

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

DATE: **Thursday - December 11, 2014 - 4:00 pm**
GMWC Riverview Operations Centre

IN ATTENDANCE: Chanel Michaud, Chair/Treasurer
Clarence Sweetland, Secretary
Julie Thériault, Commissioner
David Muir, Commissioner
George Somers, Commissioner
Bernard LeBlanc, General Manager, GMWC

Winston Pearce - absent due to illness

C. Allain and M. Asplet joined the meeting from 4:00 to 4:35 p.m. for presentation of item #5.2.1 and item #6.3.

The Chair welcomed everyone to the meeting.

1. Chair's remarks and Approval of Agenda

C. Michaud advised that he will be chairing the board meetings for a couple of months due to W. Pearce's illness.

The agenda was reviewed. It was agreed to move item #5.2.1 and item #6.3 to the start of the meeting as C. Allain and M. Asplet are present for the meeting. Also to add as item #6.4, Proposed GMWC - Member Compensation Approach to be effective January 1, 2015.

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

2. Minutes of Meeting

2.1 Minutes of Meeting - November 20, 2014

The minutes were reviewed.

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

(one abstention - G. Somers)

2.2 Procès - Verbal de la réunion du 16 octobre 2014

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

2.3 Procès - Verbal de la réunion du 20 novembre 2014

(not available at this time - to follow next month)

3. Matters Arising

All items are dealt with separately as agenda items or will be dealt with at future meetings. C. Michaud, as Acting Chair, to send the thank you letter to former commissioners, B. Hicks and D. Bourgeois.

4. Private Session

MOTION TO MOVE TO “PRIVATE” MEETING

It was **Moved By:** J. Thériault and **Seconded By:** G. Somers to move from the general meeting and go to the “Private” meeting. **CARRIED**

The meeting went to “Private” meeting at 4:40 p.m. and ended at 6:40 p.m.

5. Capital Construction Program, Engineering Studies

5.1 Capital Projects

5.1.1 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 there are not many changes since last month's meeting. The only project that is ongoing is the finishing of the compost enclosure.

5.1.2 Gantt Chart - Schedule of 2014 Major Capital Projects

The chart was reviewed and several questions asked were clarified. B. LeBlanc indicated that C. Allain will have the 2015 projects listed on the chart for the next Commission meeting.

5.1.3 Compost Project Status Report

The December status report of the various projects currently under way at the Composting Facility was reviewed.

Several questions asked were clarified by B. LeBlanc.

5.2 Equipment and Contracts - Recommendations and Awards

5.2.1 WWTF Operation centre expansion - Decision on Award

C. Allain provided some background as to how this project originally began and the bidding process and how changes evolved over the past years. He indicated that as a result of the P3 application that was commenced this year many options have now changed.

B. LeBlanc advised that the Commission has three options to consider:

- continue with construction with the low bidder and allow P3 operator to use as expanded;
- include as part of the P3 application;
- allow P3 proponent to determine the needs and to include in its proposal.

Considerable discussion followed. G. Somers indicated that until you have knowledge of the P3 status a decision cannot really be made at this time. All were in agreement.

It was **Moved By:** G. Somers and **Seconded By:** C. Sweetland to defer the operation centre expansion until the March meeting of the board at which time the matter will be reviewed. **CARRIED**

C. Allain will advise the architect that the GMWC will not be proceeding with an award of contract at this time and all bidders should be advised accordingly.

It should be noted that the meeting scheduled for November 27, 2014 with respect to this matter did not take place as scheduled and the matters are being discussed at this meeting.

5.2.2 Compost Pad #3 - Controls & Glycol Purchase RFQ - Update

The RFQ for the Controls to be issued in the near future and will close in January 2015. This is the only item left to tender.

5.2.3 Cleaning Contract RFQ - Award Recommendation

B. LeBlanc advised that the RFQ was posted on NBON for 18 days and a total of 4 proponents came for a site visit and all submitted valid quotations. Some discussion followed and questions asked were clarified by B. LeBlanc.

