

## **Executive Meeting Minutes, Monday, November 5, 2018**

Present: Ron Shepherd (Chair), Doug Wright, Bob French, Frieda Werden and Andrew Pringle

### **Meeting called to order at 4:05 P.M. In the Old School, Conservancy Room**

1. Additions to Agenda: None, Motion to adopt agenda, seconded and all voted in favour

Motion to adopt minutes from October 1, 2018 Executive Meeting, seconded and all voted in favour.

### 2. Garbage Contract Update and Review of Terms Approved by Waste Management Committee:

Bob provided the executive with the following information via email:

The bid we accepted is from Suncoast is for \$775 plus 38.75 GST for a total of \$813.75 per collection, \$27,668 per year. This is a 3.3% increase over the 2015-18 collection cost.

We picked Suncoast, because they graded out best on the bid assessment framework that is an integral part of the bidding documents—40 pts for overall cost, 20 pts for references and past performance, 40 pts for experience, equipment and capability. Sun coast's bid was lower by 2%—small, yes, but measurable. Both parties have good references, Suncoast past performance is known to us—we regard it as excellent—while we do not have similar knowledge of the other bidder and so could not in any case rate him higher than Suncoast in this category. Regarding experience and equipment, Suncoast is a professional waste collection company with decades of experience and appropriate equipment; the other bidder is a professional trucker who had some waste collection experience earlier in his working life. He does not own a garbage truck, instead proposing to use a pickup truck and trailer. Sun coast clearly gets the nod here as well. WMC's take on this? Both bids are good ones but Suncoast clearly grades out the better of the two.

There was a motion to approve the Suncoast contract as written by the Waste Management Committee which was seconded and all voted in favour.

Appreciation was given to Bob for all the work involved.

3. Update Regarding the Bottle Depot Recycling of Electronics: Mike Nester (manager of Bottle Depot) advised Bob French that Encore will not change the current contract but will accept electronics as we requested.

4. Insurance Renewal Update: An update to the bottle depot insurance policy is required now that they will be recycling electronics. Ron will contact the insurance company to get the policy updated.
5. Recycling Depot Break-In: The recycling depot was broken into on October 2<sup>nd</sup> and Stacey Armstrong (Recycling Depot Manager) will report it to the police, if not already done.
6. 2019 Budget: Doug presented a draft 2019 budget for our review and discussion. Proposed total revenue is \$174,460 and proposed available expenses are \$179,185.  
Details will be presented to members at the next general meeting. There was some discussion that the order of presenters at the general meeting should be Fire Department, Bottle Depot/Recycling Centre, Old School, Bill Mee and then the rest of the smaller committees.
7. Treasury Organization: There was some discussion regarding improving the reporting process (standardization of reporting for all the committees). In addition, Doug proposed that he contact an accounting professional to arrange a meeting with that person and Ron to discuss CVRD reporting requirements and how to best get the increasingly complex treasury duties accomplished in the long term. They will then bring a proposal to the executive for approval.

**Meeting Adjourned at 5:40 PM**