



# JOINT BOARD OF MANAGEMENT

Wednesday, January 20, 2021

9:00 AM

Virtually in Zoom

## MINUTES

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

**Members Absent:** Councillor Neufeld - Kingsville  
Councillor Dunn - Leamington

**Staff Present:** Kevin Girard - Essex  
Andrew Plancke, Shaun Martinho, Tiffany Hong - Kingsville  
Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington  
Nelson Cavacas, Krystal Kalbol - Lakeshore

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

**Call to Order:** 9:02 am

### **Election of Chair for the UWSS Joint Board of Management**

The Manager calls the meeting to order and calls for nominations for the position of Chair. Deputy Mayor Queen calls for the nomination of Mayor Santos for the position. He notes that Mayor MacDonald has done a good job with the position but notes that occasionally a fresh approach might be wise as well. Mayor MacDonald seconds the nomination

Mayor Santos accepts the nomination.

Deputy Mayor Verbeke calls for the nomination of Mayor MacDonald for the position of Chair. The nomination is seconded by Councillor Walstedt. Mayor MacDonald declines the position this year.

Mayor Santos is acclaimed as Chair for the Union Water Supply System Joint Board of Management for a term ending December 31, 2021.

**No. UW-01-21**

Moved by: Councillor Tiessen

Seconded by: Councillor VanderDoelen

That Mayor Santos is the Chair of the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

Carried

Mayor Santos takes over the meeting

### **Election of Vice-Chair for the Union Water Supply System Joint Board of Management**

The Chair calls for nominations for the position of Vice-Chair for the UWSS Joint Board of Management.

Deputy Mayor Queen nominates Mayor MacDonald. Councillor DeYong seconds the nomination.

Mayor MacDonald accepts the nomination and is acclaimed to the position of Vice-Chair.

#### **No. UW-02-21**

Moved by; Deputy Mayor Queen

Seconded by: Councillor DeYong

That Mayor MacDonald will hold the position of Vice-Chair for the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

**Disclosures of Pecuniary Interest: none**

### **Adoption of Board Minutes:**

#### **No. UW-03-21**

Moved by: Councillor Walstedt

Seconded by: Councillor DeYong

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, December 16, 2020 be received.

Carried

### **Business Arising Out of the Minutes:**

There was none.

**Report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments**

The Chair welcomes the newest member of Leamington Council, Trevor Jones, to the Board. Councillor Jones notes that he is excited to be working with the Board and has a strong awareness of Union Water.

**No. UW-04-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Gaffan

That the UWSS receives report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments.

Carried (UW/02/21)

**Report UW/03/21 dated January 15, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 15, 2021**

The Manager reviews his report with board members, but notes that with the holidays between meetings not as much has been completed as usual.

He notes that the new security system is operational, with a few deficiencies being addressed.

Greenflag Coatings has been retained to complete the epoxy floors in the new lab areas. He was hoping this work would have been completed by the end of January, but since the new stay at home order, this work is deemed non-essential and it will be completed once the order has been lifted.

The new Low Lift transformer and panel/transfer switch electrical service has been completed. This required Hydro One shutting off power. Phasor Industrial of Kingsville completed work, while the UWSS's portable backup generator provided power.

Clean Harbours has been retained to clean out the residual chemicals of the ammonia building. It has now been over a year since the switch to Free Chlorine and it's unlikely that chloramination will again be used in the foreseeable future. . This building will now be refurbished to a maintenance building. This is also postponed until the end of February due to the stay at home order issued by the Province.

The Manager explains that Golder Associates has been retained to provide geotechnical services to test bore holes for the DAF project. However, they need to wait until the ground is in better condition to continue with the testing.

OCWA retained a local tree service company to remove several trees around the Leamington Water Tower. These trees were in poor health and posed a safety hazard.

The Manager also notes that the Lakeshore portion of the UWSS received a 100% rating on its most recent inspection from the MECP.

