THE UNION WATER SUPPLY SYSTEM

JOINT BOARD OF MANAGEMENT

AGENDA

WEDNESDAY, MAY 31, 2017

COMMENCING AT 9:00 AM

IN THE COMMUNITY ROOM - KINGSVILLE ARENA

- (A) Call to Order:
- (B) Disclosures of Pecuniary Interest:

(C) Adoption of Minutes:

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, April 19, 2017 Pages 2 - 6

(D) Business Arising Out of the Minutes:

(E) Items for Consideration:

- UW/15/17 dated May 26, 2017 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to May 26, 2017 Pages 7 - 11
- 2. UW/16/17 dated May 26, 2017 re: Payments from April13 to May 26, 2017 Pages 12 - 18
- (F) New Business:
- (G) Adjournment:
- (H) Date of Next Meeting: Wednesday, June 21, 2017, at 9:00 am at the Kingsville Community Room, Kingsville Arena

/kmj

THE UNION WATER SUPPLY SYSTEM

JOINT BOARD OF MANAGEMENT

MINUTES OF MEETING

HELD APRIL 19, 2017 AT 9 AM

IN KINGSVILLE COMMUNITY ROOM - KINGSVILLE ARENA

Members Present:	Deputy Mayor MacDonald (Chair); Mayor Paterson, Councillors Dunn, Jacobs, Verbeke - Leamington Mayor Nelson Santos (Vice-Chair); Councillors Gaffan, Neufeld, Patterson - Kingsville
Members Absent:	Councillor Hammond - Leamington Mayor McDermott - Essex Councillor Diemer - Lakeshore
OCWA Staff Present:	Ken Penney
Coll to Order:	0.02 om

Call to Order: 9:03 am

Disclosures of Pecuniary Interest: None

Adoption of UWSS Joint Board of Management Minutes:

Minutes of the Union Water Supply System Joint Board of Management Board meeting of February 15, 2017.

No. UW-22-17

Moved by:	Mayor Paterson
Seconded by:	Councillor Gaffan

That Minutes of the UWSS Joint Board of Management of the meeting of February 15, 2017 be adopted.

Carried

Minutes of the Special Meeting of the Union Water Supply System Joint Board of Management of March 9, 2017.

Union Water Supply System Joint Board of Management Meeting Minutes April 19, 2017

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No. UW-23-17

Moved by:	Councillor Jacobs
Seconded by:	Councillor Neufeld

That Minutes of the Special Meeting of the UWSS Joint Board of Management of the meeting of March 9, 2017 be adopted.

Carried

Minutes of the Special Meeting of the Union Water Supply System Joint Board of Management of April 4, 2017.

No. UW-24-17

Moved by:	Councillor Verbeke
Seconded by:	Councillor Patterson

That Minutes of the Special Meeting of the UWSS Joint Board of Management of April 4, 2017 be adopted.

Carried

Business Arising Out of the Minutes: None

Report UW/12/17 dated April 13, 2017 re: Status of UWSS Operations & Maintenance and Capital Works to April 13, 2017.

The Manager reviews his report with the Board. He indicates that Filters #5 and #7 are ready for media replacement by the Continental Carbon Group. This group has completed work on filters #1-4 in the past. He notes the levels of the new material that will be installed; namely sand and anthracite. During this process the OCWA staff will also inspect the underdrains to determine whether or not any repairs will be necessary. This work is expected to be completed by May.

The Manager notes that the UWSS has received its final inspection report. He further notes that he will discuss this matter in more detail during his next report. He indicates that the inspector asked for a lot of material but in the end the UWSS received a 95.01% inspection rating.

Reservoir #1, which is the oldest of the reservoirs, will be inspected during the month of May. He notes that this will be a live inspection wherein the divers will look for leakage, corrosion and sediment accumulation.

The Board is informed that the dissolved air flotation (DAF) pilot study is currently taking place at the WTP. The equipment is supplied by Roberts Filters and UWSS has retained Associated Engineering to lead the project. The Manager shows members of Page 3 of 18

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the board pictures of the set up at the WTP. This project should run for several weeks, providing valuable information as to whether or not one of the clarifiers can be retrofitted. There is only one other plant in Ontario like this, located in Belleville, and the Manager will bring operators there for training if need be. He notes that USA and Australia also use this type of technology as it works well with water containing algae. The Board asks the Manager how long the testing for the DAF system is. The Manager notes that each test is three (3) days long.