It was **Moved By:** J. Thériault and **Seconded By:** D. Muir that the GMWC awards the cleaning contract for its various facilities according to the following:

1. Wastewater treatment plant in Riverview and Causeway pumpstation for a two year term and a potential third year to Sprucegrove Building Cleaners per their quotation of December 5, 2014;
2. Compost operations center and sales office on Delong Drive for a two year term and a potential third year to Custom Clean Atlantic per their quotation of December 5, 2014;
3. Compost toilet on walking trails in Dieppe, Moncton and Riverview for a two year term to The Window Washers per their quotation of December 5, 2014.

The new contracts would be due to begin effective February 1, 2015.

CARRIED

5.3 Engineering Studies/Reports

5.3.1 Business Case Financial Advisor RFP - Update

B. LeBlanc indicated that the GMWC met with the financial advisor, KPMG, and a purchase order for the work has been provided to them. A portion for travel expenses has been included.

5.3.2 Owner's Engineer for Business Case RFP Phase 2 - Update

B. LeBlanc indicated that the GMWC met with the Owner's Engineer, CBCL, and a purchase order for the work has been provided to them. They will do both Phase 1 and Phase 2 of the schematic design.

6. Financial and Administration

6.1 Monthly Financial Report - November 2014

The financial report was reviewed. C. Michaud highlighted some items on the report. A short discussion followed and questions asked were clarified.

6.2 Election of Officers, Committee Membership, and Meeting Schedule 2015

The Chair asked if there were any other nominations to bring forward. This question was asked three times and no further nominations were made.

It was **Moved By:** D. Muir and **Seconded By:** J. Thériault that the following officers of the GMWC be approved:

Commission Executive Positions

W. Pearce - Chair

C. Sweetland - Secretary

C. Michaud - Treasurer

Executive Committee

The Chair, Secretary, and Treasurer

Finance, Audit and Governance Committee

C. Michaud, D. Muir

Human Resources Committee

J. Thériault, G. Somers

CARRIED

B. LeBlanc suggested that a location for the Annual General Meeting (AGM) scheduled for March 20, 2015 should be decided upon soon.

6.3 2015 Operational and Capital Budget for Commission Approval

The TransAqua Operational and Capital Expenditure Budget for the year ending 31 December 2015 was reviewed and discussed.

Some questions asked were clarified by M. Asplet.

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland to approve the TransAqua Operational and Capital Expenditure Budget for the year ending 31 December 2015 as presented. **CARRIED**

6.4 Proposed GMWC - Member Compensation Approach to be effective January 1, 2015

This matter was discussed during the private session. It was agreed by all present to ratify the following motion.

MOTION

It was **Moved By:** J. Thériault and **Seconded By:** C. Sweetland that the Proposed Greater Moncton Wastewater Commission - Member Compensation Approach to be effective January 1, 2015 be approved as follows:

A maximum compensation amount would be available per Commission position and would be paid based on an attendance and meeting participation basis.

Commission members would be paid a fixed fee per meeting subject to any adjustments as a result of his/her role as part of the Commission executive.

Each Commissioner would be entitled to compensation to a maximum amount based on "meeting participation".

Eligible meetings for Compensation would be Type "1" meetings only, these include:

- Regular Commission meetings (Monthly or otherwise) where all Commission members are invited and a quorum is present and duration is greater than 1 hour;
- Special Commission meetings (Monthly or otherwise) where all Commission members are invited and a quorum is present and duration is greater than 1 hour;
- Annual General Meeting of the Commission where all Commission members are invited and a quorum is present;

- Executive Committee meetings (Monthly or otherwise) where all executive committee members are invited and a quorum is present and duration is greater than 1 hour;

Type “2” meetings, as described below would not be eligible for compensation:

- Individual Commission member meetings (eg Chair, Treasurer, Secretary) with management, staff, or others;
- Commission member meetings with government, MLA, MP, Mayor and/or councillors;
- Commission member participation in non-board committees (eg Technical Committee);
- Commission member participation in stakeholder presentations;
- Commission member participation in auditor or other vendor related meetings.

