



**JOINT BOARD OF  
MANAGEMENT**  
Wednesday, August 11, 2021  
9:00 AM  
Virtually in Zoom

## **AGENDA**

**A. Call to Order:**

**B. Disclosures of Pecuniary Interest:**

**C. Approval of Minutes:**

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, July 21, 2021  
Pages 2 - 7

**D. Business Arising Out of the Minutes**

**E. Items for Consideration:**

1. UW/28/21 dated August 6, 2021 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to August 6, 2021  
Pages 8 - 9
2. UW/29/21 dated August 6, 2021 re: Payments from July 13<sup>th</sup> to July 23<sup>rd</sup>, 2021  
Pages 10 - 14

**F. Special Closed Meeting of the UWSS Joint Board of Management**

Recommendation:

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

**Matters for Consideration:** (submitted under separate cover)

Confidential Report C-UW01-21 Under Municipal Act Section 239 (2)(c) update regarding a proposed or pending acquisition or disposition of land by the Union Water Supply System Joint Board of Management

**G. Disclosures of Pecuniary Interest and General Nature Thereof**  
(Closed Meeting)

- H. **Adjournment of Special Closed Meeting:**
- I. **Report on Closed Session:**
- J. **New Business:**
- K. **Adjournment:**
- L. **Date of Next Meeting:** September 15<sup>th</sup>, 2021, location TBD

/kmj



## MINUTES

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

**Members Absent:** Councillor Jones - Leamington

**Also in Attendance:** Rodney Bouchard, Union Water Supply System Manager  
Christine Johnson, Recording Secretary

**Municipal Staff  
Present:** Kevin Girard - Town of Essex  
Shaun Martinho - Town of Kingsville  
Albert Dionne - Municipality of Lakeshore  
Shannon Belleau - Municipality of Leamington

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

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

**Disclosure of Pecuniary Interest: none**

**Adoption of Board Minutes:**

**No. UW-42-21**

**Moved by:** Councillor Dunn

**Seconded by:** Councillor Tiessen

That the Minutes of the UWSS Joint Board of Management meeting of Wednesday,  
June 16, 2021 is received.

Carried

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**Business Arising out of Minutes:**

There was none.

The Chair was experiencing technical difficulties, therefore the Vice Chair took over management of the meeting from this point forward.

**Report UW/25/21 dated July 16, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Works to July 16, 2021**

The Manager reports that a lot of the projects and maintenance items are moving along smoothly. Operations at the WTP continue to run smoothly as well.

The Manager notes that the filter rehabilitation work was completed during the week ending June 18<sup>th</sup>, 2021. He explains that both filters were disinfected and put back in service and are now running to full capacity as of June 25, 2021. He notes that in late May and in early June the higher flows had been causing some concern, as these filters were not online, but now that is not an issue.

The Kingsville Water Tower (KWT) rehabilitation project is moving along as scheduled, and perhaps a bit ahead of schedule. The scaffolding has been taken down and the exterior coating has been completed. The Manager acknowledges that there are some touch ups that will have to happen as is normal during a project of this nature. Currently the contractors are working on the inside of the bowl to complete the interior safety work and coating. Structural work and piping for the overflow will still need to be completed. The interior bowl will have to be disinfected prior to being brought back online. However, the Manager anticipates that this could occur sometime in early to mid-August.

The Manager confirms that DiMenna Excavating has been retained to complete the clean out of the north settling pond. Their team is onsite at the moment but the heavy rains last week has delayed this a bit. The Manager is still anticipant that this work will be completed in early August.

The Manager notes that item #5 within the report should have been removed as he will be discussing the DAF project in a later report.

The Manager reminds the members of the hydrant retrofit program. He explains that 10 more fire hydrants have been retrofitted. Therefore, the UWSS now has 40 real time pressure monitoring devices, 10 seasonal and 30 permanent. UWSS and OCWA staff are able to monitor this information daily and municipalities can access the information as well for the equipment within each of their respective municipalities.

The Manager reminds members of the Board of the ongoing Infrastructure Review Study and master servicing review. The consultant team has been inputting growth projections into the water model. A draft report has been provided and is under review by the Manager. Municipal colleagues will also be consulted on this draft report in regards to growth projections, etc. The Manager anticipates that a final report will be provided in September and then reviewed with the UWSS Board.

