



JOINT BOARD OF MANAGEMENT

Wednesday, September 18, 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, Tiessen (alternate), Wilkinson - Leamington
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen, Councillors DeYong, Neufeld, Patterson - Kingsville
Councillor VanderDoelen - Essex
Councillor Walstedt - Lakeshore

Union Water: Rodney Bouchard, Manager
Staff Present: Khristine Johnson, Recording Secretary

Staff Present: Shaun Martinho - Kingsville
Shannon Belleau - Leamington

OCWA Staff Present: Susan Budden
Dale Dillen, Ken Penney

Call to Order: 9:01 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-39-19

Moved by: Councillor Dunn

Seconded by: Deputy Mayor Queen

That Minutes of the UWSS Joint Board of Management meeting of July 31, 2019 be received.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/24/19 dated September 13, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to September 13, 2019

The Manager reviews his report with board members. He provides updates on the various project throughout the system. Specifically, he speaks to the SCADA system upgrades noting that this is a very complex and difficult project to tackle. He continues to explain that UWSS and the engineering team are working on the Process Control Narrative (PCN) for the WTP and a lot of progress has been made. There are still workshops and Factory Acceptance Testing (FAT) to go through. Once completed to the satisfaction of all team members then the programmers can begin working on the actual SCADA build. He does note that the project is only slightly behind. He also indicates that the required equipment for the buildout is on order.

The CO2 pH Adjustment project is moving along, and he notes members might have noticed a lot of construction activity around the WTP when they arrived for the meeting. He explains that some piping within the building needs to be worked on, however, the chambers are in the ground. The Board asks if the project delays will cost the UWSS anything. The Manager explains that any delays are on the contractors shoulders.

The residual management pile near the back end of the UWSS property has had 1500 tonnes of waste removed to the landfill. The Manager feels more can be removed weather and budget providing. Over the past several years good progress has been made in getting rid of the pile.

The reservoir grading project at the Cottam Booster Station (CBS) is now complete. The Manager confirms that hydroseeding of the ground is taking place today and the new drainage seems to be working.

The Manager informs Board members of a Drinking Water Quality Management System (DWQMS) audit that took place on August 26th. He notes that there was a minor non-conformance identified. It was related to providing a written procedure in the Operational Plan in regards to critical control points. The Manager explains that there is a procedure in place, but that procedure was not identified within the plan. That change has been made.

The UWSS Reservoir #2 had an inspection conducted and the report indicates that the roof is intact, with no cracking. The Manager explains that during the construction phase of the CO2 pH Adjustment system a subcontractor drove his semi truck on to the roof of the reservoir. A collapse would have been disastrous for the UWSS facility, but thankfully there is no damage. The contractor will be covering the cost of the inspection.

The Manager does inform members of one item not mentioned in the report, as it occurred the day before. Namely, a Boil Water Advisory (BWA) had been issued for a small area in Essex, after a sample came back adverse. The Manager explains that the BWA is a precautionary measure. The Manager further explains that the adverse sample had a high Total Coliform count of greater than 200 cfu/100ml but also had a high chlorine residual, which shouldn't be the case. Thus, the Manager stipulated that there could have possibly been just a mishandling of the sample or the sample jar was contaminated or a lab error, which created a false positive. He reassures members that the OCWA team had already been out to resample the area in question. Councillor VanderDoelen asks

multiple questions regarding the procedure with sampling and how many households had been affected. The OCWA Compliance Technician for UWSS indicates that approximately 100-125 had been affected. The Manager further explains that UWSS, through OCWA provides regulatory sampling services on behalf of the municipalities and also that since there really have been very few BWA's in recent years. The Manager explains that the handling of the adverse result and issuance of Boil Water Advisory, including communication with Windsor Essex County Health Unit (WECHU) and all entities involved, did not go as well as it should have. The Manager feels that it is prudent to have a meeting with the Windsor Essex County Health Unit (WECHU) to develop a better procedure for these instances. It seems there has been a rather large staff turnover there and he feels it is best to have a meeting to ensure that UWSS and WECHU are using similar procedures and practices if ever there is another BWA.

