



# JOINT BOARD OF MANAGEMENT

Wednesday, April 15, 2020  
9:00 AM

Virtually in Zoom

## MINUTES

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

**UWSS Staff Present:** Rodney Bouchard, Manager UWSS  
Khristine Johnson, UWSS Recording Secretary

**Municipal Staff Present:** Laura Rauch, Shannon Belleau - Leamington  
Andy Graf - Essex  
Andrew Plancke - Kingsville  
Kevin Girard - Lakeshore

**OCWA Staff Present:** Susan Budden  
Dale Dillen, Ken Penney

**Call to Order:** 9:13 am

**Disclosures of Pecuniary Interest:** none

**Adoption of Board Minutes:**

**No. UW-20-20**

**Moved by:** Deputy Mayor Queen

**Seconded by:** Councillor Wilkinson

That Minutes of the UWSS Joint Board of Management meeting of February 19, 2020 be approved.

Carried

**Business Arising Out of the Minutes:**

There was none.

---

**Report UW/11/20 dated April 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to April 10, 2020**

The Manager notes that things have certainly changed since the last meeting of the UWSS Board. He reviews his report with board members by splitting the zoom screen so members could follow along. He notes that he is meeting weekly with colleagues across Canada to discuss pressing issues during this time of Covid-19 crisis. He further explains that as of March 17th, 2020 the UWSS Water Treatment Plant turned over to essential staff only and non-essential staff were requested to work remotely. He explains that operators are still running the plant with maintenance staff rotating in as needed. The staff maintain social distancing and several of the UWSS facilities are not manned and therefore social distancing is not an issue.

The Manager also confirms that all contractors that had been working on projects at the Ruthven WTP have been sent home. He confirms that he is following the public health recommendations as to when contractors will be allowed to return to the site.

Clarifier #2 is back in service after being taken out of service to make repairs. However, since the Covid-19 situation arose prior to repairs being completed Clarifier #2 has been put back into service. He notes repairs will have to be made at a later date. Low Lift pump #5 has taken out of service for repairs and will be reinstalled at a time when work can be done safely.

The Manager reminds the board members of the Town of Essex request to provide water to Harrow during repairs to the Harrow Water Tower. However, those repairs have been put on hold.

The High Lift pump #4 was not functioning properly and it was determined that there was an electrical short in it. The pump has been sent to Phasor for repairs. Staff is now waiting for it to be returned and then this will be put back into service.

Flow meters for the raw water line #1 and #2 had been acting erratically. The Manager explains that accurate numbers are needed for the new CO2 pH adjustment system. An additional magnetic flow meter will be purchased and installed later in the year.

The Manager provides updates on the SCADA project. He explains that this project should have been completed by the end of April, however, with the current situation that is most likely not going to happen. Currently, operations staff have some new SCADA systems that are working well, while some parts of the system are still on the old system. The SCADA team will return once determined safe to do so to complete this project.

The CO2 project was also nearing completion, there is still some landscaping work that is needed to be completed later in the Spring. There are no penalties for either side associated with the delays and all the legalese has been attended to.

The refurbishment of the Kingsville Water Tower (KWT) has been started, with OCWA Engineering Services being retained to manage the project. During this time a lot of the background work has been completed and the tendering document is nearing completion. Currently the Manager is in communication with OCWA and will be

---

speaking with the Town of Kingsville as well. The Manager notes that this project is a time sensitive project, with limited weather for painting. Therefore, tendering might be completed this year with work to start in 2021.

The Manager confirms that Eramosa has been retained to retrofit the hydrants, consisting of 3 or 4 within each municipality. The Manager is working with the towns in order to determine where best to place the recorders in order to obtain real time data. He is anticipating that later in the summer this project can be in place.

Quotes have been requested for the security system, which will allow staff to get rid of real keys and move to the FOB system. This system will also increase the cameras capacity. The Manager then notes that NJ Peralta has been retained to provide engineering in order to remove the septic system and install the force main for the new parking lot.

The Manager then notes he forgot to include an update on the University of Windsor, Great Lakes Institute and the HAB monitoring project. He notes that the proposal has been completed and sent into NSERT for funding. He confirms that 14 buoys will be installed and provide data back to the UWSS. This system will allow early monitoring for blue-green algae, a potentially good news story for the UWSS.

The Manager then notes that the flows are up quite a bit, even during this time of COVID-19. This in turn means that the revenue is still coming in and the budget has not been affected.

The Board asks if the Manager is concerned that funding will be drying up and the buoy project could be in jeopardy. The Manager explains that the funding was already in place and earmarked for such projects. He feels that the money will still be available.

The Board asks why the flow meters were acting erratically. The Manager refers this question to the Operations Manager. Mr. Dillen explains that the original flow meters were pressure differential meters and they were not providing accurate readings. He further explains that the new clamp on meters provide more accurate readings, which is better for the new CO2 system.

The Board then asks if there is potential for the local residents tie in to the force main that is being proposed. Mayor Santos asks that the Manager speak with the Town of Kingsville to assist with this.

#### **No. UW-21-20**

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That report UW//20 dated April 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to April 10, 2020 is received.

Carried (UW/21/20)

---

**Report UW/12/20 dated April 10, 2020 re: 2019 UWSS Financials**

The Manager turns the meeting over to Laura Rauch, Director of Finance and Business Services. Ms. Rauch confirms that her team at the municipality prepared this report, however, the external auditors did attend to provide an audit on the system.

The report highlights a few things, namely the financial position saw a \$3.2 million increase under PSAB. She further notes that the UWSS has a strong balance sheet which saw an increase to the wholesale billings and favourable expenses. These included extending the CO2 project into 2020, low repairs and maintenance expenses, and lower than expected operational programs and studies.

The Board asks Ms. Rauch her thoughts on approaching the Sun Life Company again to see if there is any benefit to paying off the debt to them. She indicates that she certainly could, however, in the past there has always been significant penalties to pay off this debt early. However, she will work with the Manager to see if anything has changed in this regard.

**No. UW-22-20**

Moved by: Councillor Jacobs

Seconded by: Councillor Wilkinson

That the 2019 Financial Report for the Union Water Supply System Joint Board of Management is approved.

Carried (UW/12/20)

**Report UW/13/20 dated April 10, 2020 re: Payments from February 14th to April 10th, 2020****No. UW-23-20**

Moved by: Councillor Walstedt

Seconded by: Mayor Santos

That report UW/13/20 dated April 10, 2020 re: Payments from February 14 to April 10, 2020 is received.

Carried (UW/09/20)

**New Business**

Councillor Patterson suggests that the Manager provide the residents with a second News Release to remind everyone that during the COVID-19 outbreak that the water is still safe to drink. The Manager explains that he certainly can and will do that, however, he notes that when the outbreak started the reporters were not generally interested as this outbreak is not affecting the water supply. However, it is never a bad thing to promote safe drinking water.

---

Mayor MacDonald asks if the UWSS has considered setting up a Facebook page. The Manager allows the Recording Secretary to answer this question. The Recording Secretary notes that while a personal page is easy to set up a business page is slightly different and required assistance from the Communications Manager. She further explains that the page should be going live by the end of the week.

## **Adjournment**

**No. UW-24-20**

Moved by: Councillor DeYong

Seconded by: Councillor Jacobs

That the meeting adjourn at 9:48 am

Carried

**Date of Next Meeting:** Wednesday, May 20th, 2020 9:00 am - TBD

/kmj