



JOINT BOARD OF MANAGEMENT

Wednesday, January 15, 2020
9:00 AM

Ruthven Water Treatment Plant
Board Room

AGENDA

A. Call to Order:

B. Election of Chair for the UWSS Joint Board of Management

UW/01/20 - 2020 Election of the UWSS Joint Board of Management Chair and Vice
Chair dated January 9, 2020
Page 3 - 6

C. Election of Vice-Chair for the UWSS Joint Board of Management

D. Disclosures of Pecuniary Interest:

E. Approval of Minutes:

Minutes of the meeting of the Union Water Supply System Joint Board of
Management Meeting held Wednesday, December 18, 2019
Pages 7 - 11

F. Business Arising Out of the Minutes

G. Items for Consideration:

1. UW/02/20 dated January 10, 2020 re: Status Update of UWSS Operations &
Maintenance Activities and Capital Works to January 10, 2020
Pages 12 - 13
2. UW/03/20 dated January 10, 2020 re: Chief Drinking Water Inspector Report for
Ontario 2018-2019 and Minister's Annual Report on Drinking Water for 2019
Pages 14 - 15
3. UW/04/20 dated January 10, 2020 re: Payments from December 20th, 2019 to
January 10, 2020
Pages 16 - 18

Union Water Supply System Joint Board of Management Agenda

January 15, 2020

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H. New Business:

I. Adjournment:

J. Date of Next Meeting: **Wednesday, February 19, 2020** at 9:00 am,
Ruthven Water Treatment Plant

UW/01/20

TO: CHAIR AND MEMBERS OF THE UNION WATER
SUPPLY SYSTEM JOINT BOARD OF MANAGEMENT

FROM: RODNEY BOUCHARD, UNION WATER MANAGER

DATE: JANUARY 9, 2020

RE: PROCEDURE FOR THE ELECTION OF THE UWSS CHAIR AND VICE
CHAIR



AIM:

To inform the Board of the procedure for the election of a Chair and Vice-Chair of the Board for a term ending on December 31, 2020.

BACKGROUND

The Transfer Order which established the Joint Board of Management of the Union Water Supply System sets out certain rules for the Board. The following are among the items specified in the Transfer Order regarding the Chair and Vice-Chair:

- That the Board members are appointed by the municipalities for a term of one year.
- That there is to be a Chair and Vice-Chair elected from amongst the members of the Board.
- That the Chair and Vice-Chair must be from different municipalities.
- That the Chair and Vice-Chair are elected for a term of one year.

DISCUSSION:

Functions of a Chair and Vice-Chair

The Chair and Vice-Chair are positions that are prescribed in the UWSS Transfer Order. The Chair is responsible for the following duties under the Transfer Order:

1. Chairing of meetings of the Joint Board of Management.
2. Calling meetings of the Joint Board of Management.
3. Executing agreements and conveyances entered into by the Joint Board of Management. The Chair co-signs with another member of the Board.

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Re: Election for the 2020 Chair and Vice Chair for the UWSS

The Vice-Chair is designated under the Transfer Order to act as Chair in the absence of the Chair.

In addition to the functions that are set out in the Transfer Order, the Chair and Vice-Chair undertake the following tasks which have been determined by the Board over the 10 years of its existence.

1. The Chair and Vice-Chair have signing authority on the UWSS bank accounts along with the UWSS Manager and the Leamington Director of Finance. Account transfers require two signatures, one of the Chair or Vice-Chair and one of the Manager or the Finance Director.
2. The Chair and Vice-Chair meet once a month with the Manager to review the proposed agenda for the next Board meeting.
3. The Chair and Vice-Chair conduct an annual performance appraisal of the Manager.

Under the Transfer Order the Chair and Vice-Chair are elected for a one (1) year term and must be from different municipalities. These requirements are intended to ensure that the Board acts in the overall system's interest and in the interest of all of the municipal owners. In some of the other Joint Boards of Management set up under the same legislation, the position of Chair is required to rotate annually or biannually among the municipal owners.

This memorandum is intended to allow the Board members to prepare for the election. Any questions regarding the procedure should be given to the Manager before the meeting if possible.

Election Procedure

The established procedure for the election of the Chair and Vice-Chair of the Joint Board of Management should be as follows:

The Manager will chair the meeting until the election of the new Chair.

The Manager will call the meeting to order.

The first order of business is the election of the Chair.