Finally, the Manager notes that the UWSS flows are still above last year's trend and this is helpful on the budget side of things. He makes note that the flows have been the highest since 2008 and he fully expects them to slowly keep going up. This is something he will continue to monitor.

No. UW-40-19

Moved by: Councillor Dunn

Seconded by: Deputy Mayor Queen

That report UW/24/19 dated September 13, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to September 13, 2019 is received.

Carried (UW/24/19)

Report UW/25/19 dated September 13, 2019 re: UWSS 2019 Budget Status Report - Revenue and Expenditures to August 31st, 2019

The Manager reminds members of the Board that he tries to provide an update on the budget mid-way through the year, in preparation for the 2020 budget. He notes that water demand is up approximately 5% over last year, which translates into approximately \$488,000 over the budget for 2019. He expects this trend to continue for the remaining of the 2019 year. He confirms that operational expenditures are in line with the budget. He notes that one line item is over budget and that is professional services as he had neglected to put a line item in for the Conservation Demand Management Plan, due this year.

The Board asks for clarification on the extra revenue versus the cost of making the added water. The Manager clarifies that producing the extra water is not detrimental to the budget.

The Manager states that the capital budget is moving along rather well, which plenty of invoices coming in later this year. He runs through a number of projects in progress such as: the water modeling project, Ruthven WTP Reservoir study, secondary disinfection review, the surge tanks, the CO2 pH adjustment system, SCADA project, as well as

numerous other projects that will be ongoing. He also notes the smaller projects that have been completed this year and mentions that since there is some money in the budget he is considering improving the parking situation at the Ruthven WTP. He confirms that the plant is busier in general and parking can be difficult at times.

The Manager speaks to the upgrades regarding the administrative area of the WTP. He explains that a 3D rendering is currently being done and he expects a detailed design completed by the end of 2019.

No. UW-41-19

Moved by: Councillor Wilkinson

Seconded by: Councillor Dunn

That the Union Water Supply Joint Board of Management receives this report UW25/19 re: UWSS 2019 Budget Status Report - Revenue and Expenditures to August 31st, 2019 for information;

And further, that the UWSS Board approves the amendment to the 2019 UWSS Budget to revise the budget for Miscellaneous Professional Services from \$45,000 to \$90,000

Carried (UW/25/19)

Report UW/26/19 dated September 12, 2019 re: New Operations and Maintenance Agreement between the Union Water Supply System and Ontario Clean Water Agency - follow up to Report UW/16/196 dated May 20, 2019

The Manager provides a brief historical account of where the negotiations stand between OCWA and UWSS regarding the Operation Agreement. He notes that the last agreement expired at the end of 2018, with an extension in place until the end of 2019. He confirms that a new contract has been signed by OCWA Management.

The new contract identifies things that are beneficial to both sides. The agreement includes \$150,000 in a capital budget for OCWA, with anything above \$5,000 requiring approval from the UWSS Manager. The chemical allowances are fully reconcilable and there are some additional staffing modifications. The board asks for clarifications regarding the title of "agricultural worker" to new staff members at the WTP. The Operations Manager explains that because of OPSEU Union rules the position had to have that designation. However, this position description is being eliminated and converted to Maintenance Mechanic 2 (MM2).

Mr. Dunn leaves meeting at 9:45 am.

The Business Manager for OCWA, Susan Budden, takes over from the Manager. She thanks the members of the Board for the patience and understanding during the negotiation process. She confirms that this agreement reviewed all aspects of what UWSS and OCWA required going forward and feels that this agreement is beneficial to both parties. She made note that there are changing needs on the regulatory side of operations and reiterated what the Manager had stated about updated staffing positions. She also confirmed that all OCWA workers are considered essential service workers and

therefore there is no chance of any disruption in the event of OPSEU strikes that are potential around the province.

