

Western Regional Service Board

Meeting Minutes

Meeting Information:

Date: Thursday, January 26, 2017

Time: 4:30pm – 7:03pm

Place: WRWM Office, 14 Main Street

Present were:

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB, Vice Chair – Burgeo and Area (Via Telephone, left meeting at 6:50pm)
Bernd Staeben	WRSB Member – Corner Brook & Areas
Eli Bishop	WRSB Member – White Bay South (Via Telephone)
Joseph Reid	WRSB Member - Long Range
Keith Cormier	WRSB Member – Corner Brook & Areas (Left meeting at 5:30pm)
Leona Gillette	WRSB Member – Humber Valley
Robert Cormier	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Don Downer	WRSB Chair
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRSB
Angela Cullihall	WRWM Financial Officer
Jaimie Gazley	WRSB: Water Technician (Left meeting at 6:05pm)
Boyd Wright	Department of Municipal Affairs

Missing with Apologies:

Bruce Burton	WRSB Member – Southwest Coast
Ken Meade	WRSB Member – Bay St. George
Ian Duffett	Department of Municipal Affairs
Doug Mills	NorPen Board Chair

Call to Order

The meeting was called to order by WRSB Chair Don Downer at 4:04pm with quorum.

1. Additions & Deletions to the Agenda

None. Agenda approved as presented.

2. Approval & Adoption Minutes from December 9, 2016 WRSB Meeting

Motion 17-0126-01: Roger Barrett motioned for the WRSB to adopt the minutes from the December 9, 2016 WRSB meeting as presented. Motion was seconded by Keith Cormier. All nine board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

3. Business Arising

a) CB Fibre Recycling Update & Newsletter

The tender closed and the winning bid from Scotia Recycling was for \$17.25/tonne. It is an eighteen (18) month contract with a month-to-month agreement beyond that. WRWM has kept in close contact with Corner Brook City Hall on this tender since agreeing to take over the service from them. This will be one of the items on the Newsletter which will go out in February. Don Downer is currently working on a draft newsletter with the WRWM office. Direction: Place on the next Governance Committee agenda the item of Motions for Tender acceptance.

Motion 17-0126-02: Roger Barrett motioned for the WRSB to approve the Fibre Recycling Tender be awarded to the winning bidder Scotia Recycling in the amount of \$17.25/tonne. Motion was seconded by Anthony Blanchard. All nine board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

b) 'Capital Ask' List for Municipal Affairs

A meeting will be scheduled in St. John's between Municipal Affairs, WRWM and CBCL in early February to discuss the 'Capital Ask' document. The Capital List document contains approximately \$11 million in items that are not included in the Mike Kelly & Sons (MKS) contract but are necessary for the Western System to be completed. Government has stated that there is only approximately 4 million available for Western for 2017 therefore we need to prioritize the list to ensure the more immediate needs are met first with other items delayed to 2018 or beyond if necessary. Some items of the list may have already been paid through the advanced funds account (after being approved to be paid via that account) and that needs to be compared to the Capital Ask list.

c) Hampden Generator

The Original quote from NL Hydro was more expensive than government was ready to pay for so talk started for a generator for this site. Since this idea was presented, generators were reviewed which included various powering methods, operational costs and mechanical/maintenance costs. Due to these added costs, and the slight decrease in the cost to install power to the site, government has agreed to put power on the site rather than deal with a generator.

d) 2017 Conferences - Registrations

Due to it being an election year we need to limit the training expenses for 2017 regardless of the budget for this item. It was suggested that perhaps we stick to more local options this year with a trip to Central and possibly Eastern, especially since our system will be tied to Central's system. Of the nine board members present tonight, only Roger and Leona are interested in attending conferences outside of the province. An email will be sent to Bruce and Ken to determine what interest they have in attending out of province conferences. This issue will be brought to the Finance Committee for a decision on if we can send any board members away for conferences, if we can arrange a trip to Central (and possibly Eastern) and how many board members will the budget allow to be involved in the options.

4. New Business / Committee Reports

a) Report from Water Technician

Due to some of the original communities not being suitable for the project, the Water Technician (Jamie Gazley) requested that other communities be added to the project. This request was approved by government for all regions as it was something that Eastern and Central had encountered as well. The proposed list included the communities of:

Great Codroy	Upper Ferry	St. Andrews
Tompkins	Benoit's Siding	

These are all LSD's with groundwater systems and are clustered near Port aux Basques. They are equipped with UV systems and sodium hypochlorite for disinfection which are all currently shut off. Clarification is needed regarding the extension of this program to include additional communities.

All problems, containment, community involvement or lack thereof, has been submitted to the appropriate government departments (Environment, health and others).

The WRSB is very pleased with the success of the Water Technician program. It is quite a feat to get those communities taken off boil orders and have their water quality and maintenance improved.