A meeting with the Financial Directors was held on June 18<sup>th</sup> to discuss and review the UWSS Restructuring. The Manager has now scheduled a meeting with both the Financial

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Date: July 21, 2021

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Directors and the CAOs to determine whether or not this project can move forward. Once that meeting has been completed the Manager will be bringing a report back to the members of the UWSS Board.

A stress test for the Ruthven WTP is planned for the week of August 18<sup>th</sup>. This will be completed based on the plan developed by UWSS' consultant, Associated Engineering.

The flows have decreased since the last board meeting due to all the rain the area has experienced. The flows have been fluctuating quite a bit this summer and it is anticipated that the new DAF system can help manage the large swings in demand.

#### **No. UW-43-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Hammond

That Report dated UW/25/21 dated July 16, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Works to July 16, 2021 is received.

Carried

#### **Report UW/26/21 dated July 16, 2021 re: Dissolved Air Flotation (DAF) Phase 1 Tender Result**

The Manager reminds members of the Board that the planning for this project has been ongoing for some time. He notes that the prequalification process for general contractors was issued by Associated Engineering (AE) on MERX to move through the tender process. It should be noted that five (5) of the six (6) interested contractors met the pre-qualifications and showed up to the on-site meeting. Tender closed on July 6<sup>th</sup> with only two (2) submittals. A third contractor was interested but could not meet the timelines.

The consultant has reviewed both submittals and all criteria has been met. The two (2) interested parties were Maple Reinders Constructors Ltd. and North American Construction (1993) Ltd. and both submitted prices very similar to each other. However, the lower bid is by Maple Reinders and will take approximately 43 weeks to complete the project.

The manager notes that AE will have an engineer onsite for contract management and site inspection during the entire project. He also explains that the bid allows for a contingency budget, however, he feels that most of that will not be used. The majority of the funding will come from revenue and reserves based over two (2) years. There is sufficient money in the reserves.

Councillor Patterson asks the Manager to explain whether or not this project is a water quality issues or is it being caused by the large greenhouses acreage in our area. The manager explains that the DAF project was identified in our water quality masterplan, which was well prior to the high demand of the greenhouses. He notes that the DAF system will improve water quality and address some of the issues of demand.

Councillor DeYong asks for an explanation as to how this DAF system works and why it is necessary. The Manager explains that currently the UWSS WTP uses up flow

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clarification and those clarifiers like to have a consistent flow through them to maintain an appropriate chemical blanket. The current wild swings in demand that the UWSS is experiencing is causing a great deal of trouble for the operational staff due to upsets in the chemical blankets. These upsets result in chemical flock ending up on the filters and reduces the efficiencies of those processes. The DAF is designed to adjust to the up/down swings in flows.

**No. UW-44-21**

Moved by: Councillor Walstedt

Seconded by: Councillor Patterson

That the UWSS Board approves a budget of \$9,250,000 for the Dissolved Air Flotation (DAF) Phase 1 project to be funded from the UWSS Reserves Fund; and

That the UWSS Board authorizes the UWSS General Manager to award the Tender for the Union Water Supply System Ruthven Water Treatment Plant Dissolved Air Flotation (DAF) Phase 1 to Maple Reinders Constructors Limited in the amount of \$8,787,444 (\$7,577,300 plus a Contingency and Allowances of \$1,210,144) not including HST; and

That the UWSS Board authorizes the UWSS General Manager to retain Associated Engineering (AE) to provide Construction Administration services for the DAF phase 1 project in the amount of \$385,400

Carried

**Report UW/27/21 dated July 16, 2021 re: Payments from June 21 to July 9, 2021**

**No. UW-45-21**

Moved by: Councillor

Seconded by: Councillor

That report UW/27/21 dated June 21, 2021 re: Payments from June 21 to July 9, 2021 is received.

Carried

**Time: 9:27 am**

**The Union Water Supply System Joint Board of Management then moved into an in-camera session:**

**No. UW-03-21**

Moved by: Councillor Dunn

Seconded by: Deputy Mayor Queen

That the UWSS Joint Board of Management moved into a closed session for the verbal discussion under Municipal Act Section 239 (2)(c) regarding a proposed or pending acquisition or disposition of land by the Union Water Supply System Joint Board of Management.

Carried

#### **Disclosure of Pecuniary Interest and General Nature Thereof**

There was none.