The Manager confirms that a new turbidity meter has been installed on the intake #1 at the Low Lift. This will help with accuracy for the operators.

Finally, the manager notes that the flows at up slightly over last year and the four (4) year average. He also mentions that there is a great deal of greenhouse growth in the Leamington area at the moment. He reminds members that he is gathering greenhouse information from municipalities but has not received everything as of yet. Lastly, he attributes the increase in flows to a few things, such as increased flows from Highbury Canco, increased greenhouse growth, weather and temperatures.

No. UW-25-17

Moved by: Mayor Paterson

Seconded by: Councillor Dunn

That report UW/12/17 dated April 13, 2017 re: Status of UWSS Operations & Maintenance and Capital Works to April 13, 2017 is received.

Carried

Report UW/13/17 dated April 12, 2017 re: MOECC Drinking Water Inspection Report for the UWSS - January 2017

The Manager informs members of the Board that the Ministry of Environment and Climate Change (MOECC) inspection of the UWSS WTP began on January 26, 2017. He notes that the inspection took approximately 2.5 months to complete. He also indicates that the new inspector had a more extensive background in environmental studies and this is clear throughout the inspection report.

The Manager produces the Inspection Report on the overhead projector for the Board members to see and brings up various pages to point out specific information. He reminds members that the Inspection Report is also up on the UWSS website. He specifically notes pages 12 through 15 which points out a number of issues that the UWSS should improve upon. There was only one instance of actual non-compliance, that issue being that continuous coagulation was not maintained for a period of several hours at one point in 2016. This issue was human error and since such time an SOP has been created and fail-safe monitoring has been installed. Another suggestion by the inspector is that operators do rounds every three (3) hours as part of their shift duties. OCWA is currently in the process of working on SOPs to incorporate this suggestion.

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The Manager finally explains the rating that was received, but assures the members of the Board that any issue noted within the report posed no risk to producing safe drinking water.

There is a brief discussion regarding the inspection process and the need for continuous improvement within the facilities. There is also a brief discussion on the residual pile, located on the west side of the WTP property, and how to eliminate the pile. The Manager indicates that the inspector has requested monthly testing of the runoff, but reminds members that there is money is the budget to continue to remove the pile, which is expected to be eliminated over the next four (4) years.

The Board then asks the Manager if OCWA should be taking care of any deficiencies determined by the inspector or should UWSS. The Manager indicates that most of the items within the inspection report are action items for the operating authority, however, some are to be taken care of by the owner. He confirms that at times both UWSS and OCWA collaborate on a solution to the satisfaction of the MOECC.

No. UW-26-17

Moved by: Councillor Patterson

Seconded by: Councillor Dun

That report UW/13/17 dated April 13, 2017 re: MOECC Drinking Water Inspection Report for the UWSS - January 2017 Inspection is received.

Carried

Report UW/14/17 dated April 13, 2017 re: Payments from February 3 to April 13, 2017

The Board asks the Manager to explain several of the expenses for the water quality studies. The Manager explains that this is extra testing for the corrosion study currently taking place.

No. UW-27-17

Moved by: Mayor Paterson

Seconded by: Councillor Dunn

That report UW/14/17 dated April 13, 2017 re: Payments from February 3 to April 13, 2017 is received.

Carried

Union Water Supply System Joint Board of Management Meeting Minutes April 19, 2017

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New Business:

Councillor Gaffan asks the Manager if UWSS has anything to do with the sand sucker that has been spotted about ³/₄ of a km off shore near the UWSS intakes. The Manager indicates that he is not responsible for this situation and will look into the matter.

The Manager then reminds members of the Board of the discussion over the last several months in reference to the UWSS investments. The Manager indicates that he has obtained a GIC rate of 2.55% from a local credit union, which is far better than anything else he has received. He is recommending moving \$10million into this, which will bring in approximately \$1,350,000 in investment income over a five year period. There is a general conversation about the most prudent approach for the money and also how much cash UWSS should keep on hand for regular business.