Finally, the Manager notes that the flows are up already, however, with it being so early in the year it is not possible to note if this is the trend. He will be monitoring the flows carefully. He does explain that the UWSS is seeing numbers that are not typical for this time of year and the winter flows seem to be higher than those of the past.

**No. UW-05-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That report UW/03/21 dated December 11, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 11, 2020 is received.

Carried (UW/30/20)

**Report UW/04/21 dated January 14, 2021 re: Filters #2 and #4 Upgrades**

The Manager reviews his report with the Board and notes that this project was part of the 2021 approved budget. The Manager explains that Filters #2 and #4 are original to the water treatment plant (WTP). He reminds the members of the upgrades to filters #1 and #3, which included new media and filter box recoating several years ago. However, at the time these two (2) filters were not in need of the same repairs.

He notes that Filters #2 and #4 are now leaking and it is time to fully upgrade these filters to the same quality as filters #1 and #3. He also notes that if both filters are completed at the same time there is some cost savings. The Manager had asked for \$600,000 for these upgrades as part of the 2021 Budget.

The Manager also notes that this project did not go out to tender, as this is specialized work and wanted the filters to be rehabilitated to the same quality as the previous ones. He did receive quotes from all three (3) contractors: Continental Carbon, JDCMI and Roberts Filter. These quotes came in slightly over the approved budget with Covid-19 adding to some of the costs.

This project needs to be completed now or in the Fall once the flows drop back down. He also notes that the budget increase of \$152,000 will be necessary to complete this project.

There were no questions from Board members.

**No. UW-06-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Tiessen

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

And further, that the Board approves a budget of \$752,410 to be funded from the UWSS Reserves for Filters #2 and #4 Upgrades including rehabilitation of the cement filter box, installation of new underdrains and installation of new filter media and includes \$50,000 for inspection services and contingency purposes.

And further, that the UWSS Board authorizes the UWSS General Manager to direct source this work to:

- Jacques Daoust Coatings Management, Inc for rehabilitation and recoating of concrete filters boxes for Filters #2 and #4 in the amount of \$252,600 (\$126,300 per filter) not inclusive of HST and contingency.
- Continental Carbon Group for removals work, installation of new underdrains and supply & installation of new filter media in Filters #2 and #4. This work is valued at \$269,810 (\$134,905 per filter) not inclusive of HST and contingency.
- Pro-Aqua, Inc. for supply of the Roberts Filter underdrains for Filters #2 and #4 in the amount of \$180,000 (\$90,000 per filter) no includes of HST.

Carried (UW/04/21)

#### **Report UW/05/21 dated January 14, 2021 re: Clarifier #2 DAF Retrofit- Equipment Supply and Purchase**

The Manager explains that this project was approved as part of the 2021 Capital Budget but he is looking for approval for Napier-Reid to move ahead with the retrofit of Clarifier #2 over to dissolved air flotation (DAF).

The Manager explains that Associated Engineering (AE) had been retained in 2016 to identify new treatment process and increase output. The biggest area identified as needing attention was the clarification process. The Manager notes that with greenhouse demand, flows at the plants can change drastically day to day and hour to hour depending on the sunshine. DAF was then presented to the board as a possible resolution to the clarification bottleneck.

AE provided some pre-qualification of the contractors that could potentially complete this work and identified three (3) contractors that would meet our needs. Napier-Reid has been selected as the best for retrofitting a round clarification system, as the other contractors had suggested rectangular modifications that would be more costly. It should be noted that the UWSS has only round clarifiers.

AE then asked Napier-Reid to provide a specification documents to provide costs and that was received in late 2020. AE has provided a recommendation letter to the UWSS, which was attached to this agenda.

The intent is to have the throughput increase from approximately 32 million litres a day up to potentially 70 million litres per day. The intent is to complete two (2) clarifiers with this same retrofit.