Finally, she made note of the loan that has been made available from OCWA to the UWSS for capital upgrades. The Board asks whether a loan could be used to pay off the Sun Life obligation. The Manager confirms that Sun Life is not interested in settling this debt early.

The Board then seeks further clarification regarding the staffing additions. There is some concern that some of the positions will be a blending of two (2) jobs and therefore, eliminate actual persons working. The Manager assures members that these are staff additions and further explains the reasoning behind the additions.

No. UW-42-19

Moved by: Councillor Walstedt

Seconded by: Councillor DeYong

That the Union Water Supply Joint Board of Management (Board) receives this report for information;

And further, that the Board authorizes the Chair and either the Vice-Chair or UWSS General Manager to execute the Services Agreement between the Union Water Supply System (UWSS) and Ontario Clean Water Agency (OCWA) that consists of a Fixed Management Fee agreement 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 July 1, 2019;

And further, that the UWSS General Manager be delegated authority to authorize adjustments for increases in costs and amendments to account for inflation and additional services on an as required basis in accordance with the agreement;

And further, that UWSS staff report back to the Board on the performance of the agreement on an annual basis.

Report UW/26/19 dated September 13, 2019 re: Payments from July 27 to September 13, 2019

No. UW-43-19

Moved by: Deputy Mayor Santos

Seconded by: Councillor Hammond

That report UW/26/19 dated September 13, 2019 re: Payments from July 27 to September 13, 2019 is received.

Carried (UW/23/19)

New Business

Report UW/28/19 dated September 16, 2019 re: Nomination of UWSS Representative to sit on the Essex Region Source Water Protection Committee

The Manager explains that the current term for the current UWSS representative has expired. The Board must nominate a member to sit on the Source Water Protection Committee. The commitment is five (5) years.

The current representative is Mayor Nelson Santos; he then explains a little bit about what it is that his position entails. He spoke about the quarterly meetings and notes that the bulk of the work on this committee had been completed.

Deputy Mayor Queen addressed the board making note that back in 2007 both he and Deputy Mayor Verbeke were original members of said committee. He then nominated Mayor Santos to continue his tenure. Councillor Patterson seconded the nomination. Mayor Santos accepted the nomination.

No. UW-44-19

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That Mayor Santos is nominated for the position of UWSS representative on the Source Water Protection Committee for the next five (5) years.

Carried (UW/28/19)

The Board then provided directions to the Manager. They asked that he follow up with the WECHU regarding the BWA and the procedures in place.

The Manager then informs the Board that he had attended a meeting with the City of Windsor regarding redundancy in water systems. He explains that the City is concerned about water in an emergency situation. He further explains that the City of Windsor and the UWSS are proposing to do a study on water security in an emergency basis. He confirms that UWSS could not possibly supply water to all of the city but rather assist on a limited emergency basis and vice versa. He will most likely add this item to the 2020 budget.

The Manager informs the Board of another interesting meeting regarding algae studies in Lake Erie. He explains that he met with the Great Lakes Institute to discuss a possible study. He notes that they have received a substantial grant and would like to partner with the UWSS to obtain instrumentation that will provide more detailed data regarding algae near the intakes of the UWSS. This would require that the UWSS provide a little bit of money to cover some of the expenses, and the Manager would include this as part of the 2020 budget as well. The Manager is very excited as a team is in place and ready to go. They would be doing all of the physical work and sharing that the data and results obtained to allow the UWSS to be better prepared in the case of algae events.

Adjournment:

No. UW-45-19

Moved by: Deputy Mayor Queen

Seconded by: Councillor DeYong

That the meeting adjourn at 10:15

Carried

Date of Next Meeting: Wednesday, October 16, 2019, 9 am at the Ruthven WTP.

/kmj