No. UW-28-16

Moved by: Councillor Patterson

Seconded by: Councillor Verbeke

That the Manager of the Union Water Supply System Joint Board of Management invest \$10 million in a five year GIC at a rate of 2.55% with the WFCU.

Carried

Adjournment

No. UW-29-16

Moved by: Councillor Patterson

Seconded by: Mayor Santos

That the meeting adjourn at 9:47 am

Carried

Date of Next Meeting: May 31, 2017 at 9:00 am in the Kingsville Community Room, Kingsville Arena

/kmj

		UW/15/17
То:	Chair and Members of the Union Water Supply System Joint Board of Management	
From:	Rodney Bouchard, Union Water Manager	
Date:	May 26, 2017	UNION WATER SUPPLY SYSTEM
Re:	Status Update of UWSS Operations & Maintenance A Works to May 26, 2017	Activities and Capital

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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.

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. Continental Carbon Group (CCG) was on-site at the Ruthven Treatment Plant on May 1st, 2017 for replacement of filter media in Filters #5 and #7. The work was completed on May 17th, 2017. CCG removed existing filter media with a vacuum extractor and placed the materials near the residuals materials pile at the back of the treatment plant property. This material will be disposed as part of the residuals materials disposal work this summer.

Once the filter media was removed, OCWA operations and maintenance staff inspected the filter boxes and underdrain/backwash structures. A number of underdrain/backwash caps were replaced due to damage from filter media removal process or wear and tear.

CCG then installed 12 inches of new filter sand and 18 inches of new anthracite in each filter. OCWA operations staff backwashed the new filter media until backwash water was clear and then disinfected the filter media. Filters #5 and #7 have been placed back into service.

 An inspection of Reservoir #1 has been completed by Watech Services on May 23rd. No major issues were identified by Watech during the inspection. An inspection report will be provided in the next few weeks. 4. High Lift pump #4 has been replaced with a new pump supplied by ASL Roteq. A budget of \$45,000 was approved in the 2017 UWSS budget for this item. ASL Roteck was on site on May 16-18, 2017 to install and test the new pump. Installation and testing was successful. OCWA maintenance staff will complete the disinfection and commissioning of the new pump during the week of May 29- June 1st, 2017. Anticipated final cost for this work is approximately \$35,000 and thus below budget.

Re:

to 26, 2017

- 5. Clarifier #3 mixer gear box was noted to be losing oil during regular maintenance inspection. OCWA maintenance staff disassembled the gear box and noted possible extensive wear and tear. Clarifier #3 was taken out of service on May 17, 2017. OCWA maintenance staff removed gear box assembly and sent it to ASL Roteq for inspection. ASL Roteq's inspection report noted extensive wear with gears, etc requiring immediate repairs. It's anticipated that the repairs will take approximately four weeks to complete. Clarifier #3 is expected to be returned to service around the 3rd week of June.
- 6. Phasor Industrial was on-site at the Low Lift building on May 25th, 2017 to start the install of cable racks, cable and electric receptacles to facilitate the connection of portable trailer-mounted generator to low-lift electrical transfer switch equipment when needed. This will allow for redundancy in back-up power generation should the permanent backup generator fail or need maintenance. It is anticipated that this project will be completed by the end of June 2017.
- 7. The on-site portion of the dissolved air flotation (DAF) pre-treatment system pilot study has been completed. Associated Engineering (AE) led the pilot study and had staff on-site to operate and monitor the DAF equipment, as supplied by Roberts Filter, and to assess the effectiveness of the system through sampling, testing, and data review. The initial pilot study was completed on May 5th, 2017 after a 3 week run time. The preliminary data indicated that the DAF system worked as well if not better than the current upflow clarification system for the normal range of turbidity of 5-20 NTU. However, the system failed when subjected to high turbidity events of 50-100+ NTU that occurred on May 2-4, 2017.

