



# JOINT BOARD OF MANAGEMENT

Wednesday, May 15, 2019

9:00 AM

Ruthven Water Treatment Plant  
1615 Union Avenue,  
Ruthven

## MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Dunn, Hammond, Jacobs, Verbeke - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen, Councillors DeYong, Gaffan (alternate), Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

Members Absent: Councillor Neufeld - Kingsville

Staff Present: Shannon Belleau - Leamington  
Shaun Martinho - Kingsville

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

Call to Order: 9:02 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-23-19

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Jacobs

That Minutes of the UWSS Joint Board of Management meeting of April 24, 2019 be received.

Carried

Business Arising Out of the Minutes:

There was none.

**Report UW/15/19 dated May 10, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to May 10, 2019**

The Manager reviews his report with board members. He notes that the Cottam Booster Station (CBS) grading project has been hampered by weather conditions. The drainage tiles have been installed and appear to be working, however, Rudak Excavating is waiting for a break in the weather to complete the soil coverings.

The SCADA project is moving forward and the Manager discusses the workshop that was attended by staff on April 24<sup>th</sup> and notes that the process narrative workshop took place on the 14<sup>th</sup>. The operations screens are now in production, this will show everything that is going on within the plant operations and things are moving along at a good pace.

The CO2 project is moving along as the contractors are working at the WTP location. The Manager notes that the microstrainer is almost completely removed, the chlorine header and scales have been removed to make way for the new pads. The weather has not been cooperating. The Manager reminds the board that the contractor has 40 weeks to complete the project.

The High Lift header was shut down on the previous Saturday to remove the old HL pump #7. The MOECP had made the recommendation and it is likely that this pump will never be replaced. HL pump #4 is now back in service and running with no issues.

The billing meters have been verified for accuracy by an external contractor on May 7<sup>th</sup>.

The valve control #9 (VC9) replacement is scheduled for the following week. OCWA is working with the municipal partners to inform the municipal customers of disruption. The Operations Manager then speaks to the board confirming that isolation valves will have to be used to shut off a section of piping to allow for work on the VC9. This will affect a good number of customers out in that area, but he is hoping the repairs run smoothly.

The HL pump #8 is currently out of service and the soft start part is ordered and should be back in service shortly.

The Manager notes that the flows have been down over the last month due to the very wet weather experienced by the area. He does note that the flows are still slightly above last year and the four year average.

The Board asks the Manager to further explain the shut down that occurred on the weekend and whether there could potentially be an issue of running out of water, and whether water is provided to customers. The Manager confirms that he does not anticipate any issues with the water supply as the shut down is only temporary and there is enough storage in the system to last for a while.

**No. UW-24-19**

Moved by: Councillor Dunn

Seconded by: Councillor Patterson

Carried (UW/15/19)

**Report UW/16/19 dated May 10, 2019 re: Proposed New Operations and Maintenance Agreement between the Union Water Supply System and Ontario Clean Water Agency**

The Manager reminds members of the Board that the operating contract with the Ontario Clean Water Agency (OCWA) was set to expire at the end of 2018. However over the last year an evaluation had been ongoing and he presented the options to the Board members in July of 2018. He explained at that time that there were three (3) options UWSS could consider: staying with OCWA, a private operator, or going in house. In the end the most feasible option is staying with OCWA. It was then confirmed that the negotiations would not be completed by the end of 2019 and therefore, the OCWA contract with the UWSS was extended for one year, to December 31, 2019.

The Manager has been in contact with various colleagues in the industry and other municipalities to determine the best management structures that are working well within the industry. He confirms that the best option is still to remain with OCWA. He also points out that OCWA has been with UWSS since the Transfer Order and therefore are experts on the UWSS system.

The Manager also reminds members of the board that the last contract, from 2014 to 2018, was a fixed fee contract. However, several things have changed during the time of the contract, the biggest being the change in Provincial Government Party.

The Manager then reviews the two (2) options available for the next contract: the Fixed Price and the Fixed Management Fee. The Fixed Price option is very similar to the current contract, with a same fee every year and then adjusted with the CPI. The Fixed Management Fee allows for a slightly less fee, but based on an operations budget (which are reconcilable at the end of the year), which includes capital allowance, chemicals allowance and will allow for modifications to the staffing at the WTP. The Management Fee is adjusted with the CPI and covers regional/corporate support, IT support and everything OCWA supports in the background.

The Manager points out that OCWA at the Ruthven WTP and UWSS staff work very closely everyday to ensure things are running smoothly and efficiently and he knows what is going on quite well.

The Manager recommends that the next contract is Option 2, the Fixed Management Fee Contract, for five (5) years and an option to have another five (5) year added to it. He also seeks approval for the additional costs for staff changes, which includes two (2) new positions and several position changes.

The Board wants clarification on how the new positions are being covered in terms of budget. The Manager confirms that the staff changes are covered in the budget. Some Board members express the importance of maintaining staff and increasing staffing positions.

Moved by: Mayor Santos

Seconded by: Councillor Dunn

That the Union Water Supply Joint Board of Management receives this report for information; and further

That the Union Water Supply System Joint Board of Management (Board) award the Fixed Management Fee contract for Management, Operations and Maintenance of the Union Water Supply System (UWSS) to the Ontario Clean Water Agency (OCWA) for a period of five (5) years, subject to the Board's right to extend for a further five (5) year period, in the amount of \$3,260,545 (including an Operations estimate of \$2,863,500 and Fixed Fee of \$397,045) for the first year, retroactive to January 1, 2019; and further

That UWSS General Manager reports back to the Board when the full Operations & Maintenance Agreement between UWSS and OCWA has been drafted.

Carried (UW/16/19)

**Report UW/17/19 dated May 10, 2019 re: Payments from April 18 to May 10, 2019**

**No. UW-26-19**

Moved by: Councillor Jacobs

Seconded by: Councillor Walstedt

That the report UW/17/19 dated May 10, 2019 re: Payments from April 18 to May 10, 2019 is received.

Carried (UW/17/19)

## **New Business**

Deputy Mayor Verbeke notes that he likes having the UWSS Board meetings at the Ruthven WTP. Therefore, he makes a motion to hold a few meetings at said location to see how it works out.

**No. UW-27-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Patterson

That the June Board meeting be held at the Ruthven Water Treatment Plant.

Carried

**Adjournment**

Moved by: Councillor DeYong

Seconded by: Councillor Gaffan

That the meeting adjourn at 9:29 am

Carried

Date of Next Meeting: Wednesday, June 19, 2019 at 9:00 am, Ruthven Water Treatment Plant.

/kmj