

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

DATE: **Thursday - April 16, 2015 - 6:20 pm**
GMWC Riverview Operations Centre

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

George Somers, Commissioner (via conference call)
David Muir, Commissioner - absent

1. Chair's remarks and Approval of Agenda

1.1 Chairman's Remarks

The Chair welcomed everyone to the meeting.

1.2 Approval of Agenda

The Agenda was circulated and reviewed. To add as Item 5.7 Purchase of Tablets for use by Commissioners.

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

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - March 19, 2015

The minutes were reviewed.

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

2.2 Minutes of Regular Meeting - March 24, 2015

The minutes were reviewed.

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

2.3 Procès - Verbal de la réunion du 19 mars 2015

M. Asplet to ensure modifications to the French minutes are made so that they coincide with the English version. At Item 6.2.4 the word “*négalif*” to be changed to “*contre*”.

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

2.4 Procès - Verbal de la réunion du 24 mars 2015

The minutes were reviewed.

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

2.5 Minutes of Annual General Meeting March 20, 2015

Information only. It is to be noted these minutes are in Draft form to be approved at the 2015 Annual General Meeting.

2.6 Procès - Verbal de la réunion générale annuelle du 20 mars 2015

Information only. It is to be noted these minutes are in Draft form to be approved at the 2015 Annual General Meeting.

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 page 4 of the "Preliminary Draft" April 2015, attached to the Gantt Chart, M. Asplet to discuss with C. Allain to clarify the wording in the last two paragraphs.

4.1.2 Compost Project Status Report

For information purposes.

4.1.3 Compost Facility Curing Pad Expansion - Engineering Budget Clarification

A memorandum dated April 10, 2015 from C. Allain was reviewed.

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

M. Asplet advised the invoice from R.V. Anderson was received for the production of the GMWC's future Combined Sewer Overflow (CSO) Strategy. C. Allain is still not happy with this strategy and payment is to be withheld on that portion of the invoice until the detailed hydraulic modelling of CSOs is received.

4.3.2 Update on Hydraulic Modelling

(refer to 4.3.1 report)

4.3.3 Upcoming RFPs

4.3.3.1 Bourque Road Forcemain & Pumping Station

(refer to 4.1.1 report)

4.3.3.2 Jonathan Creek area collector sewer relocation - Detailed

Design

(refer to 4.1.1 report)

4.4 Capital Project Report for February, March 2015

Information purposes.

5. Financial and Administration

5.1 Monthly Financial Report - March 2015

C. Michaud inquired with respect to the septic hauler revenue costs, and general plant expenses. Clarification was provided by M. Asplet.

5.2 Invoice from PWC concerning AC Stevenson

The invoice dated April 3, 2015 from PWC was reviewed and discussed.

It was **Moved By:** C. Michaud and **Seconded By:** C. Sweetland that the GMWC forward a request for payment, together with a letter of explanation, to AC Stevenson for the additional costs concerning the audit of the adjustment to the financial statements relating to tangible capital assets and associated amortization.

CARRIED

5.3 2014 AGM Notes & Lessons Learned Document

This document was reviewed and discussed. It was decided that the AGM 2015 will be held on Thursday, March 24, 2016.

5.4 Web Site Maintenance (Minutes only to Oct. 2014, Commissioner's résumés missing)

G. Somers indicated he has received some comments that the GMWC Web Site information is not up-to-date. Two shortcomings were identified:

- The Commissioner's résumés are missing. They are to be updated and posted to the Web Site.
- The minutes of the Commission's Public Meetings have not been posted since October. M. Asplet advised that the problem is that the minutes must be reviewed to ensure that there are no privacy issues before posting. The former privacy officer, Bernard LeBlanc resigned

in December, has not yet been replaced and as a consequence, minutes have not been posted to the web.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that M. Asplet be appointed as the Interim Privacy Officer for the GMWC. **CARRIED**

5.5 Status of property tax assessment appeal

A memo dated 13 April 2015 from M. Asplet, with attached correspondence from Turner Drake & Partners was reviewed. As this was not a budgeted item M. Asplet brought the matter before the Commission for approval.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the GMWC enter into a service contract to appeal the 2015 property tax assessment of the 355 Hillsborough Road site with Turner Drake & Partners as outlined in their letter dated 9 April 2015, Option A, Hourly Basis. Time and disbursements of no more than \$10,000. **CARRIED**

5.6 Review and Approval of Branding Guidelines

A Standards Guide for TransAqua was reviewed and discussed.