A second run of the DAF pilot system was conducted by Roberts Filter staff in conjunction with Associated Engineering during the week of May 15, 2017. Physical modifications to the DAF equipment were undertaken prior to starting this second test run. During this test run, the DAF system was able to adequately handle raw water with high turbidity in the 200+ NTU range.

Associated Engineering and Roberts Filters staff are in process of development a report to summarize the DAF pilot study results. The report will include an assessment of viability of DAF clarification process for UWSS treatment facility. Re:

- 8. On May 9th, 2017 UWSS was informed by OCWA operations/distribution staff that they had been approached by Glos Associates, Inc, the architect for the new Leamington District Secondary School, in regards to the proposed installation of a drop off lane that would extend over UWSS Valve Chamber #117 on Oak Street. The architect was informed that UWSS would retained an engineer to complete a structural assessment of the valve chamber to ascertain whether it could withstand the weight of vehicles that would use the drop off lane. UWSS retained Stantec to conduct the structural assessment. A report dated May 16th, 2017 by Stantec indicated that the structural condition of valve chamber #117 would not support the weight requirements needed for use in a drop off lane. Stantec recommended that the chamber would need to be reinforced with approval by a structural engineering before a drop off lane could be installed over the chamber. The Stantec report was provided to the Glos Associates for their consideration. As of the date of this report, UWSS has not received a response from Glos Associates.
- 9. On May 18th, 2017 UWSS was informed of a watermain break on the 16-inch watermain located along County Rd 29 between Hwy #3 and County Rd #34. The watermain break occurred when a contractor, retained by Gosfield North Communications to install fiberoptic line conduit, struck the watermain with their trenchina equipment while installing the conduit. **OCWA** operations/distribution and Town of Kingsville water staff responded to the watermain break. Town of Kingsville staff took the lead in repairing the watermain break. The MOECC and local health department were notified of the break and a boil water advisory placed for the area serviced by this Repairs to the watermain were completed and necessary watermain. disinfection and sampling was conducted. Laboratory results for collected samples were non-detect for microbiological parameters. The boil water advisory was rescinded on May 21st, 2017.
- 10. An adverse water quality incident (AWQI) was reported for a total coliform count of 7 cfu/100ml on May 24th for the town of Learnington. The sample was taken from sample station SS-L-17 on Hodgins St. The Town of Learnington Water staff and Windsor Essex County Health Department were notified of the AWQI. Town of Learnington water staff flushed the watermain during the evening of May 24th. Confirmation samples for total coliform and E. coli were collected upstream and downstream of the sample location by OCWA operations staff on the morning of May 25th and again on the morning of May 26th as per regulatory requirements. The laboratory results of samples collected on May 25th were non-detect for total coliform and E. coli. The results of the samples taken on May 26th are expected on May 27th, 2017, which is after the date of this report.
- 11. Flowmetrix Technical Services Inc. (Flowmetrix) has been retained to conduct a "flow and sizing" study on meters #4, #14 and #27. This data will be used to

Re:

properly size the new meters that will be purchased and installed at these locations. It is anticipated that Flowmetrix will complete the sizing study by mid-June 2017.

- 12. UWSS has retained OCWA Engineering Services (OCWA ES) to provide project management services for the Essex Water Tower re-coating project. OCWA ES will be responsible for tendering of the re-coating works, management of contractors and review of payment certificates for approval by UWSS. A project kick-off meeting is scheduled for May 29, 2017 at the Ruthven Water Treatment Plant with representatives from OCWA ES, OCWA operations, UWSS, and Town of Essex senior management. It is anticipated that tendering of this work will be completed by end of July 2017 and recoating works will be completed in October 2017.
- 13. UWSS has retained Associated Engineering (AE) to provide project management services for the SCADA Upgrade project. AE will be responsible for preparing a Request for Proposals (RFP) and assist UWSS with selection of a SCADA integrations firm through the RFP process. AE will also provide project management services during the development and integration of the new SCADA system and review contractor invoices for approval by UWSS. It is anticipated that the RFP process will be initiated in mid-June 2017 and that a SCADA integrator will be selected by August 2017.
- 14. On April 4th, 2017 UWSS was contacted by an MOECC Approvals and Licensing Section staff that the UWSS Municipal Drinking Water License (MDWL) and Drinking Water Works Permit (DWWP) would be revised to include recently updated regulatory requirements. These updates include but are not limited to dechlorination requirements for waste process water; review and confirmation of Contact Time (CT) requirements for primary disinfection; regulatory requirements for Ultraviolet Disinfection (UV), etc. UWSS was informed that many of these regulatory updates were being completed to MDWLs and DWWPs for all drinking water treatment facilities in Ontario. A final review of the draft MDWL and DWWP for UWSS facilities was agreed upon by UWSS (and OCWA operations staff) and MOECC on May 26th, 2017. It is anticipated that the new versions of UWSS MDWL and DWWP will be issued in the first week of June 2017.