The Manager is asking for the increased budget to be approved. The Manager also notes that the cost for this first clarifier upgrade will be higher since some components that will also be used for the second DAF unit need to be installed now.

The Chair asks for clarification on whether this is the same system as explained to the Board a few years back. The Manager notes that it is.

**No. UW-07-21**

Moved by: Councillor Walstedt

Seconded by: Mayor MacDonald

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

And further, that the UWSS Board authorizes the UWSS General Manager to award the pre-purchase of equipment to retrofit Clarifier #2 with a dissolved air flotation (DAF) system to Napier-Reid, Ltd. in the amount of \$3,296,540.

Carried (UW/05/21)

**Report UW/06/21 dated January 15, 2021 re: UWSS Water Treatment Capacity Allocation**

The Manager reminds members of the Board of his report back in October 2020, which discussed the future growth, allocation of remaining treatment capacity and future capital works. At the time the Board directed the Manager to reach out to the member municipalities to seek support of the remaining treatment allocation, based on current ownership (2017).

The Manager notes that this was the quickest way to divide the allocation, as treatment allocation has always been on a first come first serve basis, and the UWSS has never seen any other application other than for greenhouses. This was not an issue until about two (2) years ago when flows started began increasing.

The Manager did receive responses from three (3) out of the four (4) member municipalities, however, he did note that he spoke to the other municipality verbally. He then notes that Kingsville and Leamington both agree on the current division of the remaining allocation based on ownership. However, Essex does not agree and are asking for a new process to be considered.

The Manager further explains that it is his hope that the UWSS can be re-rated over the next few years to increase capacity and now is probably the best to see if there a better way to allocate treatment capacity.

His recommendation to the Board is to form a working group comprised of appropriate municipal staff and see if a better system can be put in place.

Councillor VanderDoelen notes that the Town of Essex basically owns 6% of the output and the interpretation is that Essex should also own 6% of the allocation. He further notes

that what is currently being proposed is not enough to serve the approved lots. He notes that almost 1000 lots have been approved between Essex and Harrow.

Deputy Mayor Queen indicates that he appreciates that the historical way of completing water application no longer applies and it is worth taking a second look.

Councillor DeYong wants to know where the UWSS is at with applications and further notes that there should be a deadline with the working group and suggests 90 days. The Manager indicates that no decision has been made as to how to proceed. Applications received in the Fall prior to any discussion have been approved. Applications are typically slower in the winter and no moratorium has been put in place by the UWSS Board.

Mayor Santos feels that 90 days might be a struggle to complete a working group and notes the remaining allocation will not be used up in this time period.

Councillor VanderDoelen notes that he will have to oppose the motion until he can consult with municipal staff. He is fearful this could jeopardize any developments that are already in place. He asks that the motion be delayed until the next meeting.

Councillor Tiessen asks how long before the UWSS can see this increased capacity through re-rating and secondly suggests a working group of 120 days. The Manager notes that he is hoping to have the increase in capacity by hopefully the end of 2022. Councillor Tiessen also suggests that this discussion shows why the UWSS should be a stand alone corporation.

Mayor MacDonald agrees that a time line needs to be put on any working group. She also notes that she does not want to see this board move in the direction of being territorial, as it was when she started. She notes that this board has always worked cohesively together and water flow determines how many people sit on the board. The greenhouse industry may have to be involved and put in the waterlines themselves. She asks the Manager to remind members how expansion is paid for currently.

The Manager briefly explains the historical rate structure and how it is now with one rate. He explains that UWSS uses wholesale water rates with all the money going into one pot. He reminds members of his report from October which suggested that growth pay for growth. UWSS should not make a decision on who gets what but rather ensuring that there is adequate water to meet the demands.

Mayor Santos briefly goes through the history on some of the special rates and notes that he respects Essex's decision however, 900 homes will not be built in the next six (6) months.

