

**Western Regional Service Board  
Meeting Minutes**

**Meeting Information:**

Date: Wednesday, June 20, 2018

Time: 10:06am – 1:00pm

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
Bernd Staeben	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George (Via Telephone)
Derrick Anthony	WRSB Member – Humber Valley
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range (Via Telephone)
Josh Carey	WRSB Chair – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Rita Legge	WRSB Member – Bay St. George
Roger Barrett	WRSB Member – Western Hills
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRWM

**Missing with Apologies:**

## Call to Order

Meeting was called to order at 10:06am by WRSB Chair Josh Carey with quorum reached.

### 1. Additions & Deletions to the Agenda

**Motion 18-0620-1.1.1:** Moved by Eli Bishop, Seconded by Barbara Barter. The WRSB accept the amended agenda for the June 20, 2018 WRSB meeting as presented with five additions (**#4.1.6** Contract No 2018-A08, Southwest Coast Transfer Station Operations; **#5** Committee Ratifications; **#6** Scale House Attendants for Wild Cove and St. George's Transfer Stations; **#7** WasteCon 2018; **#8** Southwest Coast Curbside Tender). Motion carried.

### 2. Approval & Adoption Minutes from the May 31, 2018 WRSB Meeting

**Motion 18-0620-2.1.1:** Moved by Bernd Staeben, Seconded by Rita Legge. The WRSB adopt the minutes from the May 31, 2018 WRSB meeting as presented. Motion carried.

### 3. Business Arising

Nothing to report or discuss under this heading

### 4. New Business

#### 1) Requests for Decisions (RFDs)

##### 1. Topic: MMSB Used Tire Management Program

**Motion 18-0620-4.1.1:** Moved by Derrick Anthony, Seconded by Roger Barrett. Be it resolved the WRSB become a participant of the MMSB Used Tire Management Program at all Transfer Stations in Western Newfoundland for residential use only. Motion was carried.

##### 2. Topic: Laydown Area Change Order

**Motion 18-0620-4.1.2:** Moved by Bernd Staeben, Seconded by Cynthia Downey. Be it resolved the WRSB approve a change order in the amount of \$486,268.00 to proceed with the partial development (layout area) of the C&D facility at Wild cove. One Board member voted against (Anthony Blanchard). Motion was carried.

Originally, the C&D layout area for Wild Cove was included in the transfer station project but was taken out to put into its own project for the entire C&D facility. The layout areas for the other transfer stations was included within the scope of MKS Ltd. The funding for the C&D Facility has been approved, this change order is requesting that due to savings and efficiency, the layout area at Wild Cove should be completed now as MKS is still on site instead of waiting for the facility tender. WRWM meets the criteria for change order to occur (less than 10% of project cost).

##### 3. Topic: Shunt Truck Change Order

**Motion 18-0620-4.1.3:** Moved by Bernd Staeben, Seconded by Eli Bishop. Be it resolved the WRSB approve a change order in the amount of \$79,568.92 as recommended by our Engineering Consultant. Motion was carried.

As per board Motion 18-0426-09, and government approval of \$5.6 Million Capital, approval was granted to purchase 2 shunt trucks (One for each Wild Cove and St.

George's transfer stations). Approval is being sought from the board for Change Order under Section 15 of the Public Procurement Act. These trucks will increase efficiency and provide a cost savings to the board in the long run.

4. Topic: Contract No 2018-A06, Burgeo Transfer Station Operations

**Motion 18-0620-4.1.4:** Moved by Bernd Staeben, Seconded by Anthony Blanchard. Be it resolved the WRSB award Contract No 2018-A06 in the amount of \$12,444.00 (excluding HST) per month to Edward Collins Contracting Ltd. Motion was carried.

Only one bid was received; therefore, negotiations were able to reduce the price to the amount mentioned above. As we are learning by experience, all transfer station operations contracts have an 'out clause' to ensure if a more cost effective method of operations occurs, we can avail ourselves to it for our residents.

5. Topic: Contract No 2018-A09, Long Range Transfer Station Operations

**Motion 18-0620-4.1.5:** Moved by Joe Reid, Seconded by Bernd Staeben. Be it resolved the WRSB award Contract No 2018-A09 in the amount of \$13,225.00 (excluding HST) per month to Floyd's Construction Ltd. Motion was carried.

Operation of the Long Range facility was tendered with two bids submitted and reviewed by Engineering Consultants CBCL Ltd. The two bids received were:

- Floyd's Construction Ltd. \$13,225.99 (per month, excluding HST)
- Edward Collins Contracting Ltd. \$17,399.99 (per month, excluding HST)

6. Topic: Contract No 2018-A08, Southwest Coast Transfer Station Operations

**Motion 18-0620-4.1.6:** Moved by Joe Reid, Seconded by Anthony Blanchard. Be it resolved the WRSB award Contract No 2018-A08 in the amount of \$20,444.00 (excluding HST) per month to Edward Collins Contracting Ltd. Motion was carried.

Operation of the Southwest Coast facility was tendered with two bids submitted and reviewed by Engineering Consultants CBCL Ltd. The two bids received were:

- C & C Enterprises Inc. \$48,750.00 (per month, excluding HST)
- Edward Collins Contracting Ltd. \$20,444.00 (per month, excluding HST)

2) Transfer Station Launch Update

1. Official Opening

The Official Launch Opening of the Sort It Western Program is tentatively scheduled for July 10<sup>th</sup> at the Wild Cove Transfer Station pending the Minister's Schedule. Once the date is confirmed, community officials and other dignitaries will be contacted. All WRSB members will be expected to attend the official opening ceremony.

