

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

DATE: Thursday - May 21, 2015 - 6:30 pm
GMWC Riverview Operations Centre

IN ATTENDANCE: Win Pearce, Chair
Chanel Michaud, Treasurer
Clarence Sweetland, Secretary
Julie Thériault, Commissioner
George Somers, Commissioner
David Muir, Commissioner
Michael Asplet, Interim General Manager, GMWC

1. Chair's remarks and Approval of Agenda

1.1 Chairman's Remarks

The Chair welcomed everyone to the public meeting.

1.2 Approval of Agenda

The Agenda was circulated and reviewed. To add as Item 5.1.1 Report of Operations.

It was **Moved By:** D. Muir and **Seconded By:** C. Michaud to approve the Agenda as amended. **CARRIED**

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - April 16, 2015

The minutes were reviewed.

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 16 avril 2015

J. Thériault suggested a slight rewording in the minutes to better reflect the meaning in French.

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

3. Matters Arising

3.1 Matters Arising - Appendix 1

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 Gantt Chart - Schedule and Progress on 2015 Major Capital Projects

For information purposes. At Item J. Compost System Curing Pad, this item should indicate it was also approved at the March meeting. At Item E. the C.S.O. Screening at Pumping Stations, M. Asplet provided some further explanation of the self-cleaning system that requires very little maintenance. The system does some basic, simple, filtering of C.S.O.'s and so it improves what is going into the river.

4.1.2 Compost Project Status Report

For information purposes.

4.2 Equipment and Contracts - Recommendations and Awards

4.2.1 No items this month.

4.3 Engineering Studies/Reports

4.3.1 RV Anderson - Future Conveyance and Combined Sewer Overflow Strategy Update (refer to 4.1.1)

Refer to Item 4.1.1.

4.3.2 Update on Hydraulic Modelling - P. Casas Ottawa trip report

A Report on Attendance to PCSWMM modelling workshop on April 15-16, 2015 in Ottawa from P. Casas was reviewed.

G. Somers inquired whether a demonstration of this software would be available to the Commissioners. M. Asplet advised that the full implementation from R.V. Anderson has not been received to date. Once it is in place an information session can be arranged.

4.3.3 Upcoming RFPs Status Report

4.3.3.1 Bourque Road Forcemain & Pumping Station

Refer to memo dated May 13, 2015 from C. Allain regarding the status of this project.

4.3.3.2 Jonathan Creek area collector sewer relocation - Detailed Design

Refer to memo dated May 13, 2015 from C. Allain regarding the status of this project.

4.3.4 EIA Submission and RFP for Plant Site Environment Survey and Heritage Resource Assessment

Refer to memo dated May 13, 2015 from C. Allain providing an update of the status of this project.

4.4 Capital Project Report for April 2015

Information purposes. Some discussion followed concerning the status of some of the capital projects for 2015.

5. Financial and Administration

5.1 Monthly Financial Report - April 2015

The report was reviewed in detail and M. Asplet and provided clarification on some questions asked.

5.1.1 Report of Operations

M. Asplet indicated this report compliments the financial information as it gives statistics and provides information towards

key performance indicators in the organization about how the operation runs and what we measure and what we want to measure.

M. Asplet will provide an explanation of the terms used in the monthly report.

5.2 Contingency Fund Policy and Funds Transfer

A memo dated 15 May 2015 was reviewed and discussed.

MOTION:

It was **Moved By:** C. Michaud and **Seconded By:** G. Somers that the GMWC establish a contingency policy to retain \$5,000,000 in the second BMO bank account, plus any interest earned on these funds. The value of the fund can be evaluated each year as required. Any funds withdrawn from the funds must be repaid within three (3) budgetary cycles.

That the Commission approve a bank to bank transfer of funds from the operating bank account of \$760,954.94 to the second bank account to top the value of this account up to \$5,000,000 as at 1 January 2015.

CARRIED

G. Somers inquired whether the funds are accessible for purposes of funding if the GMWC goes the self-funding route on capital projects. Considerable discussion followed but no decision was arrived at. To be decided when and if the self-funding route is chosen.

5.3 Web Site Maintenance Progress

M. Asplet provided a draft copy of each Commissioner's résumé for their review and approval. J. Theriault requested that an electronic copy be provided. After any changes or modifications are made they are to be returned to M. Asplet for posting on the Web Site.

5.4 Status of property tax assessment appeal

No further update at this time.

5.5 Digitization of pre-meeting packages - tablets

M. Asplet advised the tablets have been purchased. Once the cases are received and each tablet is setup with the necessary software, individuals will be notified that the tablets are ready for pickup. A brief training session will be available upon request.

5.6 Public Agenda Motions for 2014

The Chair requested that an electronic copy of the Motions Summary document, both Public and Private, be forwarded to each Commissioner for ease of reference.

5.7 Status of Invoice from PwC concerning AC Stevenson & Partners

C. Michaud presented a letter dated May 15, 2015 addressed to David W. Stevenson requesting payment of the PwC invoice.

6. Other - General

6.1 General Manager Report - April 2015

The report was reviewed in detail. M. Asplet provided some further clarification on questions asked.

6.2 Status of Funding Applications

No status update at this time. Some discussion followed. M. Asplet indicated that P3 is in progress and no formal response has been received from PTIC.

6.3 Meeting with Petitcodiac Riverkeepers

6.3.1 President, Paul Belliveau - May 11

A meeting was held with Paul Belliveau.

6.3.2 Joint meeting of TransAqua and Petitcodiac Riverkeeper Board + others May 26 @ Dieppe City Hall

A meeting is scheduled for May 26. The Chair will not be attending due to other commitments. C. Michaud, J. Theriault, and G. Somers indicated they may possibly attend on behalf of the GMWC.

6.4 Gabbey Report

6.4.1 Review and identification of items remaining/requiring action

The Chair indicated the Gabbey Report came up at the last Technical Committee meeting. The Committee is still working on Section 7 and within the next two to three months they should be in a position to provide their final opinion.

7. Information Items

- 7.1 Technical Committee minutes (unapproved minutes of March 25, 2015)
- 7.2 Payables - April 2015 Payables
- 7.3 Letter to the editors T&T Thursday, April 02, 2015
- 7.4 New sewage bylaw coming to Dieppe - T&T Saturday, April 18, 2015
- 7.5 Request to Release Information - P3 Canada
- 7.6 Oregon brewers prepare to turn wastewater into beer
- 7.7 Commission meeting dates for 2016
- 7.8 Riverview hosts public events during Sustaina-palooza - T&T, April 15, 2015
- 7.9 Update: Fix for flood-prone Dieppe Road to start as early as May - T&T, April 18, 2015
- 7.10 Provincial Liberals won't commit to downtown centre - T&T, April 18, 2015
- 7.11 Petitcodiac Riverkeeper worried about TransAqua's P3 Project
- 7.12 Letter to MP Dominic LeBlanc dated May 14, 2015
- 7.13 Letter to Minister Rob Moore dated May 14, 2015
- 7.14 New Brunswick Government sets major project policy - T&T, May 16, 2015
- 7.15 Major believes city has fulfilled criteria for events centre funding - T&T, May 18, 2015
- 7.16 Events centre on council's agenda - T&T, May 19, 2015

8. Next Meeting

Next meeting June 18, 2015 at 4:00 p.m.

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

The meeting adjourned at 8:15 p.m.