Councillor Walstedt apologizes for not having an official response from Lakeshore and asks if there is an issue deferring for one (1) month. Councillor DeYong asks if a legal opinion is required at this point.

The Manager then explains that his hope for the working group is that it will be comprised of municipal experts, including the planners. The Manager does note that he has already received an opinion on the transfer order and it includes how system ownership is completed, which is done every four (4) years but it does not identify that each municipal

owner owns a specific allocation of treatment plant capacity. The ownership review is scheduled to be completed again this month (the last time was 2017), with a report coming to the board in February, and there will be some significant changes with the ownership allocation, but again notes that future growth and treatment cannot be reserved.

**No. UW-08-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

It is recommended that the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board supports the formation of a working group consisting of UWSS and municipal administration representatives to address the issue of treatment capacity allocation and develop a more robust and equitable application process for allocation of UWSS treatment capacity;

And further, that the any working group formed has 120 days to complete any discussions;

And further, that the UWSS Board directs the UWSS General Manager to send written correspondence to Administration of UWSS owner municipalities requesting their support and participation of the aforementioned working group;

And further, that the UWSS allocation is based on current ownership balance of capacity, on an interim basis.

Carried (UW06/21)

1 opposed

**Report UW/07/21 dated January 15, 2021 re: Kingsville Water Tower (KWT) Rehabilitation Project Tender Results**

The Manager reminds members that this was an approved project in the 2020 budget but was unable to be completed to the initial Covid-19 shutdown. Therefore it was carried over to the 2021 budget with approved monies at \$1.4 million. UWSS had retained OCWA Engineering services as the project engineer for this work. OCWA Engineering services sent this out to tender with seven (7) experts in the field. He notes that bids were received at the beginning of January 2021 and reviewed by OCWA staff and the Manager.

The lowest bid came from JDCMI at \$1.56 million with other bidders being significantly higher. There is a provisional cost included in the bid, which includes items that could potentially need to be completed, but that information won't be known until the start of the project. The Manager also indicates that JDCMI had the shortest project completion time of the bidders. He is hoping to have the project started in April when ground and weather conditions will be better to work in, until that time shop drawings will be completed.



Councillor VanderDoelen asks what the lifespan on a water tower is and how many rehabilitations can be completed. The Manager explains that by maintaining the water towers with new coatings his hope is that this will allow the water tower to last at least another 25 years.

Councillor Gaffan is concerned about the timeline. He does not want to have to tell residents that the contractors go way over. The Manager indicates that the provisional items could potentially add 15-20 days, however, JDCMI completed both the LWT and the EWT to satisfaction.

**No. UW-09-21**

Moved by: Councillor Patterson

Seconded by: Councillor Hammond

That the Union Water Supply System (UWSS) Board receives this report for information;

And further that the UWSS Board approves a budget of \$1,650,000 for the Rehabilitation of the Kingsville Water Tower;

And further that the UWSS Board authorizes the UWSS General Manager to award the Kingsville Water Tower Rehabilitation Project contract to Jacques Daoust Coatings Management Inc. (JDCMI) of Cambridge, Ontario for a sum of \$1,596,500.

Carried (UW/07/21)

**Report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021**

**No. UW-10-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor DeYong

That report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021 is received.

Carried (UW/08/21)

**New Business**

Councillor Patterson wants to acknowledge the repair crew of a watermain break off of County Road 20 recently. He notes it was a very deep line and a substantial break. At the same time he notes that a member of a water crew in Michigan lost his life doing similar work.

Councillor Patterson is proud of the local crew and all of the safety procedures in place during this recent break and thought it should be acknowledged.

The Manager thanks the crew for the repairs made, as well as the contractors we work with.

**Adjournment:**

**No. UW-11-21**

Moved by: Councillor Gaffan

Seconded by: Councillor VanderDoelen

That the meeting adjourn at 10:28 am

Carried

Date of Next Meeting: Wednesday, February 17, 2021 in zoom

/kmj