



JOINT BOARD OF MANAGEMENT

Tuesday, January 17, 2023

6:00 pm

County of Essex, Council Chambers
360 Fairview Ave W, Essex, Ontario

MINUTES

Members Present Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors
Union Water Abraham, Dunn, Tiessen, Wilkinson - Leamington
Supply System Mayor Rogers, Deputy Mayor DeYong, Councillors Gaffan,
 Patterson - Kingsville
 Mayor Bondy - Essex
 Deputy Mayor Walstedt - Lakeshore

Also in Attendance: Rodney Bouchard, Union Water Supply System Manager
For UWSS Khristine Johnson, Recording Secretary

Municipal Staff Albert Dionne - Municipality of Lakeshore
Present:

OCWA Staff Dale Dillen, Robin Trepanier
Present:

Call to Order: 6:00 pm

The Manager notes that there are many new faces on the Union Water Board Supply System. Everyone introduces who they are around the table.

Election for the Chair of the Union Water Supply System Joint Board of Management

The Manager reviews the rules of procedure for the election of Chair of Union Water Supply System Joint Board of Management (Board).

Councillor Tiessen nominates Mayor MacDonald and she accepts the nomination. Deputy Mayor DeYong seconds the nomination. The Manager calls for nominations two (2) more times. Seeing no other nominations, then nominations for Chair are closed. Mayor MacDonald accepts the nomination and is acclaimed as the Chair of the Union Water Supply System Joint Board of Management.

No. UW-01-23

Moved by: Deputy Mayor Verbeke

Seconded by: Mayor Rogers

That Mayor MacDonald is acclaimed as Chair of the Union Water Supply System Joint Board of Management for the 2023 year, with the term ending on December 31, 2023.

Carried

Mayor MacDonald then presides over the meeting and calls for the election of the Vice-Chair of the UWSS Board.

Mayor Bondy nominates Deputy Mayor DeYong for the position and Councillor Wilkinson seconds the nomination. The Chair calls for nominations two (2) more times and seeing none closes the nominations. Deputy Mayor DeYong accepts the nomination and is acclaimed as the Vice Chair of the Union Water Supply System Joint Board of Management.

No. UW-02-23

Moved by: Deputy Mayor Walstedt

Seconded by: Councillor Dunn

That Deputy Mayor DeYong is acclaimed as Vice Chair of the Union Water Supply System Joint Board of Management for the 2023 year, with the term ending on December 31, 2023.

Carried

Disclosure of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-03-23

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Dunn

That the minutes of the Union Water Supply System Joint Board of Management meeting held on October 19, 2022 is received.

Carried

Business Arising out of Minutes:

There was none

Report UW/02/23 dated January 12, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from

The Manager notes that it has been since October 2022 that UWSS last had a board meeting and also notes that the report is rather long, encouraging questions throughout if need be.

The Manager explains that DiMenna excavating had been retained back in October to excavate Clarifier #3 & #4 effluent line so that a permanent repair could be completed. A temporary repair had been made in the summer of 2022. Utility Service Corp. was on site and identified the need for a special clamp to allow for a permanent repair. The special clamp was received in December but it was quickly identified that the repair would not work and that a unique manufactured clamp would be needed for this work. It was anticipated that the new clamp would be received sometime in February 2023.

The protective membrane in the truckway for the clearwell was in poor condition and Greenflag Coatings of Kingsville had been retained to make the necessary repairs. Significant repairs to the concrete was also necessary. Greenflag installed a three (3) layer system and the work was completed just before the Christmas holidays.

The Manager reminds the Board that Summa Engineering had been retained to build a new PLC panel for the Cottam Booster Station (CBS). The Factory Acceptance Testing had been completed in October and the new PLC was delivered and installed by Summa on October 17-18, 2022, tested and put into service.

The Manager notes that the Town of Kingsville's inspection report from MECP was received in late November and received a 100% rating.

