



# JOINT BOARD OF MANAGEMENT

Wednesday, November 21, 2018

9:00 AM

Kingsville Community Room

Kingsville Arena

1741 Jasperson Road, Kingsville

## MINUTES

**Members Present:** Deputy Mayor MacDonald (Chair); Mayor Paterson, Councillors Hammond, Jacobs, Verbeke - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen,  
Councillors Gaffan, Neufeld, Patterson - Kingsville  
Mayor McDermott - Essex

**Members Absent:** Councillor Dunn - Leamington  
Councillor Diemer - Lakeshore

**Staff Present:** Andy Graf - Essex  
Andrew Plancke - Kingsville  
Shannon Belleau - Leamington

**OCWA Staff Present:** Robin Kind, Terry Bender, Susan Budden, Dave Jubenville  
Dale Dillen, Ken Penney

**Call to Order:** 9:01 am

**Disclosures of Pecuniary Interest:** none

**Adoption of Council Minutes:**

**No. UW-47-18**

**Moved by:** Councillor Verbeke

**Seconded by:** Councillor Gaffan

That Minutes of the UWSS Joint Board of Management meeting of September 27, 2018 be received.

Carried

**Business Arising Out of the Minutes:**

There was none.

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**Report UW/24/18 dated November 16, 2018 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 16, 2018**

The Manager notes that there has been a two (2) month window since the last meeting and therefore a lot of projects have been moving along since that time.

An arc flash occurred on August 28<sup>th</sup> in the electrical MCC for the Low Lift pump #3. Inspection of the pump noted that most of the components require repairs. Phasor Electric has been hired to develop a repair plan. OCWA staff is hoping to have back in service by early December.

The Manager informs the board that the operations staff have switched back to DelPAC coagulant as the colder weather has arrived and this type works better with cold water. The switch took place on October 21<sup>st</sup>.

The Manager reminds members of the board about the leak in Meter Chamber #2 on Road 2 and Union Avenue. Upon further inspection the leak was occurring at a service connection and air relief valve. The work was lead by the Town of Kingsville and all repairs have been made. The Manager expressed his appreciation to the town staff for taking the lead on this repair.

The residual pile, located on the WTP property, has been reduced this year further by DiMenna Excavating. DiMenna was able to remove almost 2000 tons, which was then taken to the EWSWA landfill, to be used as day cover. This project came in well under budget. The Manager anticipates that within the next two (2) years most of the pile will have been removed. He feels that the MOE Inspector will be pleased as this item was flagged each year during inspection.

Low Lift pump #2 soft start failed and required a new soft start. This work was completed November 9<sup>th</sup>. Cathodic inspections recently took place on the water towers.

Continental Carbon Group (CCG) has been retained to complete the filter media replacement for filters #6 and #8. Once this work has been completed all eight (8) filters will have fresh media. The media replacement is scheduled to be completed prior to the end of 2018.

Stantec Consulting has been retained to assist with project management for the Cottam Booster Station (CBS) reservoir soil cover regrading. The budget for this project was approved in the summer of 2018. Various tenders came back with some high and the low bid was Rudak Excavating Inc., of South Woodslee, for \$37,653. This work is scheduled to be completed prior to the end of 2018. There was a brief discussion at this point over the large gap between the high and low tenders received. The Manager noted that Stantec was very confident with the company chosen and the Manager is putting his faith in this information. He further notes that the budget is \$100,000 so if there are any slight changes to be made the funds are there to cover it, however, he doesn't anticipate anything major.

The Manager notes that as part of the ongoing Drinking Water Quality Management System (DWQMS) that UWSS and OCWA staff have attended the management review meeting. There were no outstanding action items to be addressed. As part of the management review the manager notes there was a discussion regarding the number of complaints received this year about water taste and odour. July and August complaints were consisting of complaints of “dirt” tasting water. The Manager explains that the summer was very hot, dry and stagnant, which translated to the water. Since the end of October complaints have consisted of high chlorine smell/taste. The Manager further explains that several things have been occurring at the same time. The switch to winter coagulant, lake inversion, reduced flows and reduction of carbon (taste control additive). Therefore, all of these items could factor in the taste/odour complaints. He feels that once the changes make their way through the system the complaints should subside. He also notes that this is why the UWSS is doing a full year of free chlorine to analyze whether free chlorine is best for the entire system. He further notes extra sampling is occurring and a map of all complaints has been generated, however, there are no clusters of complaints that are of concern. All testing has come back within standards.

The Manager updates members on the CO2 pH Adjustment project. He explains that following this meeting there is a mandatory pre-bid meeting taking place at the WTP. Tender closes December 7<sup>th</sup>.

Councillor Jacobs left at 9:13 and returns at 9:14.

The SCADA consultant has completed all drawings and it is anticipated that a workshop will take place December 11<sup>th</sup> to review the proposed design and then tendering should take place in January, with construction anticipated to commence in March of 2019.

The Manager reminds members that the updated Financial Plan should be completed by Watson & Associates in December. This is necessary so that UWSS/OCWA can apply for a new Municipal Drinking Water Licence (MDWL), which is due mid-January. The Manager states that UWSS and OCWA will be working together to complete this task.

The Manager explains that flows are up this year, which has helped the budget. More information on the budget will be coming during the January meeting and the following report.

