 CBCL Biological Treatment Project Update - Draft Report and upcoming meeting

B. LeBlanc updated the Board concerning the preliminary design for the secondary treatment. He indicated that CBCL and Warren Wilson have finished the pre-design and sent the report on

September 24, 2014. This report is currently under review. A meeting is scheduled with CBCL for October 28th and 29th.

4.1.4 Compost Project Status Report

The status report dated October 10, 2014 was reviewed. The various project components were discussed. The heat recovery system was highlighted and discussed further.

4.2 Equipment and Contracts - Recommendations and Awards

4.2.1 Compost Facility RFQ - Heat Recovery Piping (GMWC-COMP 2014-04) Recommendation

B. LeBlanc advised that an RFQ (request for quotation) was issued through NBON for the supply of piping, valves, pumps, glycol tanks, etc., to complete the Heat Recovery Piping System.

Discussion followed.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the Heat Recovery Piping COMP 2014-05 be awarded to Black & MacDonald for the quoted amount of \$201,184.07 including H.S.T. **CARRIED**

4.2.2 WWTF Operation centre expansion - Update

B. LeBlanc advised that this project is out for tender and is set to close October 23, 2014. He indicated there may be an addendum and/or an extension if a lot of questions are forthcoming from the contractors bidding on the project.

Further details to follow.

4.2.3 Gator utility vehicle and truck replacements - Award

B. LeBlanc updated the Board on the purchase of a utility vehicle and an extended cab pickup.

B. LeBlanc advised the Board that he has approved the purchase of a Kubota RTVX-1100C from Nova International for \$22,925.00 plus H.S.T. based on it being the only bid meeting all specified requirements and providing value for money.

G. Somers inquired as to the warranty available on the Kubota and B. LeBlanc will follow up on this.

B. LeBlanc advised the Board that he has approved the purchase of a Chev extended cab pickup for \$34,263.00 based on it providing the value for money and meeting all specified requirements.

4.3 Engineering Studies/Reports

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

B. LeBlanc advised the Board that after extensive follow-up and discussions with RV Anderson that they have agreed to the terms and conditions as set out by the GMWC.

C. Sweetland commended B. LeBlanc for his perseverance in the negotiations with respect to the RV Anderson contract.

5. Financial and Administration

5.1 Monthly Financial Report - September 2014

The financial report was reviewed. C. Michaud asked for some further explanation with respect to some payable items. These were clarified by B. LeBlanc.

5.2 Draft Investment Policy and Recommendation

B. LeBlanc provided an updated draft of the Investment Policy Statement for review by the Board. Discussion followed.

It was recommended that the following changes be made:

2. Purpose - to delete the last sentence.

7. Quality of Investment
Equities. To delete the words "at this time"

It was **Moved By:** C. Michaud and **Seconded By:** G. Somers that as a general policy, the Commission wishes to achieve maximum returns on surplus short (0 - 1 year) to medium (2 - 5 years) term funds, in a highly risk adverse approach. All investment dealings will meet the Investment Standard set by "The Prudent Person" approach. This investment policy

statement will be reviewed on an annual basis by the Commission in October of each year. Any future contingency reserve will be governed by this investment policy. **CARRIED**

5.3 Contingency Reserve - Draft Bylaw

The By-Law No. 7 draft and By-Law No. 6 were reviewed. Following considerable discussion it was agreed that this matter will be brought back for approval by the Board at a future meeting.

5.4 Code of Business Ethics and Confidentiality - Policy for signoff by Commissioners

The GMWC - Code of Business Conduct Business Ethics & Confidentiality policy was reviewed. All Commissioners present were in agreement with the policy.

It was **Moved By:** J. Thériault and **Seconded By:** G. Somers that the GMWC - Code of Business Conduct Business Ethics & Confidentiality policy be approved as presented. **CARRIED**

All Commissioners present signed the form. A copy of the signed form to be provided to each Commissioner.

5.5 Election of Officers and Committee Membership - November meeting agenda item

To be discussed at the November meeting.

