



JOINT BOARD OF MANAGEMENT

Wednesday, April 4, 2018

9:00 AM

Kingsville Community Room

Kingsville Arena

1741 Jasperson Road, Kingsville

MINUTES

Members Present: Deputy Mayor MacDonald (Chair); Mayor Paterson, Councillors Dunn, Jacobs, Hammond, Verbeke - Leamington
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen (alternate), Councillors Neufeld and Patterson - Kingsville
Mayor McDermott - Essex
Councillor Diemer - Lakeshore

Members Absent: Councillor Gaffan - Kingsville

UWSS Staff Present: Rodney Bouchard - Manager
Khristine Johnson - Administrative Assistant/Recording Secretary

Staff Present: John Kehoe - Leamington

OCWA Staff Present: Susan Budden, Dave Jubenville
Dale Dillen, Ken Penney

Call to Order: 9:02 am

Manager call the meeting to order.

Disclosures of Pecuniary Interest: none

Approval of UWSS Joint Board of Management:

No. UW-12-18

Moved by: Mayor Paterson

Seconded by: Councillor Hammond

That Minutes of the UWSS Joint Board of Management meeting of February 21, 2018 be received.

Carried

Business Arising Out of the Minutes:

The Manager reminds members of the Board that at the meeting of February 21, 2018 he was given directions to update the legal opinion regarding confidential matters. He notes that he has spoken with the legal team and received an updated opinion, however it was not ready for today's meeting.

The Manager also notes that he was given instructions to form an executive committee regarding the restructuring of the UWSS. He confirms to the Board that the executive committee, consisting of himself, the Chair and Vice-Chair, has been formed. The Executive Committee has met and will be traveling to each municipality to present restructuring information to each council. The first meeting is scheduled for April 9th in front of Kingsville's council. He notes that the reports have been provided to the Chair, Vice-Chair and administration of each partner municipality.

Items for Consideration:**Report UW/06/18 dated March 29, 2018 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to March 29, 2018**

The Manager indicates that the vibrations that had been felt on the new pump #2 at the Low Lift have been addressed and the pump is now back in service. However, Low Lift pump #3 has been removed from service and Phasor has been retained to address the vibration issue and repair if necessary.

At the last meeting the manager had informed members of the Board of a leak at the High Lift Pump #5 discharge where the pipe connects to the main plant header. This repair required parts of the WTP to be shut down. Rather than hire outside contractors the OCWA staff were able to isolate and make the necessary repairs. The Manager commends the OCWA staff for their forward thinking.

The Manager briefly mentions the MOECC 2018 Inspection Report for the UWSS. He notes that he will go into greater detail when he presents his full report scheduled for later in the meeting.

The Manager explains that the Essex Water Tower (EWT) rehabilitation is underway and the scaffolding is being erected and should be completed soon. The team will then start with the rehabilitation. There have been some delays due to the removal of several of the antennas. He feels that the problem has been resolved.

The staff are excited about the new kitchen that is under construction. The 1960 version is quite small and cramped and this new kitchen will allow for space for all staff members. The old kitchen space will then be converted to office space.

The SCADA project is underway as well and the integrators will be at the WTP over the next several weeks to reverse engineer the current system.

The Manager mentions another item that was not in his report. He indicates that the pH Adjustment system project will be moving forward. He notes that several CO2 suppliers were at the WTP the day prior to provide information. He explains that he will be meeting

with the MOECC in the near future to ensure that all parties are in agreement with the forward progress of this project.

The Manager mentions that the flows are up quite a bit over last year and the previous four year average. The Board then suggests that the new crop of marijuana might be using more water than the standard vegetable crops that this area is used to. The Manager explains that he is working with several different studies to try and determine how to improve the knowledge that UWSS in understanding various crops' water needs.

No. UW-13-18

Moved by: Councillor Jacobs

Seconded by: Councillor Verbeke

That the report UW/06/18 dated March 29, 2018 Re: Status Updates of UWSS Operations & Maintenance Activities and Capital Works to March 29, 2018 is received.

Carried (UW/06/18)

Report UW/07/18 dated March 12, 2018 re: UWSS 2017 Financial Report

The Manager provides a brief introduction and then hands the meeting over to Laura Rauch, the Director of Finance and Business services for the Municipality of Leamington, to present her report to the UWSS Board.

Ms. Rauch indicates that the auditors, Hicks, MacPherson, latonna & Driedger (HMID), have reviewed her report and send their regrets in not being able to attend the meeting. Ms. Rauch continues with her report and reviews some key highlights. She notes that assets have increased due to an increase in the cash at year's end, financial liabilities are consistent, there are still nine (9) years left in payments to Sun Life and there was no new debt issuance.

She briefly reviews the capital projects that were started and/or completed in 2017 and the change in investments last year, which yielded better results than budgeted for.

The Board asks why some vacation credits appear on the financial statements. Ms. Rauch indicates that there was some unused vacation and there is a very specific policy on when the unused time will have to be used.