It was **Moved By:** C. Michaud and **Seconded By:** J. Thériault that the GMWC approve the TransAqua Standards Guide. **CARRIED**

5.7 Purchase of Tablets for use by Commissioners

J. Thériault suggested that electronic support be provided to all the Commissioners in the form of electronic tablets so that pre-meeting packages could be delivered digitally and the quantity of paper required at meetings could be reduced somewhat.

Some discussion followed. It was agreed that these tablets would be corporate assets. M. Asplet recommended going with a Windows device, probably a Samsung Galaxy 4 or similar product. All present were in agreement.

M. Asplet advised of the IT support plan that the GMWC currently has with A.D.S. and the costs associated with it. This was discussed and it was agreed the IT support plan is not needed for these tablets.

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the GMWC purchase electronic tablets for use by the Commissioners in the conduct of their duties for the GMWC. **CARRIED**

6. Other - General

6.1 General Manager Report - March 2015

The report was reviewed. M. Asplet provided some further clarification regarding pieces of mop heads and baby wipes that caused a clogging issue in one of the main pumps in the pumping station.

Considerable discussion followed. G. Somers suggested that perhaps a PR campaign should be undertaken.

M. Asplet advised that a compost bulk volume sale request for prices to local landscapers was issued.

M. Asplet left the meeting at 7:40 p.m.

6.2 Status of Funding Applications

6.2.1 KPMG Final Draft of P3 Business Case

No further update at this time.

6.2.2 Cost/Benefit Analysis PTIC/P3

No further update at this time.

6.2.3 MHPM Proposal

A meeting with mhpm is scheduled for May 6, 2015 at the GMWC Operations Centre.

6.3 Status of P3 - PTIC Funding Applications

6.3.1 Meeting with Regional Development Corporation President, Denis Caron

A meeting was held with Denis Caron. In attendance was W. Pearce, C. Michaud, and C. Sweetland.

6.3.2 Potential meeting with MLA Monique LeBlanc and South Eastern caucus

The Chair provided a brief summary of his telephone conversation with Monique LeBlanc. At the time Ms. LeBlanc appeared very interested, however, she has not returned further telephone calls.

6.3.3 Potential meeting with MP Robert Goguen

The Chair advised he had met with MP Robert Goguen earlier in the day.

6.4 Gabbey Report

6.4.1 Review and identification of items remaining/requiring action

The Chair indicated there are not many outstanding items requiring action. This will be handled when time allows.

6.4.2 Sections 6 & 7 being handled by Technical Committee

(see Item 7.1 below)

7. Information Items

7.1 Technical Committee minutes (November 18, 2014, February 11, 2015)

The Chair referred to the Technical Committee's minutes of November 18, 2014, the last page, the paragraph in bold making reference to the fact that the Commission should start putting together a draft Table of Content, for the upcoming municipal agreements incorporating: CSO reporting, unit billing, cost sharing, Sewage Bylaw Guidelines, etc. The Chair will bring this to C. Allain's attention.

7.2 Payables - April 2015 Payables

It was **Moved By:** J. Thériault and **Seconded By:** C. Michaud that the GMWC pay the full amount of the property tax assessment, including the amount under appeal, to Province of New Brunswick for the year 2015.

CARRIED

- 7.3 Letter to Robert Goguen
- 7.4 Letter to Monique LeBlanc
- 7.5 Letter to 3 Mayors submitting 2014 annual report and financials
- 7.6 Letter to Minister submitting 2014 annual report and financials
- 7.7 Various pieces from the media about the AGM

8. Next Meeting

Next meeting May 21, 2015 at 4:00 p.m.

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

The meeting adjourned at 7:55 p.m.