

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

DATE: **Thursday - September 17, 2015 at 6:15 pm**
GMWC Riverview Operations Centre

IN ATTENDANCE: Win Pearce, Chair
Chanel Michaud, Treasurer (absent)
Clarence Sweetland, Secretary
Julie Thériault, Commissioner
George Somers, Commissioner
David Muir, Commissioner
Kevin Rice, General Manager, GMWC

1. Chair's remarks and Approval of Agenda

The Chair welcomed everyone to the meeting. The Agenda was circulated and reviewed.

It was **Moved By:** C. Sweetland and **Seconded By:** G. Somers to approve the Agenda as presented. **CARRIED**

2. Minutes of Meeting

2.1 Minutes of Regular Meeting - August 20, 2015

The minutes were reviewed.

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

2 abstentions - G. Somers and J. Thériault

2.2 Procès-verbal de la réunion du 18 juin 2015

Tabled to the October meeting.

2.3 Procès-verbal de la réunion du 16 juillet 2015

Tabled to the October meeting.

2.4 Procès-verbal de la réunion du 20 août 2015

Tabled to the October meeting.

3. Matters Arising

3.1 Matters Arising - Appendix 1

All items are dealt with separately as agenda items.

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.

4.1.2 Compost Project Status Report

The compost curing pad project delayed to next year.

4.2 Equipment and Contracts - Recommendations and Awards

4.2.1 No items this month.

4.3 Engineering Studies/Reports

4.3.1 No items this month.

4.4 Capital Project Spend Report for August 2015

The report was reviewed.

5. Financial and Administration

5.1 Monthly Financial Report - August 2015

Information purposes.

5.2 Monthly Operations Report - August 2015

The report was reviewed. The question was asked by G. Somers, is TransAqua undertaking UV disinfection as part of the WWTF upgrade? K. Rice advised disinfection is part of the expansion. At the August Commission meeting C. Allain gave the Commission a tentative project schedule based on a traditional design-bid-build method. In that schedule, disinfection is shown in 2021-2022 as it is not mandated by the federal regulations but will be required in our approval to operate. The province may require that it be done by 2020 but this position may be weak if no funding is provided.

D. Muir left the meeting at 6:30 p.m.

5.3 2016 Annual Operating and Capital Budget - Draft

K. Rice presented the first draft Operational and Capital Expenditure Budget for the year ending 31 December 2016. Discussion followed.

The Chair inquired why Moncton was showing a 0.00% unit growth/decrease. K. Rice advised the user unit numbers for the City of Moncton for 2016 were received on Wednesday, September 16th after the budget packet had been published. He advised that M. Asplet has started a second version of the work in progress budget and incorporated Moncton's updated numbers (39,853) that will be presented at the October Commission Meeting.

K. Rice requested that any comments and questions with respect to the draft budget be submitted to him prior to the October meeting.

6. Other - General

6.1 General Manager Report - August 2015

The General Manager's Report of August 2015 was reviewed. K. Rice advised that he has met with all of the staff at TransAqua. He highlighted some of the relevant points in his report.

6.2 Commission Meeting Agenda: Proposal for Modification - GM

K. Rice presented a memo dated September 8, 2015 with respect to the Commission Public Meeting Agenda, Proposal for Modification. Each of

the items in the analysis portion of the report were discussed at length. Many questions surrounding what are governance functions and what are operational functions were discussed.

A recommendation from the General Manager to remove the monthly payables from Section 7 - Information Items was questioned to ensure that the Auditors complete this type of review. K. Rice advised that the auditors would audit all the items on our balance sheet as at 31 December 20XX. The accounts payable balance at this date is one of these items, and therefore the payables as at 31 December 20XX would be reviewed by audit. However the payables list at the end of each month would not be reviewed systematically by the auditors. It was noted that this list does not represent all payments made or to be made in a given month, only those items outstanding for payment at month end, e.g., an invoice received on the 10th of the month, with 7 day terms would be paid on or just after the 17th of the month, and therefore would never appear in the monthly payables listing. An invoice received during the month with 30 day terms would appear. As part of standard audit testing, auditors normally take a random sample of invoices from the accounts through the year and test them for coding, authorization and sign off, and payment (with appropriate authorization and approval). It was suggested that if the Treasurer wishes to continue to provide oversight by reviewing monthly he can be provided them in a timely manner. The General Manager is not recommending that these be published anymore as part of the Agenda Packet.

All present were in agreement to remove the Monthly Payables from the Agenda and provide it to the Treasurer monthly and to any Commissioner upon request.

The proposed Agenda Format for consideration by the Commission was presented. The following is the suggested new format.

- Approval of Agenda
- Approval of Meeting Minutes
- Disclosure of Conflicts of Interest
- Consent Agenda
- Submissions by Commissioners
- Business Matters
- Consideration of Issues Separated from Consent Agenda
- General Correspondence
- Supplemental Agenda
- Adjournment

G. Somers requested to see what the guidelines are with respect to what constitutes a Conflict of Interest.

The Board requested that prior to approving the new Public Meeting Agenda format the General Manager presents a report indicating he has cross referenced the Auditor General's Report and the By-Laws.

6.3 Status of Funding Applications

No update at this time.

6.4 Capital Plan - Post P3

No update at this time.

6.4.1 Future Business Strategy Study

No update at this time.

6.5 By-Law update review

G. Somers questioned Section 13, Signing authority for payments. Following a brief discussion it was determined that the By-Law indicates that payments below sixty thousand dollars would be approved by the General Manager, and payments above sixty thousand dollars would be presented to the Board for approval. G. Somers indicated that the words "with the knowledge of the Board" should be included in the wording of the By-Law.

C. Sweetland suggested that K. Rice should look at the By-Law and present the Board with the proposed wording.

6.6 CALA Laboratory Accreditation

A memo dated September 8, 2015 from K. Rice concerning the CALA - National Accreditation for TransAqua Laboratory was reviewed and there were no objections to the recommendation that the cost of national accreditation be included in the 2016 Operating Budget.

7. Information Items

- 7.1 Approved Technical Committee Minutes of June 10, 2015
- 7.2 Payables - August 2015 Payables (see Item 6.2 above)
- 7.3 Moncton's 125th Anniversary - Advertising
This was discussed and it was agreed by all present that TransAqua would not participate in this advertising.
- 7.4 T&T Article titled "Moncton-Riverview-Dieppe federal candidates weigh in on causeway replacement"
- 7.5 GM interview with Global TV on September 1, 2015 discussing the treatment facility upgrade
- 7.6 CBC interview with spectators and surfers at Bore Park on September 2, 2015
- 7.7 'Rabble' Blog received September 6, 2015 titled Lessons From Moncton's water privatization experience'
- 7.8 Paul Groody P3 review letter titled "Re: Bad Deals...and worse" submitted to Saint John Common Council on July 20, 2015
- 7.9 TransAqua nomination submission has been made to the 30th Annual Greater Moncton Chamber of Commerce Business Excellence Awards in the Environmental Excellence Category
All present were in agreement that K. Rice and M. Asplet should attend on October 29th on behalf of TransAqua.

8. Next Meeting

Next meeting 15 October 2015 at 4:00 p.m.

It was **Moved By:** C. Sweetland to adjourn the public meeting.

The meeting adjourned at 8:00 p.m.