5.6 2015 Draft Operational and Capital Budget for Commission Review - Update

B. LeBlanc advised that a meeting was held with the finance managers and city managers and that they provided some feedback concerning the budget. B. LeBlanc will provide a copy of the draft presentation to the Commission at next month's meeting.

5.7 Attending meetings by conference call

An email from Winston Pearce dated October 16, 2014 was reviewed. B. LeBlanc advised that he spoke with legal counsel regarding this matter.

Discussion followed. Based on the legal advice received it will be in order for the Commission to proceed with their meetings as scheduled. By-Law

No. 1 to be amended to accommodate attendance by conference call of a Commissioner.

5.8 Letter of recognition to former commissioners

Following a brief discussion it was suggested that the Chair send a letter of thanks and appreciation to two former commissioners.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that a letter of thanks be sent to B. Hicks and D. Bourgeois for their commitment and contribution to the GMWC the past two years. **CARRIED**

6. Other - General

6.1 General Manager Report - October 2014

The General Manager's Report was reviewed. B. LeBlanc provided further details with respect to the meeting held with the finance officers and the municipality city managers. B. LeBlanc indicated that he was advised there is a provincial fuel purchase program that the GMWC can participate in rather than tendering for the purchase of fuel.

Further details to follow.

C. Michaud suggested that the Commission be provided with an overview/feedback of the Weftec trade show and conference in New Orleans that was attended by staff. B. LeBlanc to provide this to all Commissioners.

6.1.1 Branding launch and Open House schedule - XYZ project update

B. LeBlanc advised that two open houses are scheduled for next week. There will be an open house at the compost facility on Friday, October 24th from 12 p.m. to 1:30 p.m. and one at the wastewater treatment facility on Saturday, October 25th from 10:00 a.m. to 2:00 p.m.

There will be personnel from the GMWC available to answer questions and provide information.

6.1.2 Updated GMWC sanitary and combined sewer by-law guidelines

B. LeBlanc provided the updated GMWC sanitary and combined sewer By-Law guidelines. Discussion followed.

B. LeBlanc advised that a clause was added to the draft By-Law that says wastewater, sludge or leachate from industrial or commercial or waste disposal site processes which may contain substances not compatible to GMWC's treatment processes shall not be discharged into sewer system prior to the approval of the GMWC.

G. Somers inquired as to why prescription drugs are not identified as not acceptable. B. LeBlanc to inquire with staff and advise.

B. LeBlanc to prepare a final draft and forward to the engineering department of each municipality with a copy to the city managers for their review.

6.2 Feedback on Request for Support to Councils, MLA's, MP's, Province

6.2.1 2015 Budget Municipal Presentation Timing - Update

The schedule of dates for the presentations was circulated. The Chair to attend all presentations.

B. LeBlanc advised that all municipalities have requested that the "cost sharing" recommendations be addressed as well as part of the presentations of the 2015 budget

6.3 Gabbey Report - Commission Review

6.3.1 Update regarding Cost Sharing and Jurisdiction recommendations Letter to Municipalities

B. LeBlanc advised that the cost sharing and jurisdiction recommendations will be discussed at the municipal budget presentations.

7. Information Items

- 7.1 Payables - October 2014 Payables
- 7.2 Metro priorities unchanged after vote: Mayors - T&T September 24, 2014
- 7.3 Letter to editor - "Think of seawalls not shopping malls" - T&T Sept 27, 2014
- 7.4 Petitediac River Keepers Press Release - New Board of Directors. Ready to take action! - Oct 1, 2014
- 7.5 GMWC Press release regarding TransAqua brand - October 3, 2014

- 7.6 Greater Moncton Wastewater Commission unveils new name - T&T Oct. 4, 2014
- 7.7 Technical Committee Minutes - August 6, 2014
- 7.8 River of Gold

8. Private Meeting

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 “Private” meeting. **CARRIED**

The meeting went to “Private” meeting at 7:25 p.m. and ended at 8:55 p.m.

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

Next meeting November 20, 2014 at 4:00 p.m.

The meeting adjourned at 8:55 p.m.