The Transfer Order under section 1 (g) says that the Chair and Vice-Chair may not be from the same municipality. This means that the election of the Chair must be completed before the Board can determine which members are eligible to be elected as Vice-Chair.

The Manager will ask for nominations from the Board for the position of Chair. Nominees must have a proposer and a seconder (neither of which can be the nominee) and the

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nominee will be asked if they are willing to accept the nomination. The list of candidates will be made up of those nominees who accept their nomination.

If there is only one (1) successful nomination, that candidate will be acclaimed as Chair.

If there are two (2) or more nominations, there will be an election. The Manager will state the names of the nominees in alphabetical order by surname. After each name is announced there will be a show of hands by those wishing to vote for that candidate. Board members shall only vote for one candidate. Candidates can vote for themselves.

The Administrative Assistant will record the number of votes for each candidate. The nominee with the most votes will be declared to be the Chair for the year to December 31, 2020.

If there is a tie for the most votes cast, the name of each nominee who is tied will be written on a slip of paper by the Manager and the slips will be placed in a hat or box. The Administrative Assistant will draw one slip and the name on that slip will be declared as the new Chair.

The Manager will ask for a motion confirming the appointment of the successful candidate as Chair.

The new Chair will then take charge of the meeting.

The Chair will then proceed with the election of the Vice-Chair. If the Chair is from a municipality with more than one member on the Board, no Board member from that municipality is eligible to serve as Vice-Chair.

The Chair will ask for nominations from the Board for the post of Vice-Chair. Again, nominees must have a proposer and a seconder and the nominee will be asked if they are willing to accept the nomination. The list of candidates will be made up of those nominees who accept their nomination.

If there is only one (1) nomination, that candidate will be acclaimed as Vice-Chair.

If there are two (2) or more nominations, there will be an election by show of hands. The Chair will say the names of the nominees in alphabetical order by surname. After each name is announced there will be a show of hands by those wishing to cast a vote for that candidate. Board members shall only vote for one candidate. Candidates are allowed to vote for themselves.

The Administrative Assistant will record the number of votes for each candidate. The candidate with the most votes will be declared to be the new Vice-Chair.

If there is a tie for the most votes cast, the name of each candidate who is tied will be written on a slip of paper by the Manager and the slips will be placed in a hat. The

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Administrative Assistant will draw one slip and the name on that slip will be declared as the new Vice-Chair.

The Chair will ask for a motion confirming the appointment of the successful candidate as Vice-Chair.

Immediately after the election of the Vice-Chair, the meeting will proceed with the rest of the business on the Agenda.

Respectfully submitted,



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

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JOINT BOARD OF MANAGEMENT

Wednesday, December 18, 2019
9:00 AM

Unico Community Room

37 Beech Street, Kingsville

MINUTES

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

Staff Present: Andy Graf - Essex
Andrew Plancke, Shaun Martinho - Kingsville
Kevin Girard - Lakeshore
Nelson Carvalho - Leamington

OCWA Staff Present: Dale Dillen

Call to Order: 9:01 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-55-19

Moved by: Councillor Dunn

Seconded by: Deputy Mayor Verbeke

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, December 18, 2019 be received.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/33/19 dated December 13, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 13, 2019

The Manager reviews his report with board members. He notes that the team is still working on completing a number of projects throughout the system.

He notes that Clarifier #2 and #3 have been removed from service for the winter and have been cleaned and inspected. He reminds members that only two (2) clarifiers need to be in service during the winter months.

He provides an update on the SCADA project. He confirms a slight delay and notes that this project and the CO2 project now need to work in conjunction to bring to completion. Both projects need to integrate together and he feels that the delay should be small, with the project being completed by the end of February.

The Manager explains that some of the new SCADA equipment is up and running. The Leamington Water Tower (LWT) and the Kingsville Water Tower (KWT) valve chamber #16 are in operation. The operators at the Ruthven WTP seem to like the screen. He notes that there will be a break over the Christmas holidays but another FAT test is scheduled for early January. There should be no additional charges for the delays.

The Manager reminds members of the Board of the retention of Associated Engineering (AE) for the historical review of the secondary disinfection. The report has been received and will be discussed under a separate cover.

The flows trends continue to move upward and the UWSS is still receiving greenhouse applications.

No. UW-56-19

Moved by: Councillor Patterson

Seconded by: Councillor Walstedt

That report UW/33/19 dated December 13, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 13, 2019 is received.