#### **No. UW-04-21**

Moved by: Councillor VanderDoelen

Seconded by: Councillor DeYong

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

Carried

#### **Report on Closed Session**

The Manager notes that an update was provided to members of the UWSS Board regarding an opportunity to purchase a property that is beneficial to the UWSS. The Manager receives further direction from the Board to seek further information.

#### **New Business:**

There was none.

#### **Adjournment:**

#### **No. UW-46-21**

Moved by: Councillor Dunn

Seconded by: Councillor DeYong

Time: 9:47 am

**Date of Next Meeting:** August 11<sup>th</sup>, 2021, 9 am via Zoom

/kmj

To: Chair and Members of the Union Water Supply System Joint Board of Management

From: Rodney Bouchard, UWSS General Manager

Date: August 6, 2021

Re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to August 6, 2021

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**Aim:**

To inform the UWSS Board about operational and maintenance activities and capital works projects for the Union Water Supply System since the last Board meeting on July 21, 2021.

**Discussion:**

The UWSS General Manager conducts regular meeting with OCWA Operations staff in regards to on-going operations and maintenance programs for the UWSS facilities. The following provides an update on UWSS operations, regular maintenance and major maintenance and Capital Works at UWSS facilities:

1. Regular Maintenance on all process equipment and analyzers continue to be completed through OCWA's Workplace Maintenance Management System.
2. The work for the rehabilitation of the Kingsville Water Tower is progressing well. Interior coating and exterior touch ups are scheduled to be completed by August 13, 2020. Structural repairs at base of tower are underway and should be completed by mid-August. Filling and disinfection of the water tower is tentatively scheduled for late in the week of August 16<sup>th</sup>. Items remaining include installation of lights, installation of mixer and electrical panel modifications.
3. DiMenna Excavating has completed the removal of sediments from the north settling pond. The sediments are currently stage for additional drying and will be transported to the landfill early this Fall. The north settling pond has been returned to service.
4. The contract between UWSS and Maple Reinders for the DAF Phase 1 project has been executed. Notice to Proceed was issued to Maple Reinders on August 6<sup>th</sup>, 2021. Mobilization of Maple Reinders staff and equipment is scheduled to start the week of August 9-13.
5. A meeting was held on July 28<sup>th</sup>, 2021 between UWSS and the CAOs and Treasurers of the four (4) owner municipalities to further review and discuss documents and financial information related to the proposed UWSS restructuring. The UWSS' restructuring consultants including Price Waterhouse Coopers (financial) and Willis Business Law (legal) have been tasked with developing a few documents to facilitate this work moving forward. A follow up meeting between UWSS restructuring team and Municipal CAOs

Re: UW/28/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to August 6, 2021

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will be held towards the end of August 2020 to evaluate these new documents and hopefully establish a path forward.

6. The UWSS, its consultant Associated Engineering and OCWA staff are scheduled to implement the treatment capacity assessment study (aka Stress Test) of the Ruthven Water Treatment Plant on August 18, 2021. The main parts of the stress test will be completed over 3 days and other components may continue for up to two weeks depending on conditions. This stress test will help UWSS and OCWA staff identify the maximum outputs of individual treatment processes such as clarification, filtering, etc.

The first chart shows comparative flows for 2017 through 2021 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1<sup>st</sup> to August 5<sup>th</sup>, 2021.

	2017	2018	2019	2020	2021
Flow to Date (ML)	9,248.74	10,112.65	10,153.13	11,618.13	12,200.72
Max Day (ML)	75.57	82.48	85.40	97.33	93.83
Min Day (ML)	20.73	23.56	20.13	25.44	26.74
Average Day (ML)	42.62	46.60	46.79	53.29	56.22
No of Days	217	217	217	218	217

	2017	2018	2019	2020	2021
Flow to Date (MG)	2034.48	2224.52	2233.42	2555.68	2683.83
Max Day (MGD)	16.62	18.14	18.79	21.41	20.64
Min Day (MGD)	4.56	5.18	4.43	5.60	5.88
Average Day (MGD)	9.38	10.25	10.29	11.72	12.37
No of Days	217	217	217	218	217

Flows to date are up 582.59 ML (128.15 MIG) or 5.01% from last year. The 2021 flows to date are up 18.65% over the previous 4 year average.

**Recommendation:**

That this report be received by the UWSS Board for information purposes.