He further notes that a backup chlorine analyzer had been installed in late November and this will assist with obtaining regulatory compliance disinfection data. He explains that UWSS is in the process of installing back up processes at the WTP for redundancy purposes.

Clarifiers #3 & #4 were taking out of service during the last week of November 2022 for cleaning and inspection. Maintenance staff are working on repairs and the replacement of a blow off valve. The Manager anticipates that Clarifier #3 will be returned to service at the beginning of February once the water flow demand increases and the effluent pipe repair is completed. Clarifier #4 will return to service in March.

The Manager indicates that maintenance staff purchased a new filter to waste valve for Filter #1. He further notes that the Low Lift wells were cleaned in December, however it was noted that travelling screen #3 had a worn sprocket. An inspection by Evoqua Water Technologies was completed and a report is expected sometime in later January.

The Manager explains that staff noticed one (1) of the algae monitoring probes had failed. Staff attempted to repair the probe however it was necessary to send the probe to Hoskin Scientific for inspection and repair. This probe assists with the optimization of the treatment process. It is anticipated that the probe will be back in service sometime in February 2023.

The Manager notes that Meter Chamber #17 flow meter has failed. It was further noted when discussing with Town of Kingsville staff that this water main location was in the area of the Hwy #3 expansion. It was then decided to remove Meter #17 from service. This meter is no longer used as a billing meter. This work will be completed in the Spring/Summer of 2023.

The Manager then reminds the members of the UWSS and Windsor Utilities Commission (WUC) Redundancy project discussed at the June 2022 meeting. He notes that C3 Water and Stantec have been retained to complete the conceptual design and a kick off workshop took place in November 2022. At this workshop preferred operational models were discussed and it was decided a shared reservoir was the best option. This project will require land somewhere between Cottam and Essex. He anticipates another presentation to the UWSS Board sometime in the summer of 2023. He reminds members that this project is for emergency water service only.

The Manager notes that C3 Water has also been retained to resolve the Albuna Water Tower (AWT) capacity issue. He reminds members of the board that the AWT has not worked to its full capacity since being constructed and when it is full it tends to blow watermain lines in Leamington. New smart hydrants have been installed in the area to assist with this project. He expects a Technical Memo shortly.

Associated Engineering (AE) has been retained for the conceptual design for the Reservoir #3 project. He reminds members that the new reservoir will be constructed on the purchased lands to the south of the WTP. The study was approved in September. AE will be providing a Technical Memorandum shortly. Geotechnical studies will be started soon to determine soil type and how deep the reservoir will need to be. He further reminds members that the greenhouse is currently being leased with the lease to be finished by June.

AE further completed a structural inspection of the WTP and the Low Lift (LL) as sizeable cracks were noticed in the building. The Manager wants to ensure that these are monitored so that any structural issues can be addressed promptly.

The Manager updates the Board on the annual filter maintenance of #5 to #7 with #5 still being out of service due to the failure of an actuator. This should be received in a few weeks and reinstalled.

The Manager notes that the DAF Phase 1 retrofit of Clarifier #2 has finally been completed with substantial completion being published December 30, 2022. UWSS now enters the warranty phase of the project, which will take us to the end of 2024.

An unannounced inspection by MECP of the WTP took place in early January. OCWA staff took the inspector around and there were no visible issues reported.

The Manager then reviewed the flows for 2022. Notes that 2022 flows were the highest ever recorded by the UWSS, with a lot of water being pushed through the WTP.

The Chair asks the Manager if it is possible to have a review of all of the projects and a little bit of UWSS history for the new members of the UWSS Board. The Manager intends to potentially hold a 1/2 day workshop in the near future.

Deputy Mayor Verbeke asks the manager if there is rental potential even after the reservoir is built. The Manager explains that that was the original plan, however, it really depends on where the reservoir is located and the final size. It has been discovered that there is an abandoned gas well on the property that needs to be investigated further.

Councillor Dunn asks if the cracks within the WTP and LL buildings are cause for concern and if they can be repaired. The Manager is hoping they can be repaired until further upgrades can be completed to the administrative section of the building can be completed.