Carried (UW/33/19)

Report UW/34/19 dated December 12, 2019 re: UWSS Secondary Disinfection Review Report

The Manager discusses his report. He explains that AE was hired to do an evaluation on the secondary disinfection that is used at the Ruthven WTP. He notes that chloramination had been used since 2004, based on recommendations at the time regarding boil water advisories (BWA).

The Manager continues with a historical background for the members of the Board. He explains that that UWSS has used Free Chlorine several times over the past few years,

called a chlorine burn, in order to clean the system. However, this is not a practice recommended too often as it can create issues with the scaling inside the pipes. Therefore, as of June 4th, 2018 the UWSS has been running on free chlorine. The intent was to run free chlorine through a full year to collect water quality data from spring, summer, fall and winter seasons to evaluate free chlorine as compared to chloramination.

The consultants at AE also reviewed all historical data and presented UWSS and Municipal staff members with an evaluation. Their conclusion was that UWSS should return to its original secondary disinfection of free chlorine. The Municipal members reviewed the data and report provided and supported the decision to revert to free chlorine secondary disinfection.

The Manager reviews with members of the Board the process the consultants went through to make their determination, including the data reviewed, the triple bottom line plus risk evaluation, scoring consideration and any possible alternatives. He shows members with the report the consultants provided and explains the process and how the conclusions were reached.

The Manager answers a few questions from members regarding pipe corrosion and what end users can expect. There is a brief discussion on lead sampling and the lead sampling program.

Counillor Walstedt leaves at 9:33.

No. UW-57-19

Moved by: Deputy Mayor Queen

Seconded by: Councillor DeYong

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

And further, that the UWSS Board endorses the recommendations of the Technical Memorandum prepared by Associated Engineering on "Union Water Supply System Review of Historical Secondary Disinfection Practices" dated November 2019 Report to implement chlorine secondary disinfection on a permanent basis for the entire UWSS supplied distribution system.

Carried (UW34/19)

Report UW/35/19 dated December 13, 2019 re: 2020 UWSS Operations and Capital Budget

The Manager reminds members of the Board of his presentation of the draft budget during the November meeting. He notes that only a few changes have been made since that time. He explains the higher than anticipated flows and has revised a few project numbers. He also explains some of the items that were unexpected in 2019, namely the travel expenses, which were incurred as part of the ongoing SCADA project. He notes that UWSS covered expenses for OCWA staff members to attend several meetings in Etobicoke.

The Manager reviews the rate increase with the members and confirms that he is following the rate structure set out in the approved Water Rate Study, presented to the Board in 2018.

No. UW-58-19

Moved by: Councillor Wilkinson

Seconded by: Councillor Patterson

That the Union Water Supply System Joint Board of Management (UWSS Board) adopts the Draft 2020 Operational and Capital Budget for the Union Water Supply System;

And further, that the UWSS Board adopts an increase of \$0.0248 per cubic metre for the UWSS Wholesale Rate. The new proposed UWSS Wholesale Rate for 2020 would be \$0.6458 per cubic meter.

And further, that the UWSS General Manager be provided the delegated authority to implement the 2020 UWSS Operations & Maintenance Budget and 2020 Capital Program

Carried (UW35/19)

Dates for the Union Water Supply System Joint Board of Management for 2020

The Manager explains that most of the meetings will be held at the Ruthven Water Treatment Plant, unless he feels there will not be enough room to accommodate the number of people attending.

No. UW-59-19

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor VanderDoelen

Carried

Report UW/36/19 dated December 13, 2019 re: Payments from 2019

No. UW-60-19

Moved by: Councillor Jacobs

Seconded by: Councillor Dunn

That report UW/36/19 dated December 13, 2019 re: Payments from November 1 to December 13, 2019 is received.

Carried (UW/36/19)

New Business:

The Chair wishes everyone a very Merry Christmas and thanks UWSS and OCWA staff for all of their work over the past year. Councillor Hammond thanks the recording secretary for the treats.

Adjournment:

No. UW-61-19

Moved by: Councillor Hammond

Seconded by: Councillor DeYong

That the meeting adjourn at 9:50

Carried

Date of Next Meeting: Wednesday, January 15, 2020, at the Ruthven WTP.

/kmj

UW/02/20

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

From: Rodney Bouchard, UWSS General Manager

Date: January 10, 2020

Re: Status Update of UWSS Operations & Maintenance Activities and Capital
Works to January 10, 2020



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.