**Motion 18-0620-2.1.1:** Moved by Barbara Barter, Seconded by Bernd Staeben. Be it resolved the WRSB invite previous WRSB members and chairs to the official opening of the Sort It Western Program. Cost would not be covered by WRWM, but the curtesy should be extended.

At this point, current Chair Josh Carey declared a conflict of interest on this motion due to past experiences. Josh left the room with Vice Chair Barbara Barter taking over as temporary Chair as the board discussed, and determine, if this was indeed a conflict of interest that would remove him from voting on this motion. After discussion, it was decided unanimously that this is not a conflict of interest and Josh would vote on the

motion. Josh Carey returned to the meeting; however, Barbara Barter remained temporarily chairing this meeting until this motion is voted on.

**It was requested that Staff seek out assistance from the Protocol office to ensure proper protocol is met and whatever resulted from that conversation would be followed by the organization.**

Motion was repeated with seven board members voting for the motion (C Downey, A Blanchard, R Barrett, R Legge, E Bishop, B Barter, J Reid) and four Board members voting against (B Staeben, J Carey, D Anthony, M Keeping). Motion was carried.

## 2. Marketing and Communications

Had a teleconference with Libby Carew, Communications and Marketing Consultant, on June 19<sup>th</sup> to finalize the media plan.

Newspaper ads will go out in the Western Star, Gulf News and Northern Penn in the week(s) leading up to the opening of their respective transfer stations.

Radio ads will go out on CFCB/VOCM. It was decided to stick to the more regional stations instead of going province wide. Savings from deciding this allows for us to invest in two Banner Bug displays for promotional events.

**Motion 18-0620-2.2.1: Moved by Anthony Blanchard, Seconded by Roger Barrett. Be it resolved the WRSB approval the design and purchase of two banner bugs from Idea Factory within our marketing budget. Motion was carried.**

Total cost will still stay below the approved \$15K.

## 3) Negotiating Update

The Negotiating Committee went to Central on June 18<sup>th</sup> for discussions regarding the Tipping Fee Central will be charging Western for use of their engineered lined landfill.

No deal has been reached at this point. As soon as a deal is reached, it will be brought immediately to the board.

## 5. **Committee Ratifications**

**Motion 18-0620-5.1.1: Moved by Bernd Staeben, Seconded by Roger Barrett. Be it resolved the WRSB approve the addition of Melvin Keeping on the Policy and Procedure Committee. Motion was carried.**

**Motion 18-0620-5.1.2: Moved by Eli Bishop, Seconded by Bernd Staeben. Be it resolved the WRSB approve the addition of Rita Legge on the Governance Committee. Motion was carried.**

## 6. **Scale House Attendants for Wild Cove and St. Georges Transfer Stations**

WRWM advertised for three positions, one for Wild Cove, one for St. Georges and one to travel between both. WRWM Staff and the WRSB Chair interviewed those with qualifications with only two successful candidates at the end of the process. WRWM will hire the two successful candidates, one for each site and have spoken with Edward Collins Contracting Ltd regarding the possibility of them taking care of the third position which travels between the two sites. This may require a motion from the board in the near future (notice of motion) to allow this third position to be contracted out to ECC. The impact of not having all three positions hired under WRWM means there isn't 100% control by WRWM at the gate of the two largest transfer stations in Western NL.

The only alternative is to re-post the position which means we may have to include travel expenses and the position could possibly not be filled by the early July when training needs to take place by our Scale House Attendants. Need to ensure all expenses are within budget and if not, this issue will need to be forwarded

## **7. WasteCon 2018**

With the start-up of the Sort It Western Program, many members of the board feel there is no time to focus on sending Board members or staff to the 2018 WasteCon. The board agreed that for 2018 we focus on organizing a tour of Central Newfoundland Waste Management for board members so they will fully understand Western's involvement in their operation.

## **8. Southwest Coast Curbside Tender**

There was much discussion about the amount of involvement of WRWM in this process and any liability involved to the organization as advised by the lawyer for WRWM. It was always the WRSB's intention to help the smaller communities whenever possible but we need to find a mechanism that communities ultimately take responsibility for their contracts and liability not fall on the WRSB or WRWM.

**Motion 18-0620-8.1.1: Moved by Melvin Keeping, Seconded by Anthony Blanchard. Be it resolved the WRSB prepare the tender, review the tender and meet with all the communities to discuss the results. One board member (Roger Barrett) voted against the motion. Motion Passed**

## **9. Confirm next WRSB meeting Date**

In keeping with the regular schedule of fourth Thursday of the month, the next WRSB meeting will take place on Thursday, July 26, start time is yet to be determined.

## **10. Other**

- 1) Sub-Regional Updates: All are completed with a bulk of the people appreciative of the information presented. Some questions were asked that were real eye openers for WRWM.

Need to look into special condition residential policies such as caretaking of elderly (in residential home rather than institutional home) and dealing with adult diapers or other medical waste that would exceed the 2 privacy bag allowance.

Technical Committee – will need to look at policies such as the disposal of animal bodies.

- 2) Derrick: Requested advice from the board on an acceptable frequency for recyclables collection in his community. Discussion occurred with an emphasis being placed on collection depending on contamination level of recyclables.
- 3) Sort It Western Kits: Kits should be received by residents between 2-3 weeks prior to their Transfer Station opening. The first mailing (Corner Brook and Bay St. George areas) should be in mailboxes by the end of June.

**Meeting Adjourned at 1:00pm**