Update on the water systems in current communities included in the project:

Rose Blanche: Has been off a boil water advisory for almost a year and has made a big improvement in maintenance done on the system. A wet well is scheduled to begin construction this spring to further help with water quality

Isle aux Morts: Has been off boil water advisory since summer 2016 but we expect some trouble with keeping chlorine in their system in the spring. They are conducting all necessary maintenance and the water main replacement project is scheduled to begin spring 2017.

Burnt Islands: Remains on a boil water advisory and is struggling to get chlorine residuals. Recently discovered a problem with an old chlorinator which was allowing air to get into the feed lines. This issue has been resolved and as of January 23, 2017 the town had very good residual levels. They should be able to get off the boil water advisory very soon.

Fox Roost – Margaree: Major repairs and maintenance are needed and the town has not taken any initiative to improve system. Municipal Affairs has cut them off from funding until they include the water system into their annual budget.

Flat Bay: They are off the boil water advisory and are in the process of getting treatment for the arsenic in one of their wells which is currently on a non-consumption order.

Piccadilly Head & West Bay: They are in the process of conducting a feasibility study to initiate the connection to the Lourdes water system.

Ship Cove: Since summer 2016, four of the sic wells have been set up with disinfection. There is big improvement on the maintenance being done and upgrades are being done at the cost of the LSD. There are some bigger water quality problems such as lead in one of the wells that will hopefully receive funding for treatment down the road. Work is currently being done on the last two wells with new pumps being installed next week. They should be off the boil water completely by spring 2017.

Sheaves Cove/Black Duck Siding: These communities have had no progress due to an unwillingness to disinfect their water

Piccadilly Slant: Although they want to be proactive, this LSD isn't in a good position and the chair is stepping down. Without a chairperson and a committee dedicated to improve the water system, there is not a whole lot of action that can be taken. Their system is in very poor condition and requires electrical work, new pumps, new water lines, new pressure tanks and a full upgrade.

b) Grenfell Composter

As far as WRWM staff is concerned there is very little positive to operating the Grenfell composter other than public relations. MMSB funded the Grenfell Pilot project for 5 years and that is now finished. MMSB is interested in possibly helping us with a pilot project using this composter. Grenfell wants the unit gone but still wants the ability to use it. WRWM office needs to know how bad the board wants this composter and where do they want it? We don't have a business case for this piece of machinery.

If an area (for example: St. Georges is extremely interested in composting) wants to assume responsibility for operating it for their own composting program they would need to build a structure to hold it, equipment to load it and will cost approximately \$80,000/year to operate it. MMSB can possibly assist in the capital set-up. Jason will look into it further with MMSB and Grenfell on the stipulation that we have no money to put into it. He will bring back the results of discussions to the board at a future meeting.

c) Governance Committee Report (**Note: FC report was given prior to the GC Report due to Keith Cormier having to leave the meeting early, hence this next motion number is not sequential from the last motion number**)

The committee met on January 18th with the meeting mainly consisting of the development of the Remuneration section of the WRSB Terms of Reference (section 5.1).

Motion 17-0126-05: Eli Bishop motioned for the WRSB to adopt the revised WRSB Terms of Reference as presented. Motion was seconded by Leona Gillette. All **eight** board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

The Chair succession plan will be the focus of the next Governance Committee meeting.

d) Finance Committee Report

2016 Budget versus Actual – There were a few items that went over budget; however, most of those overages are either being reimbursed by government for approved funding, or by the Water Technician Account. The WRWM office will check with BDO regarding the possibility of separating the Water Technician's funding from the WRWM funding. This is the second full year

of financing by WRWM. The Finance Committee requested that effective for 2017, once items reach 100% variance, any further spending in that category go into the contingency fund with specific notes as to which item this expense is in reference to. Preliminary reports show there was a surplus in 2016 which will go into the capital reserves account. The official audit by BDO will begin in February. With regards to 2017 Board Travel and Remuneration, the WRSB has requested that the CAO keep an eye on these expenses to ensure they do not go above budget.

Accounts Receivables – with the hiring of the accounting clerk and the beginning of the collection program, the WRWM office has collected outstanding funds from the commercial sector. There is one commercial customer with a significant outstanding account in which has not responded to correspondence sent by our lawyer. Our lawyer recommends suing this customer to obtain payment of the account and also send a message that WRWM will not ignore outstanding accounts. The February board meeting will have further update on the collections program which will include both the commercial and residential sectors.

Free Residential Drop-off – with the success of the 2016 free residential drop-off for the month of May, the Finance Committee recommends with continue with this service into 2017 and add the month of October to the program.

