

HOLLAND MARSH DRAINAGE SYSTEM JOINT MUNICIPAL SERVICES BOARD



MINUTES

MEETING DATE: Thursday, December 13, 2012
TIME: 7:00 p.m.
LOCATION: Compton Room, Engineering Bldg,
100 Holland Court, Bradford, Ontario

ATTENDANCE RECORD:

MEMBERS PRESENT: William Eek, Vice Chairman
Dan Sopuch, Chairman
Gary Lamb, Ward 3 Councilor - BWG
Doug White, Mayor – BWG
George Hoving, Appointee
Steve Pellegrini, Mayor – TOK
Cleve Mortelliti, Deputy Mayor – TOK

REGRETS: Brian Visser, Appointee
Jim Verkaik, Member-at-large

STAFF PRESENT: Frank Jonkman, Drainage Superintendent
Sarah Murray, Secretary
Dave Van Veen – TOK Engineering
Michael Brinkos, Assistant to the Dr. Supt.

REGRETS: Jay Currier, Town Manager – BWG
Nathalie Carrier, Deputy Treasurer - BWG
Ian Goodfellow, Treasurer – BWG
Rebecca Murphy, Dir. Legal Services/Clerk - BWG
Rob Flindall, Dir. Engineering – TOK
Jeff Schmidt, Treasurer – TOK

OTHERS:

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1.	<u>Call to Order</u>	<i>Dan Sopuch</i>
1.1	HM-2012-053 Moved by: G. Lamb Seconded by: C. Mortelliti "That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board come to order at 7.25 p.m." CARRIED.	
2.	<u>Declaration of Pecuniary Interest</u>	<i>Dan Sopuch</i>
2.1	Chairman Sopuch reminded Members of the Board of the Municipal Conflict of Interest legislation and requirements thereunder.	
3.	<u>Approval of Agenda / Changes</u>	<i>Dan Sopuch</i>
	Chairman Sopuch asked if there were any errors or omissions to the Agenda and there were none noted.	
3.1	HM-2012-054 Moved by: B. Eek Seconded by: D. White "That the Board approve the Agenda, dated Thursday, December 1, 2012, as printed and circulated." CARRIED.	
4.	<u>Adoption of Board Minutes</u>	<i>Dan Sopuch</i>
4.1	Chairman Sopuch asked if there were any errors or omissions to the Minutes and there were none HM-2011-055 Moved by: C. Mortelliti Seconded by: G. Hoving "That the Minutes of the Holland Marsh Drainage System Joint Municipal Services Board meeting held on Thursday, November 1, 2012, be approved, as printed and circulated." CARRIED.	
5.	<u>Comments by the Chairman</u>	<i>Dan Sopuch</i>
	Chairman Sopuch welcomed everyone to the last board meeting of 2012 but also took the opportunity to acknowledge the progress of the canal relocation project to-date by the Project Manager/Dr. Supt. Not only are construction activities ahead of schedule but also in line with the allocated budget. Chairman	

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Sopuch also acknowledged the efforts of all Board staff working on the project. The drainage scheme as a whole has never looked better.

6. **Presentations / Deputations**

7. **Correspondence / Reports**

7.1 **Report of the Drainage Superintendent/Project Manager dated December 11, 2012.**

Frank Jonkman

From the Drainage Superintendent's report came a few points to highlight:

- 1) The construction meeting minutes noted more work is required in the trial area completed in 2008. The Drainage Superintendent elaborated advising the berm has consolidated in this area so the plan is to bring in more material to raise it, however, efforts will be made to transplant the trees that were planted there to an area not requiring such work.
- 2) A member requested more information on the processes in place to ensure clean fill is being provided. In other areas of Bradford, applications are being made to the Town for large fill sites and the issue has been raised as a result of this other activity. The Dr. Supt. advised that there is a Fill Mgmt MOU to come before the Board today under New Business, which will address much of the concerns raised.

HM-2012-056

Moved by: C. Mortelliti

Seconded by: S. Pellegrini

"That the written report "HMDSJMSB-2012-008" prepared by the Drainage Superintendent/Project Manager dated December 11, 2012, be received, for information."

