



GREATER MONCTON
WASTEWATER
COMMISSION

COMMISSION
DES EAUX USÉES
DU GRAND MONCTON

GREATER MONCTON WASTEWATER COMMISSION
APPROVED MINUTES OF REGULAR MEETING

DATE: Thursday - May 15, 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.

1. Chair's remarks and Approval of Agenda

The agenda was reviewed. The Chair suggested that the XYZ presentation be moved to the beginning of the meeting as the representatives are already present. (see item 6.1.2 below for comments)

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

2. Minutes of Meeting

2.1 Procès - Verbal de la réunion du 24 avril 2014

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

2.2 Minutes of Regular Meeting - April 24, 2014

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

2.3 Procès - Verbal de la réunion général annuelle du 21 mars 2014

These will be approved at a later meeting.

2.4 Review of Minutes of Annual General Meeting - March 21, 2014

These will be approved at a later meeting.

3. Matters Arising from Minutes (Appendix 1)

All items are dealt with separately as agenda items.

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.

B. LeBlanc advised that C. Allain, P. Brown and P. Casas were in Halifax and met with CBCL and toured the Halifax facility.

Several questions were asked and clarified by B. LeBlanc.

4.1.1.1 Gantt Chart - Schedule of 2014 Major Capital Projects

The chart was perused and no questions were raised.

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

B. LeBlanc advised that R.V. Anderson have been informed they are awarded the engineering for the job. C. Allain is finalizing the contract and then legal counsel will review it before it is presented to R.V. Anderson.

4.1.3 CBCL Biological Treatment Project Update

B. LeBlanc advised that CBCL is on track and the next steps are scheduling the two next rounds of meetings to develop technical memos or recommendations. B. LeBlanc indicated that CBCL has a lot of groundwork already done. As well they have connected with P3 Canada and both parties are comfortable that the level of estimates CBCL will provide will be good enough to apply for the program.

4.1.4 Compost Facility Operations Centre - tentative occupancy
May 19, 2014

B. LeBlanc advised they were at the site today and there are only 17 deficiencies outstanding and that these are minor in nature. The heating system is working now and occupancy will take place next week. Also the temporary trailer will be returned to the owner by early June.

4.1.5 WWTF Operations Centre - preliminary architectural sketches

B. LeBlanc provided architectural sketches prepared by North 46Architecture for review. The options were discussed and B. LeBlanc provided further details with respect to each option. The rough estimates of the cost for the renovations were also discussed.

B. LeBlanc advised that the management team will meet to discuss the options and a recommendation will be presented at the next Commission meeting.

Some discussion followed and questions asked were clarified.

4.1.6 Equipment and Contracts - Recommendations and Awards

4.1.6.1 Recommendation for Heat Recovery Project-Mechanical

B. LeBlanc presented the Wastewater Heat Recovery/Pilot Project - Progress Report and Recommendation.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud that the GMWC approves the recommendation of staff to award the Heat Recovery Pilot Plant Testing equipment and piping installation to Ermen Plumbing & Heating Ltd. for the tendered amount of \$69,998.00 plus the corrosion inhibitor at \$685.00. The GMWC also approves proceeding with the remaining items as per the list and estimated costs.

CARRIED

4.2 Engineering Studies/Reports

4.2.1 RFP for CSO Preliminary Design

B. LeBlanc advised that the Request For Proposals (RFP) for the CSO will be out next week. In the interim if any questions are asked they should be directed to C. Allain.

4.2.2 RFQ for Projects related to - Pad#3 Enclosure and Control Systems

B. LeBlanc advised that the Request For Quotations (RFQ) will be out within the next few weeks.

5. Financial and Administration

5.1 Monthly Financial Report - April 2014

The financial report was reviewed. Some questions asked were clarified by C. Michaud.

B. LeBlanc provided some further details concerning the septic hauler revenue.

5.2 PWC meeting update

The Chair advised that a meeting with Auditor PWC was held recently and the Annual Report, the Gabbey Report, the By-Laws, and other information was provided to them. PWC will review our P3 application and provide some feedback (pro bono) before it is submitted.

5.3 Sage 300 Update

B. LeBlanc advised that the fixed asset module was received from A.C. Stevenson and it is installed on our system. The data was also obtained from A.C. Stevenson. M. Asplet is working with the system now.

5.4 2014/2015 Insurance Renewal Recommendations

B. LeBlanc presented a report with respect to Insurance Coverage Quote 2014 - 2015 & Environmental Liability Insurance 2014 - 2017.

Discussion followed and some questions asked were clarified by B. LeBlanc.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud that GMWC accepts the quotation from Assurance Goguen with policy option "B" for Directors and Officers Liability at a total cost of \$269,529, including HST.

CARRIED

5.5 Risk Management - IT & SCADA upgrading planning

B. LeBlanc presented a document concerning the IT & SCADA projects that are being/should be undertaken at GMWC. Following a recent computer virus at GMWC, B. LeBlanc indicated that M. Asplet will be developing an IT policy about what is allowed and what is not allowed and how certain IT matters will be dealt with.

