



**Greater Moncton Sewerage Commission
Commission d'épuration des eaux usées du Grand Moncton**

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

DATE: Thursday - March 20, 2014 - 4:00 pm
Wastewater Treatment Facility

IN ATTENDANCE: Winston Pearce, Chair
Chanel Michaud, Treasurer
Clarence Sweetland, Secretary
Daniel Bourgeois, Commissioner
Brian Hicks, Commissioner
Julie Thériault, Commissioner
Bernard LeBlanc, General Manager, GMSC

The Chair welcomed everyone to the meeting. He advised that B. Hicks will be late in attending due to a prior commitment.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. A request to add one item to the agenda as item 6.4 free distribution of outflow for non-comestible irrigation.

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

2. Minutes of Meeting

2.1 Procès - Verbal de la réunion du 20 février 2014

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

2.2 Minutes of Regular Meeting - February 20, 2014

To add the full name of the auditors, Price Waterhouse Cooper (PWC) to the Motion at clause 5.3.

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



2.3 Procès - Verbal de la réunion extraordinaire du 30 janvier 2014
(to follow)

3. Matters Arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items. D. Bourgeois inquired as to the follow up meeting with the three bidders who had requested a debrief session following the award of the RFP for biological treatment. B. LeBlanc advised that the meetings were held and the various representatives had specific questions concerning their bids. These were answered to everyone's satisfaction.

B. Hicks joined the meeting at 4:15 p.m.

4. Capital Construction Program, Engineering Studies

4.1 Capital Projects

4.1.1 Capital Construction Program 2014 - Progress Report

B. LeBlanc reviewed the GMSC 2014 Capital Program - Projects in Planning/Pre-Design/Design Phase and provided further comments with respect to each project.

Concerning the C.S.O./Forcemain project he advised that the Request For Quotation (R.F.Q.) will probably be issued in April rather than in March as originally anticipated.

B. LeBlanc advised that C. Allain is working on the Request For Proposals (RFP) for the controls for the Compost Pad #3. He indicated this RFP may have to be sole sourced.

The projects in the construction phase were also reviewed. Several questions asked were clarified by B. LeBlanc.

4.1.1.1 Gantt Chart - Schedule of 2014 Major Capital Projects

No changes to report. All progressing well.



4.1.2 R.V. Anderson Projects - (Pad#3, River Crossing)

A billing for the compost pad for work completed in January was reviewed. There is almost no work done at this time of year but construction will start again in the spring.

B. LeBlanc indicated that we are waiting for feedback from R.V. Anderson on the river crossing. To date no report or invoice has been received. C. Allain to follow up with them.

4.1.3 CBCL Biological Treatment Project Update

B. LeBlanc advised that CBCL have initiated work and are reviewing all background reports, data, modelling, etcetera. The Commission staff have provided 5 years of operations reports as well as all as-built records (drawings).

4.1.4 Compost Facility Operations Centre

B. LeBlanc advised the final commissioning of electrical and mechanical systems has been mostly completed. Some issues with the heating system (geothermal) still need to be resolved.

4.1.5 Equipment and Contracts - Recommendations and Awards

4.1.5.1 RFP for Operations Building Architectural Services Recommendations

B. Leblanc advised a Request For Proposal (RFP) had been posted for pricing to update the Operations Centre. Four proposals were received and a detailed evaluation of each proposal was carried out.

Considerable discussion followed and questions asked were clarified.

It was **Moved By:** D. Bourgeois and **Seconded By:** J. Thériault that the GMSC award the Architectural Contract for the Operation Centre Expansion to WSP +N46 for a sum of \$69,250.13 +H.S.T. and that the GMSC also allocate a budget of \$. . . for additional work related to this project.

**RIFPP - ACT
Section 25 (1)
CARRIED**



Some discussion followed with respect to the evaluation criteria method and process. It was suggested by the Commission that inquiries be made as to what legally can be done during an evaluation process that would allow some weight be given to local companies. This could be part of the rating template.

B. LeBlanc to follow up with this.

4.2 Engineering Studies/Reports

4.2.1 RFP for Grounds Maintenance Provider

B. LeBlanc advised the Request For Proposal (RFP) for grounds maintenance and landscaping will be out the first week of April.

4.2.2 RFP for CSO Preliminary Design

B. LeBlanc advised the Request For Proposal (RFP) for CSO Preliminary Design will be out the first week of April.

4.2.3 RFP for Web site updating

B. LeBlanc advised we are waiting to hear from the province and legal counsel before the Request For Proposal (RFP) goes out.

5. Financial and Administration

5.1 Monthly Financial Report - February 2014

The financial report was reviewed in detail and some further explanation or clarification was provided on some items.