CARRIED.

7.4 **BDO Dunwoody LLP correspondence**

Dan Sopuch

The Board reviewed correspondence sent by Mr. Ventrcek of BDO Dunwoody LLP. This correspondence referred to the work the firm undertook to complete the Board's 2011 financial statements. The firm is requesting an additional lump sum be paid to cover the unforeseen time incurred to complete the financial statements by BDO Dunwoody, in the form of a supplemental invoice.

The Board reviewed a summary of the RFP submitted by BDO

Dunwoody, which included itemized pricing the firm provided to complete the financial statements, which was included in their Proposal to the Town.

The Board discussed obligations, both of the vendor and the client in accordance with the Request for Proposal which was awarded to BDO Dunwoody LLP to provide external auditing services. Through extensive discussion that carried out, the Board decided on an outcome which required a resolution that read as follows.

HM-2012-057

Moved by: D. White

Seconded by: S. Pellegrini

“The Board determined through discussion that the supplemental invoice submitted to the Board for auditing services for the fiscal year 2011, be denied payment, once it is confirmed that the contract documents allow for same;

And further that the Board will honour the fees set out in the contract documents.”

CARRIED.

8.

New Business

8.1

Fill Management Agreement

The Board was presented with a draft Memorandum of Understanding (MOU) prepared for the management of fill for the Canal Improvement Project.

The objective of the draft MOU is to outline responsibility and remedial measures for a contractor to manage the importing of fill for the purposes of berm reconstruction; a component of the project. The origination of all fill requires approval by the project engineer and project manager prior to acceptance among other processes in order to comply with environmental protocols, which are noted within the agreement.

As Project Manager, the Drainage Superintendent has spent far too much time managing and enforcing the importing of fill. This agreement is intended to allow him to delegate this duty to a qualified contractor. This contractor is required to be bound by this agreement in order to maintain the qualified contractor status which is compulsory to remain the onsite fill management company for the Canal improvement Project.

After some discussion, the Board approved the execution of the agreement and a resolution was prepared as follows:

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HM-2012-058

Moved by: G. Hoving
Seconded by: C. Mortelliti

"That the Board approve the execution of the agreement to manage fill for the Holland Marsh Drainage System Canal Improvement Project between the contractor and the Board dated December 13, 2012."
CARRIED.

After which time, the Chairman executed the Board's portion of the agreement.

8.2

Dry Hydrant Installation

Dave Van Veen

While there had been discussion in the past on the Project installing or agreeing to install dry hydrants at various entry points into the Marsh, specifically, at each municipal structure, there was never an official decision from the Board.

The point was made that part of the premise for this project going forward was Life Safety and dry hydrants can be considered a component of same, therefore the topic was discussed at length.

The Board conferred on the matter of costs and timing for this activity. The Dr. Supt. advised that timing is not an issue but the costs estimated which if approved would be included as part of the total cost of the project would not include the respective Fire Department's connection costs. The Board agreed to implement the dry hydrants within the budget for the project, and begin the process for installing them each municipal structure including those already reconstructed.

HM-2012-059

Moved by: C. Mortelliti
Seconded by: D. White

"That the Board approve the installation of dry hydrants at each of the municipal bridges as part of the work required of the Canal Improvement Project, as part of the life safety component.

And that the costs for connections will be borne by the respective fire departments."
CARRIED.

9.

Future Meeting Schedule

Dan Sopuch

HM-2011-051

Moved by: D. White
Seconded by: C. Mortelliti

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"That the next meeting of the HMDSJMSB be scheduled for Thursday, February 28, 2013 at 2:00 p.m., at a location to be determined."
CARRIED.

10.

Adjournment

Dan Sopuch

10.1

Prior to adjourning the Chairman wished everyone in attendance a Happy Holiday and New Year.

HM-2011-052

Moved by: G. Hoving

Seconded by: G. Lamb

"That this meeting of the Holland Marsh Drainage System Joint Municipal Services Board adjourn at 8:45 p.m."
CARRIED.



Sarah Murray, Secretary



Dan Sopuch, Chairman