Considerable discussion followed. Further details to follow once the standards for the IT policy are developed.

5.6 Draft GMWC policies - Purchasing, Asset Disposal

The purchasing policy and asset disposal policy were reviewed.

Discussion followed and questions asked were clarified by B. LeBlanc.

It was **Moved By:** D. Bourgeois and **Seconded By:** C. Michaud that the GMWC adopt the policies as modified. **CARRIED**

6. Other - General

6.1 General Manager Report - May 2014

B. LeBlanc provided further highlights with respect to his report. He indicated that good discussions have taken place with P3 Canada as well as with PWC, and also with Partnership New Brunswick. B. LeBlanc indicated that P3 Canada advised that at this point only the application and a bit of supporting documentation is required.

B. LeBlanc advised that following a discussion with management it was recommended to discontinue participation/support of the Environmental Management System due to limited benefit, fit, incremental costs, and program limited acceptance. Following discussion all present were in agreement with this.

6.1.1 P3 Canada Round 6 - funding application update

B. LeBlanc indicated that the application for P3 has to be submitted by June 13, 2014 if we want to be considered for government funding.

It was agreed that a Special Commission meeting should be held to discuss this prior to submitting the application. A tentative date was set for June 10, 2014.

6.1.2 XYZ Compost Commercialization Update & Presentation

Brian Jamieson updated the Commission with respect to the Compost Commercialization Project. A printout of the presentation was provided to all present. Mr. Jamieson provided some further highlights during his presentation which added more clarity as to the direction the project seems to be going in.

The three options to consider are: Option 1, Status Quo; Option 2, Retail Packaged; and Option 3, Wholesale/Bulk. These were discussed at length and various questions asked were clarified by Mr. Jamieson.

The Chair thanked Mr. Jamieson for his presentation.

The presentation started at 4:10 p.m. and ended at 4:55 p.m.

Further discussion followed and all present agreed that the GMWC needs to have some way of controlling the traffic flow at the compost facility in a safer manner.

It was **Moved By:** D. Bourgeois and **Seconded By:** J. Thériault that the GMWC accept in principle Option 3, wholesale bulk distribution with three provisos as follows:

- One, to approach the three municipalities advising them that we have this compost available to them at a certain price, and the same price would be offered to each municipality;
- Secondly, that whatever compost is left will be offered to landscaping companies, golf courses, and any other bulk purchasers that may be interested. Whoever gives the best price would get first opportunity, and the second price would get second opportunity until expiration of the compost;
- Thirdly, that once this is all figured out that a press release be issued indicating that the GMWC has sold its compost for the year for "X" amount of dollars in order to reduce the impact on the taxpayers.

MOTION TABLED

Further discussion followed this Motion.

It was **Moved By:** C. Sweetland and **Seconded By:** C. Michaud that the above Motion be Tabled until a report is received from B. LeBlanc with regard to researching the market as to whether there is any interest in the compost.

CARRIED

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

D. Bourgeois advised that there was a consensus at Moncton Council that they would accept to make a Motion to support the Commission's P3 application. However, if that doesn't work then the Commission could go back to Moncton city council to seek support of its application under the Build Canada Infrastructure fund.

6.3 Gabbey Report - Commission Review

6.3.1 Technical Committee Update

B. LeBlanc advised that the technical committee meeting is next week and it is expected they will finalize the recommendation. Following that B. LeBlanc and C. Allain will then prepare a recommendation to present to the Commission.

It is expected that the report will be presented at the June meeting of the Commission.

6.3.2 Management Progress Update

The Chair suggested that a copy of the management progress report be provided to Richard Gabbey for his information. All present were in agreement with this.

6.3.3 Gabbey Report Section 2.0 - GMWC Legal Structure: Item 2.8 and Recommendation 2.14

C. Michaud suggested that this matter should be decided prior to the next budget. Some discussion followed.

D. Bourgeois indicated that, if Gabbey recommendation 2.14 were to be accepted and implemented, Commission members who sit on Councils should be excluded from receiving any compensation. He also suggested that individuals should be compensated only when they attend a meeting and that any compensation would not be based on a yearly stipend.

B. LeBlanc is to provide some comparative information to present to the Commission prior to the 2015 budget discussions.

7. Information Items

- 7.1 Payables - May 2014 Payables
- 7.2 T&T articles - May 2nd (Biosolid Compost Grows in Popularity)
- 7.3 CBC News - April 29th - "Moncton Compost ..."
- 7.4 May 9th News Release - Change of name to Greater Moncton Wastewater Commission
- 7.5 T&T article - May 5th Richard DeBow
- 7.6 T&T article - May 9th "War for Dieppe water boils over"

8. Private Meeting

MOTION TO MOVE TO "PRIVATE" MEETING

It was **Moved By:** J. Thériault Michaud and **Seconded By:** C. Michaud to adjourn the general meeting and move to "Private" meeting. **CARRIED**

The meeting went to "Private" meeting at 7:20 p.m. and ended at 7:30 p.m.

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

Next meeting June 19, 2014 at 4:00 p.m.

The meeting adjourned at 7:30 p.m.