No. UW-04-23

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Dunn

That report UW/02/23 dated January 12, 2023 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works from October 14, 2022 to January 12, 2023 is received.

Carried (UW/02/23)

Report UW/03/23 dated January 12, 2023 re: Draft 2023 UWSS Operations and Capital Budget for the UWSS

The Manager hopes all the new members have had an opportunity to review the draft budget and encourages questions as he moves through his presentation.

He reviews his report highlights on page 1 of this report, noting that flows have increased by approximately 5% over 2021. He sets out the proposed rate increase of \$0.014/m³ to the wholesale rate, which will bring the new wholesale rate to \$0.7125 m³ and confirms that this rate applies to all of the municipalities. This is a 2% increase, whereas the past four (4) years has been a 4% increase each year.

The Manager briefly moves through the estimated revenue for 2023, which includes wholesale, investment and rental income. The operational and debt service expenditures include the OCWA operating contract as well as the Sun Life debt, which is set to expire in 2026. He also briefly sets out the anticipatory capital program with spending coming in at \$6.6 million and includes expansion to the administrative building, new backup generators and major maintenance/upgrade to the WTP.

The Chair asks for any questions. Councillor Gaffan asks the manager how long flows can continue increasing at this point, if we are seeing a 4.5% increase each year. The Manager explains that this is the purpose of the moratorium. He briefly runs through the history of the flow increases, which significantly bloomed from 2015-2022. He brings a graph up onto the screen. He also explains that right now the Ruthven WTP is at 80% peak, which is the trigger point, to start discussions of expansion. Part of this budget

incorporates approval for undertaking an Environmental Assessment (EA) for WTP expansion. The Manager also discusses the engineering work on-going for the new reservoir, to assist with peak days.

Councillor Wilkinson asks if all the greenhouses approved prior to the moratorium are online. The Manager anticipates that those approved prior to moratorium should be online by end of 2023. Councillor Wilkinson also asks by the wholesale water rate increase is less than the usual rate increase. The Manager explains that our output was higher than anticipated and he is also anticipating that incorporation will be completed, which all assists with bringing the rate down.

The Chair reminds members incorporation will allow for UWSS to apply for grants and funding from other sources. The Manager concurs and notes that there is potential funding from both Provincial and Federal sources.

The Manager continues with presentation noting that the OCWA budget is higher this year due to chemical cost increases and staff expansion. He notes other expenses include land transfer tax, increases to electrical and natural gas expenses and the potential of a summer student as well.

The Manager then explains how some capital items have been moved from 2022 to 2023, due in part to supply chain issues. He moves through the 2023 planned capital upgrades including backup generators, the new building at the KWT site, EA of site for new WTP, preliminary engineering for the watermain replacement on County Rd 34, pumps, meter chamber repairs, backup power generation and a work vehicle among others. Other items include meter chamber rehab, a potential bulk water fill station (as there has been multiple inquiries).

The Manager further explains that the budget presented does not include a budget for the construction of the reservoir, as he is anticipatory that the funding needed for this work (\$30million+) would be secured through UWSS Inc. and the budget would be established through a tender process. He also reviews the 10 year capital plan, which includes a new annex "peaking" water treatment facility.

The Manager reads through his recommendation of this report.

Deputy Mayor Verbeke asks if there is a bulk fill station locally to be used. While Councillor Patterson notes that the Manager should inquire with other municipalities about potential issues of having a bulk fill station, which could present issues.

Councillor Dunn inquiries as to whether solar panels have been considered for offsetting the cost of the increasing electrical expenses. The Manager notes that the engineers evaluating the reservoir project are looking into this aspect as part of this project.

Deputy Mayor DeYong inquires why there might be a need for a vehicle. The Manager explains that staff have always used their own personal vehicles for travelling to and from locations/sites and conference/training, and as part of the potential new corporation he felt it might be time to put less wear and tear on his own vehicle.

The Chair reminds members of the board that any substantial items are always brought back to the UWSS board for review and approval.