Respectfully submitted,



Rodney Bouchard, General Manager  
Union Water Supply System Joint Board of Management

/kmj

Filename: t:\union wtr\reports to board\2021\uw28-21 uwss operations report for august 2021.docx

UW/29/21

**To:** Chair and Members of the Union Water Supply System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** August 6, 2021

**Re:** Payments for the UWSS from July 13<sup>th</sup> to August 6<sup>th</sup>, 2021

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**Aim:**

To provide the Board with a copy of payments made by the Union Water Supply System from July 13<sup>th</sup> to August 6<sup>th</sup>, 2021.

**Recommendation:**

For information purposes.

Respectfully submitted,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
/kmj

Filename: t:\union wtr\reports to board\2021\uw29-21 payments july to august 2021.docx



Vendor : 0011450 To STMP000001

Batch : All

Department : All

Cheque Print Date : 13-Jul-2021 To 23-Jul-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				GL Account Name	Batch Invc Date	Invc Due Date	Amount	
G.L. Account	CC1	CC2	CC3						
<b>DEPARTMENT 0700 Union Water System</b>									
<b>180325 Ricoh Canada Inc</b>									
SCO93296471	COPIER CONTRACT - MAY18-JUN30					345	30-Jun-2021	22-Jul-2021	
70-5-0700-7010	002070	Office Supplies						89.61	
<b>230706 Wolfcrete Concrete Finishing</b>									
55	CONCRETE REMOVAL - AMMONIA BLDG RETROFIT					345	07-Jul-2021	22-Jul-2021	
70-7-0700-8745	700020	Treatment Plant						2,220.45	
<b>Department Totals :</b>									<b>2,310.06</b>



Vendor : 0011450 To STMP000001  
 Batch : All  
 Department : All

EFT Paid Date : 13-Jul-2021 To 23-Jul-2021  
 Bank : 07 To 08  
 Class : All

Vendor Code	Vendor Name	Description			Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0700</b>				Union Water System				
<b>030004 C3 Water Inc</b>								
202106-467	WUC REDUNDANCY STUDY				349	30-Jun-2021	22-Jul-2021	
70-5-0700-7989	002075			Operational Programs & Studies				7,996.31
<b>050099 Enbridge Gas Inc</b>								
910052835536-	6-186M3 GAS - COTTAM BOOSTER STATION				349	15-Jul-2021	22-Jul-2021	
70-5-0700-7410	002073			Gas				102.22
<b>050195 Essex Powerlines Corporation</b>								
220651-MAY21	5-20KWH				344	21-Jun-2021	13-Jul-2021	
70-5-0700-7420	002073			Electricity				49.54
70-5-0700-7420	002073			Electricity				-8.29
253800-MAY21	5-0KWH				344	21-Jun-2021	13-Jul-2021	
70-5-0700-7420	002073			Electricity				45.05
70-5-0700-7420	002073			Electricity				-7.54
<b>080250 Hydro One Networks Inc</b>								
200141677460-	6-19,897KWH - RUTHVEN WATER TREATMENT PLANT				349	09-Jul-2021	22-Jul-2021	
70-5-0700-7420	002073			Electricity				109,801.54
200141680692-	6-10,730KWH - LOW LIFT				349	09-Jul-2021	22-Jul-2021	
70-5-0700-7420	002073			Electricity				-15.17
70-5-0700-7420	002073			Electricity				67,359.23
200152134969-	6-6KWH - METER#17				349	09-Jul-2021	22-Jul-2021	
70-5-0700-7420	002073			Electricity				-6.56
70-5-0700-7420	002073			Electricity				39.20
200208899066-	6-353KWH - METER#16				349	16-Jul-2021	22-Jul-2021	
70-5-0700-7420	002073			Electricity				114.27
70-5-0700-7420	002073			Electricity				-19.11
<b>100048 Jacques Daoust Coatings Management Inc</b>								
PC#5 3553RR	PMT#5 KWT - REHABILITATION				349	28-Jun-2021	22-Jul-2021	
70-7-0700-8710				Kingsville Water Tower				167,281.80
70-7-0700-8710				Kingsville Water Tower				19,052.60
70-7-0700-8710				Kingsville Water Tower				4,191.58
<b>160530 Pricewaterhouse Coopers Llp</b>								
TR141161081	RESTRUCTURING CONSULTANT - FINANCIAL				349	14-Jul-2021	22-Jul-2021	
70-5-0700-7950	002070			Professional Services				9,080.68
<b>190751 Summa Engineering Limited</b>								
115754	SCADA MAINTENANCE APR21-APR22				349	12-Jul-2021	22-Jul-2021	
70-5-0700-7240	002070			Tech Hardware Maintenance & Support				11,441.25
<b>Department Totals :</b>								<b>396,498.60</b>