Discussion:

The UWSS 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. UWSS retained PW Makar to conduct an inspection of the Kingsville Water Tower. This inspection was completed on January 6th, 2020. The main purpose of the inspection is to evaluate the existing condition of the water tower in preparation for the Kingsville Water Tower rehabilitation project to be completed in 2020.
3. The water softener that was part of the ammonia system and the backup coagulant fill lines have been removed to make room for the new Laboratory.
4. Annual filter maintenance has started, this will include new flow meters on filters #5 through #8 and the chemical cleaning of filter #8.
5. SCADA Upgrade Project Update: No on-site activities related to the new SCADA system have occurred since the December 18, 2020 Board meeting. The SCADA contractor has been working on programming for the Factory Acceptance Testing (FAT) for the treatment plant processes. The actual FAT workshop is scheduled for February 5-6, 2020.

Project completion date is scheduled for March 2020.

6. CO2 pH Adjustment/ Chlorine System Improvements Project Update - No on-site project activities occurred during the holiday season.

Re: UW/02/20 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to January 10, 2020

Commissioning of the CO2 and chlorine systems is scheduled to start January 13, 2020. Substantial completion for this project is now scheduled for January 31, 2020.

The first chart shows comparative flows for 2016 through 2020 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MGD) for the period January 1st to January 9th, 2020.

	2016	2017	2018	2019	2020
Flow to Date (ML)	210.07	238.74	256.00	251.43	267.83
Max Day (ML)	28.06	29.95	34.95	32.21	33.58
Min Day (ML)	19.49	20.73	23.56	20.13	25.44
Average Day (ML)	23.34	26.53	28.44	27.94	29.76
No of Days	9	9	9	9	9

	2016	2017	2018	2019	2020
Flow to Date (MG)	46.21	52.52	56.31	55.31	58.92
Max Day (MGD)	6.17	6.59	7.69	7.09	7.39
Min Day (MGD)	4.29	4.56	5.18	4.43	5.60
Average Day (MGD)	5.13	5.84	6.26	6.15	6.55
No of Days	9	9	9	9	9

Flows to date are up 16.4 ML (3.61 MIG) or 6.52% from last year. The 2020 flows to date are up 12.03% 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

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UW/03/20

TO: CHAIR AND MEMBERS OF THE UNION WATER
SUPPLY SYSTEM JOINT BOARD OF MANAGEMENT

FROM: RODNEY BOUCHARD,
MANAGER, UNION WATER SUPPLY SYSTEM

DATE: JANUARY 10, 2019

RE: CHIEF DRINKING WATER INSPECTOR REPORT FOR ONTARIO 2018-2019
and MINISTER'S ANNUAL REPORT ON DRINKING WATER 2019



AIM:

To present the Chief Drinking Water Inspector's (CDWI) Report for 2018-2019 and the Minister's Annual Report on Drinking Water 2019.

BACKGROUND:

The Chief Drinking Water Inspector is required under Section 7 (2) to issue an Annual Report in respect of the overall performance of Ontario's drinking water system.

The Minister's Annual Report on Drinking Water 2019 includes an overview of Ontario's drinking water systems' performance.

DISCUSSION:

Chief Drinking Water Inspector's (CDWI) Report

The CDWI Report gives an overview of Ontario's drinking water regulatory system. The Report shows an increase in the inspector ratings for municipal drinking water systems year over year.

The Report aggregates all of the bacteriological tests across the province to obtain a figure of 99.9% of tests meeting standard. This number is approximately the same as in the last report. The inspection ratings for each municipal drinking water system in Ontario are provided. The UWSS and the four municipal systems it supplies are listed on the [Ministry's website](#) (zip file): UWSS - 100%, Essex - 97.45%, Kingsville - 100%, Lakeshore - 97.25% and Leamington - 100%.

This report also updates the public on Ontario's safety net when it comes to drinking water, such as the source to tap focus, strong laws and regulations, health based standards for drinking water, regular/reliable testing, swift action regarding AWQIs, mandatory licensing, operator certification and training requirements, compliance and public engagement as well as many of the changes in the legislative and regulatory framework. The CDWI noted the progress made in the area of Source Water Protection, namely that all locally developed source protection plans have been received and are currently under review.

A copy of the [CDWI Report for 2017-2018](#) can be found by clicking on the highlighted link or at <https://www.unionwater.ca/>

January 10, 2019 - UW/03/19

Re: Chief Drinking Water Inspector's Report 2018-2019 and the Minister's Annual
Report on Drinking Water 2019

The Minister's Annual Report on Drinking Water 2019

This report provides an overview of Ontario's drinking water systems' performance. This report also includes information regarding climate change and the work being done to protect the Great Lakes. Whether it be protection from algae blooms or combating extreme weather events, action is being taken to manage water resources. As well the Ministry is working to improve First Nations drinking water supplies and training to support First Nation drinking water system operators.