Re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to 26, 2017

Comparative Flows for 2013 through 2017 in Millions of Imperial Gallons (for the period 1 January to May 25, 2017)

	2013	2014	2015	2016	2017
Flow to Date (MG)	1085.93	1153.57	1102.14	1084.80	1113.64
Max Day (MGD)	13.14	12.23	12.75	13.99	13.17
Min Day (MGD)	4.65	4.19	3.79	4.29	4.56
Average Day (MGD)	7.49	7.96	7.60	7.43	7.68
No of Days	145	145	145	146	145

Flows to date are up 28.84 MIG or 2.66% from last year. The 2017 flows to date are up 0.63% over the previous 4 year average.

Recommendation:

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

Respectfully submitted,

KR.K

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

rb/kmj

Filename: t:\union wtr\reports to board\2017\uw15-17 operations report for may 2017.docx

UW/16/17 To: Chair and Members of the Union Water Supply System Joint Board of Management From: Rodney Bouchard, Union Water Manager Date: May 26, 2017 Re: Payments for the UWSS from April 14 to May 26, 2017

Aim:

To provide the Board with a copy of payments made by the Union Water Supply System from April 14 to May 26, 2017.

Recommendation:

For information purposes.

Respectfully submitted,

KR.A

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

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MUNICIPALITY OF LEAMINGTON

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70-5-0700-742				Electricity				38.21
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70-5-0700-742				Electricity				-2.35
	MAR/17 HYDRO		#26			224 26-Apr-2017	04-May-2017	
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230440	WILLIS L	AW FIRM	1								
5777 70-5-0700-7950	LEGAL FI	-	STRUCT 002400		Professional Services				250 30-Apr-2017	11-May-2017	2,090.50
								Departmen	t Totals :	233	3,513.56

MUNICIPAL	LEAMIN	NGTON				AP5130		Page	: 36		
Council/B	oard F	Report	By D	ept-(C	omputer)	¥	Date :	May 18, 2017	Pade	17 off⁴1⁄8	
Vendor :	001410	To PT00	000116				Cheque Print Date : 1		May-2017	To 18-May-20	17
Batch :	All						Bank :	07 To 08			
Department :	All						Class :	All			
Vendor Invoice	Vendor N Descripti							Batch I	nvc Date	Invc Due Date	;
G.L. Account	_	CC1	CC2	CC3	GL Account Name						Amount
DEPARTMENT	0700		Union	Water S	ystem						
4493360 - 3850	PVC BUS	SHING - D	AF (EXT	RA)				266 ²	12-Apr-2017	18-May-2017	
70-5-0700-7989)	002075			Operational Program	ns & Studies					13.41
4493402 - 385(SEWER TEE/ADAPTER, PVC ADAPTER/BUSHING								266 <i>^</i>	2-Apr-2017	18-May-2017	
70-5-0700-7989)	002075			Operational Program	ns & Studies					25.74
								Department Tot	als :	294	1,929.67

MUNICIPALITY OF LEAMINGTON

All

All

Vendor :

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Department :

Council/Board Report By Dept-(Computer)

001410 To PT00000116



	Page :
May 18, 2017	Do Jipe 1

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To 18-May-2017

Cheque Print Date : 16-May-2017

Bank :

07 To 08 Class : All

AP5130

Date :