The Commission, on an annual basis, would typically undertake 15 Commission meetings (12 monthly, 2 special and one AGM) and 12 executive committee meetings. All Commission members participate in the monthly meetings (Public/private), special meetings and Annual General Meeting. Only the executive (Chair, Secretary, Treasurer) participate in the Executive Committee meetings. GMWC management and staff or elected officials would not be compensated for meeting attendance.

Compensation would be paid on the basis of the following for Type “1” meetings:

Base member compensation of \$300/meeting, increased by 25% to \$375 for executive positions of Secretary and Treasurer, and by 50% to \$450 for Chair role, such that:

- Commission members - \$300/meeting to an annual maximum of \$4,500 (Equivalent to the maximum: 15 meetings x \$300/meeting)
- Secretary and Treasurer roles - \$375/meeting to an annual maximum of \$10,125 (Equivalent to the maximum 27 meetings x \$375/meeting)
- Chair - \$450/meeting to an annual maximum of \$12,150 (Equivalent to the maximum 27 meetings x \$450/meeting)

There would be no additional “honourarium” paid to commission members. Payment would be processed by management based on meeting attendance as shown on final meeting minutes of such meetings. Any reimbursement of allowable expenses would be per commission guidelines.

This compensation would be processed on a regular payment basis by management (at least quarterly) and would be subject to statutory reporting such that an annual T4 would be issued to the individual Commission member.

It is estimated that for 2015, the total compensation for all Commission members would be of a maximum amount of \$45,900 and has been incorporated in the 2015 budget as such.

CARRIED

7. Other - General

7.1 General Manager Report - December 2014

The General Manager's Report was reviewed. B. LeBlanc highlighted some items in the report and questions asked were clarified.

Congratulations to be extended to M. Asplet in his obtaining the CPA, Certified Professional Accountant designation.

7.2 PPP Canada Business Case Development Update

This is covered in the General Manager's report.

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

7.3.1 Meeting with area caucus to overview Commission activities and projects

Meeting to be arranged by C. Michaud.

7.3.2 Request for Provincial funding and department support for upgrading projects

B. LeBlanc indicated letters were sent to the Premier and the Minister of Finance but no response has been received to date.

7.4 Gabbey Report - Commission Review

B. LeBlanc indicated since the budget has now been approved the cost sharing discussions with Dieppe will be initiated.

8. Information Items

- 8.1 Payables - December 2014 Payables
- 8.2 JDRF Thank You letter - November 10, 2014
- 8.3 Wastewater recycled for drinking in California - Telegraph Journal Nov 24, 2014
- 8.4 Amherst drops plan to take frack water - Times Transcript Nov 25, 2014
- 8.5 Events centre financing in the works - Times Transcript Nov 25, 2014
- 8.6 Dieppe awaits assessment on frack waste water proposal - Telegraph Journal Nov 26, 2014
- 8.7 Frack water proposal still on table - Times Transcript Nov 26, 2014
- 8.8 SE Recycle seeks new leader - Times Transcript Nov 27, 2014
- 8.9 Set ground rules for waste water disposal - Times Transcript Nov 27, 2014
- 8.10 "De facto moratorium" on fracking already exists says minister - Times Transcript Nov 28, 2014
- 8.11 Councillors puzzled by comment attributed to mayor - Telegraph Journal Nov 28, 2014
- 8.12 Mayor says no deal on fracking waste water - Telegraph Journal Nov 29, 2014
- 8.13 Riverkeeper supports blocking wastewater - Telegraph Journal Dec 1, 2014
- 8.14 Gas tax funds available to Metro municipalities - Times Transcript Dec 2, 2014
- 8.15 Tough budget sessions ahead for Moncton - Times Transcript Dec 2, 2014
- 8.16 Meet Riverview's new town manager - Times Transcript Dec 4, 2014
- 8.17 Patricia Casas report on CWWA Window On Ottawa session Nov 19th and 20th
- 8.18 City of Moncton Appointment notices to the Commission - Winston Pearce, and George Somers - October 30, 2014

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

Next meeting January 15, 2015 at 4:00 p.m.

The meeting adjourned at 7:15 p.m.