Vendor : 0011450 To STMP000001  
 Batch : All  
 Department : All

EFT Paid Date : 05-Aug-2021 To 06-Aug-2021  
 Bank : 07 To 08  
 Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
<b>DEPARTMENT 0700</b>	Union Water System							
<b>010103</b>	<b>Associated Engineering (Ont) Ltd</b>							
529636	DAF RETROFIT PH 1 - JUL9				368	16-Jul-2021	05-Aug-2021	
70-7-0700-8745	700220			Treatment Plant				24,402.12
529637	INFRASTRUCTURE NEEDS STUDY - JUL9				368	16-Jul-2021	05-Aug-2021	
70-5-0700-7989	002075			Operational Programs & Studies				7,486.25
<b>030004</b>	<b>C3 Water Inc</b>							
202012-479	MODELLING - INFRASTRUCTURE NEEDS STUDY				368	31-Dec-2020	05-Aug-2021	
70-5-0700-7989	002075			Operational Programs & Studies				1,797.55
<b>030205</b>	<b>CANADIAN SCIENTIFIC LAB SYSTEMS INC</b>							
5289	LAB EQUIPMENT				368	28-Jul-2021	05-Aug-2021	
70-7-0700-8745	700020			Treatment Plant				17,256.63
<b>030405</b>	<b>Collabria</b>							
1426556086	ADOBE PRO DC				377	15-Jun-2021	05-Aug-2021	
70-5-0700-7270	002070			Software Purchases				271.06
INV94685594	ZOOM SUBSCRIPTION				377	01-Jul-2021	05-Aug-2021	
70-5-0700-7270	002070	008002		Software Purchases				229.39
<b>080250</b>	<b>Hydro One Networks Inc</b>							
200141683726-	6-1KWH - METER#15				368	26-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073			Electricity				38.07
70-5-0700-7420	002073			Electricity				-6.37
200220161473-	6-5KWH - METER#14				368	26-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073			Electricity				38.70
70-5-0700-7420	002073			Electricity				-6.47
<b>190755</b>	<b>Sun Life Assurance Company Of Canada</b>							
AUG-21	AUG/21 UNION WATER LOAN 3724:1				368	05-Aug-2021	05-Aug-2021	
70-5-0700-6000	002020	006901		Debenture Principal				196,818.72
70-5-0700-6100	002010	006901		Debenture Interest				87,626.57
<b>230440</b>	<b>Willis Business Law</b>							
16651	LEGAL FEES - RESTRUCTURING				368	30-Jun-2021	05-Aug-2021	
70-5-0700-7950	002070			Professional Services				293.91
16652	LEGAL FEES - ROAD USER AGREEMENT				368	30-Jun-2021	05-Aug-2021	
70-5-0700-7950	002070			Professional Services				445.31
<b>Department Totals :</b>								<b>336,691.44</b>



Vendor : 0011450 To STMP000001  
 Batch : All  
 Department : All

Cheque Print Date : 05-Aug-2021 To 06-Aug-2021  
 Bank : 07 To 08  
 Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name						
<b>DEPARTMENT 0700</b>	Union Water System						
<b>050003</b>	<b>E.L.K. Energy Inc</b>						
40010915-01 -	6-1,633.83KWH - ESSEX WATER TOWER				367 27-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073 Electricity						319.04
70-5-0700-7420	002073 Electricity						-53.36
40047150-03 -	6-466.05KWH - METER#9				367 27-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073 Electricity						105.66
70-5-0700-7420	002073 Electricity						-17.67
51976611-00 -	6-1,106.20 - KINGSVILLE WATER TOWER				367 27-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073 Electricity						-28.89
70-5-0700-7420	002073 Electricity						172.72
90006300-01 -	6-36,194.48KWH - COTTAM BOOSTER STATION				367 28-Jul-2021	05-Aug-2021	
70-5-0700-7420	002073 Electricity						8,584.86
<b>997507</b>	<b>JDC.ca Inc.</b>						
WISP-20544	AUG/21 INTERNET				367 01-Aug-2021	05-Aug-2021	
70-5-0700-7110	002070 Telecommunications Usage						129.95
<b>Department Totals :</b>							<b>9,212.31</b>