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	Vendor N Descripti	on				Batch Invc Date	Invc Due Date	
G.L. Account		CC1	CC2	CC3	GL Account Name		Amount	
DEPARTMENT	0700		Unior	Water Sy	stem			
080143	HICKS M	ACPHE	RSON					
5741 70-5-0700-7959	2016 UWSS YEAR END AUDIT 9 002070			DIT	UWSS Audit Fees	266 03-May-2017	18-May-2017 6,328.00	
080250	HYDRO (TWORKS	INC				
200141677460 70-5-0700-7420	APR/17 HYDRO - RUTHVEN WATER 0 002073				PLANT Electricity	266 08-May-2017	18-May-2017 49,139.66	
200141680692 [.] 70-5-0700-7420		IYDRO - 002073		Т	Electricity	266 08-May-2017	18-May-2017 26,036.62	
200152134969 70-5-0700-7420)	002073	3	17	Electricity	266 08-May-2017	18-May-2017 38.04	
70-5-0700-7420		002073			Electricity		-2.69	
3105	U OF W -	SMART	METER		Operational Dragrams & Chudica	266 26-Apr-2017	18-May-2017	
70-5-0700-7989 180400	' RONA IN	002070)		Operational Programs & Studies		2,802.60	
33150-1104631 70-5-0700-7989	PLASTIC	-		RA)	Operational Programs & Studies	266 12-Apr-2017	18-May-2017 32.45	
190185	SGS CAN		C. ENVIR	ONMENT	AL SERVICES			
11053484 70-5-0700-7989		QUALITY 002075		S CORRO	SION-LAKESHORE Operational Programs & Studies	266 27-Apr-2017	18-May-2017 73.45	
11053485 70-5-0700-7989		QUALITY 002075		S CORRO	SION-LEAMINGTON Operational Programs & Studies	266 27-Apr-2017	18-May-2017 73.45	
11053486 70-5-0700-7989		QUALITY 002075		S - UNION	Operational Programs & Studies	266 27-Apr-2017	18-May-2017 1,333.40	
11053556 70-5-0700-7989		QUALITY 002075		CORRO	SION-ESSEX Operational Programs & Studies	266 27-Apr-2017	18-May-2017 98.31	
11053561 70-5-0700-7989		QUALITY 002075		CORRO	SION-KINGSVILLE Operational Programs & Studies	266 27-Apr-2017	18-May-2017 98.31	
190755	SUN LIFE	E ASSUR		OMPANY	OF CANADA			
MAY-17 70-5-0700-6000 70-5-0700-6100)	002020	OAN 3724 0 006901 0 006901	:1	Debenture Principal Debenture Interest	266 01-May-2017	18-May-2017 79,600.52 126,922.53	
230480	WFS LTC)						
4491025 - 385(70-5-0700-7989		SE, ADAF 002075		OUPLERS	S, GEAR CLAMPS - DAF (EXTRA) Operational Programs & Studies	266 10-Apr-2017	18-May-2017 382.34	
4491350 - 385(70-5-0700-7989		ADAPTI 002075		BOWS - D	AF (EXTRA) Operational Programs & Studies	266 10-Apr-2017	18-May-2017 99.13	
4491877 - 385(70-5-0700-7989		TION H 002075		F (EXTRA		266 11-Apr-2017	18-May-2017 519.80	
4491880 - 385(70-5-0700-7989		E&HOSE 002075	-	AF (EXTR		266 11-Apr-2017	18-May-2017 581.74	
4492241 - 385(70-5-0700-7989		IG-INSE 002075		R CLAMF	S - DAF (EXTRA) Operational Programs & Studies	266 11-Apr-2017	18-May-2017 77.52	
4492259 - 385(70-5-0700-7989		HOSE, 1		RS, COUP	LINGS - DAF (EXTRA) Operational Programs & Studies	266 11-Apr-2017	18-May-2017 440.88	
4493235 - 385(70-5-0700-7420		DAPTE 002073		PLINGS, E	TC - DAF (EXTRA)	266 12-Apr-2017	18-May-2017 133.98	
4493359 - 385(70-5-0700-7989		ELBOW, 002075		APTER - I	DAF (EXTRA) Operational Programs & Studies	266 12-Apr-2017	18-May-2017 80.48	