The Board also asks why there was such a huge swing in the budget prepared versus the final outcome for 2017. The Manager indicates that some of the projects from 2017 were deferred to 2018 and will be starting shortly, such as the Essex Water Tower Rehabilitation and the SCADA Upgrades. He notes that he is working more closely with the financial team at the Municipality of Leamington to close those gaps.

No. UW-14-18

Moved by: Councillor Dunn

Seconded by: Councillor Diemer

That report UW/07/18 dated March 12, 2018 re: UWSS 2017 Financial Report is received.

Carried (UW/07/18)

Report UW/08/18 dated March 29, 2018 re: MOECC Drinking Water Inspection for the UWSS - January 16, 2018 Inspection

The Manager notes that the MOECC Inspection report was received on March 19, 2018 and identified two (2) non-compliance items. These were addressed by operations staff at the time of occurrence. He further notes that no recommendations were made for improvement by the inspector.

The Manager explains the first incidence of non-compliance occurred on March 13, 2017 when continuous monitoring was not maintained. The turbidity meter became air locked and lasted for over an hour. The operator identified the problem and the repairs were made immediately. The turbidity prior to and after the incident remained in compliance. There was no issue to water quality.

The second incident occurred on October 10, 2017 when a pump failure occurred at night, with an inexperienced operator at night, who needed to call in a repair person. The non-compliance resulted when the operator did not report the incident to the spills action centre immediately. All staff reviewed the SOPs regarding this incident and no further action was required.

The Manager notes that a draft copy of the report, without the score, was received earlier in March for his and OCWA's review. All seemed in order, therefore, both him and the Operations Manager were very surprised by the lower than anticipated Inspection Rating. There were only two (2) incidents of non-compliance that did not affect the water quality.

The Board ask questions regarding the report's mention of "Filter Upsets" in the summer of 2017. The Manager notes that the Ruthven WTP has real time monitoring that has been in place since 2012, which allows staff to adjust processes due to algae in the raw water. He assures members that this is part of the process when dealing with algae blooms and he further notes that he is currently working on updates to the Masterplan.

There is some concern that the report mentions that more should be done regarding the residual pile. The Manager notes that UWSS is working to remove the pile year after year, but there are not many applications that are allowed for the material. Some of the options are just too expensive and would be of no benefit to the UWSS. He confirms that the pile is diminishing each year.

No. UW-15-18

Moved by: Councillor Patterson

Seconded by: Mayor McDermott

That report UW/08/18 dated March 29, 2018 re: MOECC Drinking Water Inspection for the UWSS January 16, 2018 Inspection is received.

Carried (UW/08/18)

Report UW/09/18 dated March 28, 2018 Re: System Interest Updates

The Manager reminds members of the Board of his report of January 18, 2017 wherein the updated system interest was provided. However, after the auditors reviewed information provided it was determined there was a slight correction that should be made regarding the system interest percentages. The Manager reviewed the changes with the board.

The board then asked if the Town of Kingsville will be adding another member to the UWSS Board as it's overall water use was now above 40%. The Manager did confirm that another board member will have to be added to the UWSS Board and he will be sending a letter to the Town of Kingsville requesting another councillor be appointed.

No. UW-16-18

Moved by: Councillor Verbeke

Seconded by: Mayor Santos

That UWSS system interests in Schedule C of the Transfer Order for period of 2017-2021 are revised and updated as follows:

Municipality	Proportional System Interest
The Corporation of the Municipality of Leamington	50.55%
The Corporation of the Town of Kingsville	40.33%
The Corporation of the Town of Essex	5.97%
The Corporation of the Town of Lakeshore	3.15%

And

That the municipalities of Leamington, Kingsville, Essex and Lakeshore be informed of this update to Schedule C of the UWSS Transfer Order. This update will apply from January 1, 2017 to December 31, 2020; And

That the Manager send correspondence to the Town of Kingsville asking that another councillor is appointed to the Union Water Supply System Joint Board of Management.

Carried (UW09/18)

Report UW/10/18 dated March 29, 2018 re: Payments from February 17 to March 29, 2018

No. UW-17-18

Moved by: Councillor Diemer

Seconded by: Deputy Mayor Queen

That report UW/10/18 dated March 29, 2018 re: Payments February 17 to March 29, 2018 is received.

Carried (UW/10/18)

New Business:

The Board asks the Manager if the Municipality of Leamington is receiving a fair compensation for the work that they provide to the UWSS. The Manager does remind members though that with the potential restructuring of the UWSS there may be some modifications, but he will provide a review to the Board.

Adjournment:

No. UW-18-18

Moved by: Deputy Mayor Queen

Seconded by: Councillor Neufeld

That the meeting adjourn at 9:50 am

Carried

Date of Next Meeting: May 16, 2018, 9:00 am, Kingsville Community Room, 1741 Jasperson Road, Kingsville Arena