It was suggested and agreed to by all that the word confidential should be deleted from the bottom of the report as this is presented in a public meeting.

5.2 2014 Budget for Province of NB - Update to submission

B. LeBlanc advised that GMSC has to submit its budget to the Province by the end of November each year. The Province recently reviewed the 2014 submission and asked that it be submitted in a different format. Due to the format change the Chair and Secretary of the GMSC had to re-sign the



budget for 2014 using the new format and this updated version will be sent to the province.

5.3 Sage 300 Implementation Update

B. LeBlanc advised that everything is progressing well and the staff are using the system. He indicated we can now take the file(s) from Sage and export them to the Bank of Montreal system and pay all the vendors with this new system.

5.4 2013 Annual General Meeting Update

The agenda prepared for the Annual General Meeting, March 21, 2014 was reviewed. The minutes from the Annual General Meeting 2012 were circulated and some minor corrections were made.

The Commission was very pleased with the Annual Report 2013 that has been prepared for presentation at tomorrow's meeting. Congratulations were extended to all involved in its preparation.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud to approve the Annual Report for 2013. **CARRIED**

6. Other - General

6.1 General Manager Report - March 2014

B. LeBlanc provided further highlights with respect to his report. He advised that M. Asplet did attend the Public Safety Canada Meeting in Halifax and upon his return he informed him it was a very useful seminar. B. LeBlanc was advised that some things to focus on would be upgrading the Scada software as well as other software, and a lot of the older technology should be refreshed.

Some other highlights in the General Manager Report:

- met with XYZ/Bricor regarding a Public Engagement and Brand Rollout Plan. All is progressing well at this time.
- Request For Proposal (RFP) was undertaken for insurance broker services;
- developed job description and organizational structure update related to the putting in place of a Manager Liquid Systems position;
- safety - updated employee handbook and undertook quarterly staff meeting;



Some discussion took place as to whether a capital reserve policy is in place where funds are put aside on a yearly basis for the maintenance and/or replacement of existing assets. It was agreed that B. LeBlanc will research the options for launching such a reserve and provide further details to the Board.

6.1.1 Posting of Manager Liquid Systems Position

B. LeBlanc provided a copy of the job description for the Manager Liquid Systems. He indicated that this will not add a position to the Commission but it will utilize an existing employee in this position. This position will be posted for internal applications.

Some discussion followed and questions asked were clarified.

6.1.2 Compost Garage Open House

This will be dealt with in the private meeting.

6.1.3 Insurance Coverage Update

B. LeBlanc advised he is working with Goguen Champlain Insurance and requested they provide us with the suggested coverage recommendations for 2014 and include any additions or deletions over the past year as part of the coverage. Further details to follow.

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

This item deferred to the Private Meeting.

6.3 Gabbey Report - Commission Review

6.3.1 Technical Committee Update

B. LeBlanc advised that good discussions have been had with the Technical Committee. He indicated that for their next meeting some options will be presented to them so that a decision and recommendation concerning jurisdiction and cost sharing can be made by the Technical Committee for submission to the Board.

Considerable discussion followed and questions asked were clarified by B. LeBlanc. The Commission asked that a draft decision and recommendation be presented for the Board's review at the June 2014 commission meeting.



6.3.2 Management Progress Update

No new matters to report.

6.4 Free Distribution of Outflow for Non-Comestible Irrigation

D. Bourgeois informed the Commission that he recently became aware of a method used by the City of Los Angeles called a “free distribution of outflow from wastewater treatment plants for non-comestible irrigation”. He submitted this for information purposes to the Commission.

J. Thériault indicated she would not agree with this type of venture as the liability involved would be enormous. Following a brief discussion, all present were in agreement with her.

7. Information Items

- 7.1 Technical Committee minutes (January 2014)
- 7.2 Payables - March 2014 Payables
- 7.3 Federation of Canadian Municipalities - The New Building Canada Plan
- 7.4 Public Safety Canada - 2014 Industrial Control Systems Security Seminar (M. Asplet)
- 7.5 Overview of Compost Seminar (M. Hebert)
- 7.6 Town of Riverview motion supporting GMSC funding

8. Private Meeting

MOTION TO MOVE TO “PRIVATE” MEETING

It was **Moved By:** J. Thériault Michaud and **Seconded By:** D. Bourgeois to adjourn the general meeting and move to “Private” meeting. **CARRIED**

The meeting went to “Private” meeting at 6:15 p.m. and ended at 6:45 p.m.

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

Next meeting April 24, 2014 at 4:00 p.m.

The meeting adjourned at 6:50 p.m.