The Board then asks the Manager for further explanation regarding the number of complaints that have been received. They ask what the turn around time is for answering a customer complaint. The Administrative Assistant explains that the call is normally dealt with in a matter of hours, depending on the time of day received. She indicated that normally the complaint is handed over to OCWA staff for either same day follow up call or follow up in home testing. She did note that depending on the testing completed lab results can take a few days or up to two (2) weeks for results and then the customer is notified.

The Board asks for confirmation that testing is occurring at the far reaching areas of the system. The Manager confirms that this is true.

The Board also asks about the Low Lift down time during the recent power outage. The Manager confirms that there is an on site generator and if need be a portable generator that can be brought down.

There is a brief discussion regarding boil water advisories (BWA) of the past. The Manager explains that testing procedures have changed and now often if there is a poor sample the WECHU calls for re-sampling rather than a BWA.

#### **No. UW-48-18**

Moved by: Councillor Jacobs

Seconded by: Mayor McDermott

That report UW/24/18 dated November 16, 2018 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 16, 2018 is received.

Carried (UW/24/18))

#### **Report UW/25/18 dated November 16, 2018 re: Update on Operations & Capital Budgets**

The Manager explains that this is the last meeting with the current board members and he wants to provide them with a budget update, prior to their departure. He notes that 3.4 billion gallons of water had been sold this year, which translates to almost 200 million gallons over the budget. He explains that this number could be less as flows tend to be lower in December. This increase in flow has translated into approximately \$300,000 increase in revenue.

He asks members to look at page 12 of the agenda package to look at studies and capital works. He explains that some items that were previous under “studies” have been moved to operations side.

He also explains that the budget set aside for the Operations & Maintenance (OM) contract has not been used, but he is meeting with Senior OCWA staff this afternoon and the following day to discuss the new contract.

Some of the anticipated projects for 2018 have started later in the year and will therefore carry over into 2019. He does confirm that the Essex Water Tower (EWT) came in slightly under budget and then reviews some projects that will be moved over to 2019. By moving the projects forward not as much money needs to be taken from the Reserves. He explains that UWSS is financially in good shape. The rate stabilization reserve is working well for UWSS and there is \$17.5 million in the bank accounts at the moment.

The Board is concerned that these projects are not getting completed during the current year and some of the projects coming up in 2019 are fairly labour intensive and will prices go up by moving the projects to 2019 and beyond. The Manager explains that he does not anticipate dramatically rising prices. He also indicates that these large projects tend to incur delays due to design and tendering related issues. He also feels that the projects will be using good engineering firms and contractors and labour won't be an issue.

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**No. UW-49-18**

Moved by: Councillor Patterson

Seconded by: Councillor Neufeld

That report UW25/18 dated November 16, 2018 re: Update on Operations and Capital Budgets is received.

Carried (UW25/18)

**Verbal update on Operations & Maintenance Contract**

The Manager reminds members of the Board that he has been working with OCWA senior staff to create a new Operations & Maintenance (OM) agreement. He confirms that he has participated in a number of meetings and discussions and feels that UWSS and OCWA are almost where they want to be in order to complete the contract. He then invites Susan Budden, OCWA Account Manager, to speak to members of the UWSS Board.

Ms. Budden reviews what is working well for UWSS/OCWA relationship and notes that any staff concerns have been taken into consideration for the new OM Contract. She explains to the Board that there is potential for new staff and the increase of compliance and staff succession at the WTP. She also notes that there is potential for team leaders as well as specialized positions coming forward.

She confirms that OCWA staff will be meeting with the Manager the following day to firm up some of the lingering details of the possible new contract.

The Board is concerned about the new positions that are possibly being suggested. The Manager reminds members that this contract will be a fixed fee contract for 10 years, which provides stability on both sides.

**No. UW-50-18**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Jacobs

That the verbal update on the Operations & Maintenance Contract is received.

Carried

**Report UW/26/18 dated November 16, 2018 re: Payments from September 21 to November 16, 2018**

**No. UW-51-18**

Moved by: Mayor Santos

Seconded by: Councillor Hammond

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That report UW/26/18 dated November 16, 2018 re: Payments from September 21 to November 16, 2018 is received.

Carried (UW/26/18)

### **New Business:**

The Manager introduces the guests in the audience. OCWA senior staff Robin Kind, Executive Vice President, and Terry Bender, VP of Operations, to members of the Board. OCWA wanted to thank the UWSS for allowing OCWA to be part of UWSS for the last 25 years. They presented the Manager with a plaque commemorating the occasion.

The Manager then thanks the members of the Board for the last four (4) years of working together with him to continue to make UWSS run smoothly. He thanks the departing members for all of their service and input and appreciates everything they have contributed.

The Board then asks the Manager if there is a trend in watermain breaks and would like an evaluation brought back to the board to provide further information. The Manager notes that 12" watermain to Cottam Booster Station is a concern, but is part of the six (6) year capital plan. He also feels that County Road 20 (Seacliff Drive) should also be looked at.

### **Adjournment:**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Jacobs

That the meeting adjourn at 9:46 am

Carried

**Date of Next Meeting:** January 16, 2019, 9 am, Kingsville Community Room of the Kingsville Arena

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