The Minister's Annual Report 2019 touches on inspection results, compliance and enforcement activities training and certification and summarizes the work being done to reduce carbon output for Ontario. This report also recognizes that Ontario's water resources are facing increasing pressures, such as climate change, pollution and urban development.

The [Minister's Annual Report 2019](#) can be found by clicking on the highlighted link and has also been posted on the UWSS website.

RECOMMENDATION

That the CDWI's Report 2018-2019 and the Minister's Annual Report 2019 is received.
Respectfully submitted,



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

Filename: t:\union wtr\reports to board\2020\uw03-20 cdwi report 2018-2019.docx

UW/04/20

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

From: Rodney Bouchard, Union Water Manager

Date: January 10, 2020

Re: Payments for the UWSS from December 20th, 2019 to January 10, 2020



Aim:

To provide the Board with a copy of payments made by the Union Water Supply System from December 20th, 2019 to January 10, 2020.

Recommendation:

For information purposes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is positioned below the text 'Respectfully submitted,'.

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

/kmj

Filename: t:\union wtr\reports to board\2020\uw04-20 payments from dec 2019 to jan 2020.docx

Council/Board Report By Dept-(Computer)



AP5130

Page : 24

Date : Dec 20, 2019

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Vendor : 0011450 To PT00000186

Batch : All

Department : All

Cheque Print Date : 18-Dec-2019 To 20-Dec-2019

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
DEPARTMENT 0700 Union Water System							
010103	ASSOCIATED ENGINEERING (ONT) LTD						
526802	SCADA PROCESS NARRATIVE - DEC6				709 13-Dec-2019	19-Dec-2019	
70-7-0700-8780				SCADA System			7,928.09
526803	CO2 PH ADJUSTMENT SYSTEM - DEC6				709 13-Dec-2019	19-Dec-2019	
70-7-0700-8745	700200			Treatment Plant			16,892.96
526804	RESERVOIR REVIEW (CO2 PH SYSTEM)				709 13-Dec-2019	19-Dec-2019	
70-7-0700-8745	700200			Treatment Plant			595.91
020120	BELL MOBILITY CELLULAR						
514877178-DE	MONTHLY CELL PHONE CHARGES				704 01-Dec-2019	19-Dec-2019	
70-5-0700-7110	002070	002083		Telecommunications Usage			21.53
030004	C3 WATER INC						
201911-410	STUFY ON CA BENEFICIAL USE				709 30-Nov-2019	19-Dec-2019	
70-5-0700-7950	002070			Professional Services			1,527.03
180325	RICOH CANADA INC						
SCO92622991	COPIER CONTRACT - OCT18-NOV30				709 29-Nov-2019	19-Dec-2019	
70-5-0700-7010	002070			Office Supplies			102.26
190751	SUMMA ENGINEERING LIMITED						
PC#2 114857	PMT#2 SUMMA - INSTALLATION				709 30-Nov-2019	19-Dec-2019	
70-7-0700-8780				SCADA System			91,565.92
70-7-0700-8780				SCADA System			10,173.99
Department Totals :							128,807.69



Vendor : 0011450 To PT00000186

Batch : All

Department : All

EFT Paid Date : 18-Dec-2019 To 20-Dec-2019

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				
DEPARTMENT 0700 Union Water System								
050099 ENBRIDGE GAS INC								
1929770177678	985.211	M3 GAS - COTTAM BOOSTER STATION			712	10-Dec-2019	19-Dec-2019	
70-5-0700-7410	002073	Gas						309.81
080250 HYDRO ONE NETWORKS INC								
200208899066-I	DEC/19	HYDRO - METER#16			712	12-Dec-2019	19-Dec-2019	
70-5-0700-7420	002073	Electricity						-48.81
70-5-0700-7420	002073	Electricity						173.44
130120 MAPLE REINDERS CONSTRUCTORS LTD								
PC#7 24897	PMT#7	CO2 INJ/CL2 GAS			712	31-Oct-2019	19-Dec-2019	
70-7-0700-8745	700200	Treatment Plant						524,896.40
70-7-0700-8745	700200	Treatment Plant						58,321.82
Department Totals :								583,652.66