Motion 17-0126-03: Keith Cormier motioned for the WRSB to approve to have free residential drop-off for the months of May and October for 2017. Motion was seconded by Joe Reid. All nine board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

Salary Grid – Previous board motions and recommendations have this grid being developed during 2017. It was decided this is an item for the Policy & Procedure Committee to look into. Whatever policy or recommendations this committee has will be brought forward to the Finance Committee, then brought back to the Board for review/discussion. The WRWM office will send a package to the Policy and Procedure Committee and arrange a meeting to discuss this issue.

Strong Engineering Contract – There is an extra capital cost of \$147,000 for additional items necessary for the transfer stations that wasn't included in the original contract with Strong Engineering. Government was unsure if the cost provided by Strong Engineering was fair for the equipment or not and suggested we may need to go to Tender to ensure we get a fair cost; however, a CBCL and WRWM review of the costing found the quote from Strong Engineering to be a fair price. Rather than confuse things with different contractors for data management, a change order extension should be sufficient to get this additional equipment added onto the Strong Engineering contract (similar to Labrador City and NorPen). We need to be consistent with the data management system across the board.

Motion: 17-0126-04: Anthony Blanchard motioned for the WRSB to approve a **change order extension** (under Section 5.2(b) of the Public Tendering Act) to the current Western Data Management System Project, Contract 17-WSTM-14-00043 in the amount of \$147,000 (plus HST). This extension is for the acquisition of additional data management equipment for the transfer stations to ensure compatibility and efficiency throughout the western system. Motion was seconded by Keith Cormier. All nine board members present (A Blanchard, B Barter, B Staeben, E Bishop, J Reid, K Cormier, L Gillette, R Cormier, R Barrett) were in favour with none contra minded. Motion was carried.

e) Technical Committee Report

Mike Kelly & Son's (MKS) Update – There was a change order issued just before Christmas for the Southwest Coast, Long Range and Hampden Transfer Station sites so that now all design is in the control of MKS. They have completed two concrete pourings at the St. George's site. Rough grading is being done at the Long Range site with footings to be done this spring. Will do rough grading at the Southwest Coast site after the grading at the Long Range site is completed.

CBCL/WRWM Implementation Update/Schedule – WRWM staff spent a day and a half in meetings with CBCL to finalize this schedule. CBCL will give a more detailed presentation of this report at the February meeting. Items on the schedule include:

- **Operation of Transfer Stations** – Recommendation is to operate the transfer stations via contracts.
- **Pest Control** - due diligence needs to be done to ensure all steps are taken to minimize the rodent problem in the interim sub-regional landfill sites prior to closing them.
- **Transportation** – We need to have a contract for the GPS system as some trucks in our fleet will have an extra axle that when used has to be closely monitored.
- **C&D** – Environment and Conservation will forward to WRWM information regarding what items are accepted at recognized C&D landfills. We can start an education program to let industries know if their material isn't acceptable at transfer stations and therefore they need to provide alternative transportation of their waste to the Central landfill site (eg. CBPPL).
- **Maintenance Building** – Government doesn't believe we need this building as there is no such building in Eastern or Central. Western will have a larger equipment inventory (especially when dealing with transportation – fleet) than either of those organizations so CBCL & WRWM feel it is very important to have a building to provide cover and heat to fleet and mechanical issues.
- **Public Drop-off** – The only PDO site not finalized is the Bonne Bay South site. The application for this property has gone through all government departments for comments and now lies in the hands of Jonathan Grandy (Municipal Affairs).
- **Recycling** – As we develop and implement a long-term recycling program, WRWM is hoping to receive a 'buffer period' from Central as Western Residents get used to the multi-bag system and get away from the 'black bag' system.
- **Curbside Collection** – Very complicated issue with many variables. The meetings brought forth no recommendation on this issue other than the idea that we may have to think 'outside the box' on this item.
- **Composting** – There are independent companies in the area interested in this issue. We would have to go to RFP to move any further in this issue.

Ramea Update – The Roll on/off truck is now in Corner Brook and Trent did an inspection of the truck earlier this week which revealed a few deficiencies. We expect the truck to be delivered to Ramea in early February and therefore hauling waste from Ramea to Burgeo by the end of February.

LaPoile – WRWM need to begin discussions with them to prepare for an alternate waste plan that will include them into the Western system at some point.

5. Correspondence/ Media

- a) News Articles – There is a CNWM news item on the NTV Evening news tonight. The WRWM office will look for this segment online tomorrow. There were also two Newspaper articles recently dealing with CNWM.
- b) Western Hills Letter – The board requested that we send out this letter to them to read. Nothing has come back from Western Hills regarding this letter.

6. Agenda Items/Notice of Motion (for next meeting)

Nothing to Report

7. Other

Nothing to Report

8. Confirm next WRSB meeting date: February 23, 2017

The next WRSB meeting will take place at 4:30pm on Thursday, February 23, 2017 as per the regular schedule of fourth Thursday of each month. Supper will be provided at 4pm to those attending this meeting.

9. Adjournment

Meeting adjourned at 7:03pm.