No. UW-05-23

Moved by: Councillor Dunn

Seconded by: Councillor Tiessen

That the Union Water Supply System Joint Board of Management (UWSS Board) adopts the Proposed 2023 Operational and Capital Budget for the Union Water Supply System;

And further, that the UWSS Board adopts an increase of \$0.014 per cubic metre for the UWSS Wholesale Rate. The new proposed UWSS Wholesale Rate for 2023 would be \$0.7125 per cubic meter.

And further, that the UWSS General Manager be provided the delegated authority to implement the 2023 UWSS Operations & Maintenance Budget and Capital Program

Carried (UW/03/23)

Report UW/04/23 dated January 12, 2023 re: UWSS Representative on the Essex Region Source Water Protection Committee

The Manager reviews this report with members of the UWSS Board. He notes that former Mayor Santos held the position, until his departure in July 2022 and it was felt appropriate to wait until after the October 2023 municipal elections to determine his replacement. He notes that the UWSS representative on this board also represents Essex in regards to its Colchester Water Treatment Plant. The manager indicates that the appointment is a five (5) year obligation. The Essex Region Source Water Protection Authority (ERSPA) project manager would like someone appointed to fill this position. Deputy Mayor Verbeke notes that he has been sitting as a liaison on behalf of ERCA and would like to nominate Mayor Dennis Rogers for the position. Mayor Rogers accepts the nomination. The General Manager indicates that he will inform the ERSPA project manager of Mayor Roger's nomination for the UWSS' representation on the source protection committee.

No. UW-06-23

Moved by: Councillor Patterson

Seconded by: Councillor Dunn

That report UW/04/23 dated January 12, 2023 re: UWSS Representative on the Essex Region Source Water Protection Committee is received.

Carried (UW/04/23)

The Chair notes that the dates for the 2023 Board meeting have been attached to the agenda for members' information and scheduling purposes.

The Chair asks the audience to vacate the Council Chambers so that the UWSS Board can move into closed session.

Special Closed Meeting of the UWSS Joint Board of Management

No. C-UW-01-23

Moved by: Councillor Gaffan

Seconded by: Councillor Abraham

That the UWSS Joint Board of Management move into a Special Closed Meeting, pursuant to the Municipal Act Section 239 (2)(e)(f) for the following reason:

Matters for Consideration:

Verbal update Under Municipal Act Section 239 (2)(e)(f) update regarding potential litigation and advice provided by the solicitor for the Union Water Supply System Joint Board of Management.

The UWSS Board consider this verbal report in closed session pursuant to section 239(2) of the Municipal Act, 2001, subsection(s)(e)(f).

Disclosure of Pecuniary Interest and General Nature Thereof

There was none.

The Manager provides a verbal update on a property issue, with legal advice provided by the UWSS Board solicitor present.

No. C-UW-02-23

Moved by: Mayor Rogers

Seconded by: Councillor Dunn

That the Manager and solicitor are provided direction with regard to the property issue.
Carried

No. C-UW-03-23

Moved by: Councillor Patterson

Seconded by: Deputy Mayor DeYong

That the UWSS Joint Board of Management move out of closed session and return to its regular meeting.

Carried

Report on Closed Session

The Manager reports on the closed session noting that an update Under Municipal Act Section 239 (2)(e)(f) update regarding potential litigation and advice provided by the solicitor for the Union Water Supply System Joint Board of Management.

The UWSS Board considered this verbal report in closed session pursuant to section 239(2) of the Municipal Act, 2001, subsection(s)(e)(f). Also, the Manager was provided direction under solicitor advice to form a resolution of the property issue, which is also to be reviewed by the Chair and the Vice-Chair of the Union Water Supply System Joint Board of Management prior to moving forward.

New Business: none

Adjournment:

No. UW-07-23

Moved by: Mayor Bondy

Seconded by: Deputy Mayor DeYong

Time: 8:43 pm

Date of Next Meeting: February 15th, 2023, Kingsville Arena, 9 am

/kmj